



Health & Safety

Policy Document

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S E C T I O N O N E

HEALTH AND SAFETY POLICY STATEMENT



Antrim Borough Council
Health and Safety Policy

Section 1 – Policy Statement

Antrim Borough Council is fully committed to the implementation of an effective health and safety management system. It fully recognises and accepts its legal responsibilities for everyone who may be affected by the Council's activities. To this end the Council aims to promote the improvement of all health, safety and well-being at work for staff and visitors to our premises by proactively reducing and controlling hazards.


Antrim Borough Council is responsible for a diverse range of activities, eg refuse collection, leisure centre management, parks and cemeteries, registration of births, deaths and marriages, environmental health, and arts and sports development.

The Council will manage all of its activities in a safe manner through hazard identification, risk assessment and risk control.

It is everyone's responsibility to maintain high safety standards and to prevent occupational illness and injury. Improvements in health and safety performance can only be achieved if there is full commitment not only from managers, but also from every member of staff. Every employee is required to co-operate with the Council in the operation of this policy to:

- Achieve and support the implementation of an effective health and safety management system
- Comply with its statutory obligations under the Health and Safety at Work (NI) Order 1978 and all related regulations, standards and codes of practice
- Continue to identify, assess, control, monitor and review all risks associated with our work activities
- Assist and support the Council in ensuring actions are taken to implement control measures for the effective management of health, safety and well-being in their workplace
- Attend training provided in order to carry out their role in accordance with legislative requirements
- Participate with the implementation of the Corporate Health, Safety and Well Being Strategy
- Participate with programmes to promote health, safety and well-being initiatives as part of the Employer of Choice Programme
- Take personal responsibility for their own individual health, safety and well being

- The Council will ensure the periodic review of this policy

Signed:  Date 14th April 2011
Chief Executive

S E C T I O N T W O

ORGANISATION

2.1 HEALTH AND SAFETY RESPONSIBILITIES

CHIEF EXECUTIVE (First Tier)

- ◆ Accountable to the Council for the Health and Safety at Work (NI) Order, 1978, and relevant statutory provisions.
- ◆ Overall responsibility for the formulation, implementation and development of the Health and Safety policy and its proper interpretation by the Directors and Line Managers, etc.
- ◆ Liase with each Director to establish a strategy to integrate the Health and Safety Management function fully within the Council Management process.
- ◆ Delegating responsibility and authority for Health and Safety matters to Directors.
- ◆ Make provision to appoint competent persons to assist and advise on Health and Safety matters.
- ◆ Ensure that adequate resources are made available to implement the policy.
- ◆ Ensure that adequate arrangements for consultation and communication on Health and Safety matters are provided, upwards and downwards, at all levels throughout the Council's organisation.
- ◆ Assess reports from the Directors and competent persons on the planning, monitoring, review, implementation and development of the policy and make recommendations accordingly.

2.2 HEALTH AND SAFETY RESPONSIBILITIES

DIRECTORS (Second Tier)

- ◆ Accountable to the Chief Executive for the detailed aspects of the Council Policy particularly in respect of the organisation and arrangements for Health and Safety within their respective departments.
- ◆ To ensure that the Council's Health and Safety policy is effectively monitored in their departments and that recommendations are notified to the Chief Executive for policy amendment and development.
- ◆ To ensure that the policy is pursued at lower levels of management and that appropriate responsibilities in Health and Safety are delegated to the appropriate Officers.
- ◆ To arrange that proper account is taken of Health and Safety factors in all forward planning, i.e.
 - New buildings and projects,
 - Planned improvements and maintenance of premises,
 - Purchase of equipment and substances,
 - Employment of staff.
- ◆ To sanction adequate arrangements for consultation and communication with competent persons on matters of Health and Safety.
- ◆ To ensure that adequate arrangements for consultation and communication of Health and Safety information are maintained throughout their areas of responsibility.
- ◆ To assess and take appropriate action on reports from their officers and competent persons on matters of Health and Safety.
- ◆ To make adequate arrangements for and ensure that training needs are identified to enable staff to perform their duties competently.
- ◆ To offer every facility to enforcing officers of the enforcing authorities, to record their visits and action their recommendations as necessary.
- ◆ To ensure that procedures include the protection of visitors or the public in general and that contractors observe all safety considerations employed by their departments.
- ◆ To maintain a positive culture towards Health and Safety in order that it can be engendered at all levels of the workforce.

2.3 HEALTH AND SAFETY RESPONSIBILITIES

ASSISTANT DIRECTORS (Third Tier)

- ◆ Understand the aims of the Council's Health and Safety Policy and observe the responsibilities assigned.
- ◆ To liaise with management in order to establish written instructions with regard to safe working methods.
- ◆ Identify potential hazards, ensure suitable and sufficient risk assessments have been carried out and that additional identified and appropriate control measures have been instigated.
- ◆ To ensure that plant, equipment and systems of work are maintained, safe and without risk to health.
- ◆ To ensure that contractors carrying out works on Council property are made aware of the Council's Health and Safety Policy.
- ◆ To ensure that contractors are competent and the working methods do not give rise to danger to Council employees and other persons who may be affected by their working activities.
- ◆ To maintain a positive culture towards Health and Safety and promote Health and Safety among the workforce.
- ◆ To ensure that the Health, Safety and Well Being Advisor is informed of all impending changes in methods, processes, substances and equipment, and to carry out prior consultation with the Health, Safety and Well Being Advisor as appropriate.
- ◆ Make arrangements to ensure that Safety Representatives, Representatives of Employee Safety and Safety Committees appointed under statutory regulations can carry out their functions.
- ◆ To ensure that all accidents, incidents and deviations from the Council Health and Safety Policy are recorded and reported to the Health, Safety and Well Being Advisor.
- ◆ To ensure that the policy is widely publicised, displayed, known, followed and pursued at all levels of the workforce.
- ◆ To assess and take appropriate action on reports from their officers and competent persons on matters of Health and Safety.
- ◆ To make adequate arrangements for and ensure that training needs are identified to enable staff to perform their duties competently.
- ◆ To offer every facility to enforcing officers of the enforcing authorities to record their visits and action their recommendations as necessary. Also to notify the Health, Safety and Well Being Advisor of any changes.

2.4 HEALTH AND SAFETY RESPONSIBILITIES

OFFICERS/MANAGERS/SUPERVISORS (Fourth Tier)

- ◆ To be responsible for the effective implementation of Council Health and Safety Policy and procedures within his/her area of control.
- ◆ To record and report to the Health, Safety and Well Being Advisor all accidents, incidents and deviations from the Council Health and Safety Policy.
- ◆ To assist in the investigation of all accidents, incidents and investigate all potential hazards that is brought to his/her attention by staff, contractors or members of the public.
- ◆ To regularly inspect the area(s) under his/her control to ascertain whether appropriate safety measures are being maintained and safe working practices followed.
- ◆ To initiate corrective action deemed to be necessary as a result of his/her investigations.
- ◆ To ensure that clear and precise Health and Safety instructions are given to those under his/her control with regards to themselves and others.
- ◆ To consult with Health, Safety and Well Being Advisor on relevant matters.
- ◆ To ensure that persons under his/her control have received an adequate level of training to allow them to operate any necessary plant or equipment and that operators are adequately supervised.
- ◆ To advise his/her Assistant Director, senior officer and the Health, Safety and Well Being Advisor of any necessary training needs for those under his/her control.
- ◆ To monitor housekeeping in the area under his/her control and ensure that it remains safe, clean and tidy and does not pose a fire risk at all times.
- ◆ To ensure that any necessary personal protective equipment is issued, inspected and maintained as required and that proper records are maintained.
- ◆ To ensure that personal protective equipment issued is properly used, maintained and stored.
- ◆ To encourage, maintain and positively promote an open constructive and positive Health and Safety culture amongst all Council staff and contractors.

2.5 HEALTH AND SAFETY RESPONSIBILITIES

HEALTH, SAFETY AND WELL BEING ADVISOR

- ◆ To assist and advise on all matters relating to Health and Safety policy formulation and development which will ensure the continued Health and Safety of employees, contractors and members of the public, on Council premises or arising from any Council work related activity.
- ◆ To advise management on planning for Health and Safety and make recommendations for the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
- ◆ To develop health and safety audit systems and related procedures appropriate to the full range of the Council's activities and facilities provided.
- ◆ To assist management in hazard identification, conducting risk assessments and to establish and update risk control measures relating to all aspects of Council workplaces and work activities.
- ◆ To advise management of any Health and Safety matters which require additional expertise and/or the appointment of competent person(s).
- ◆ To establish and maintain adequate and appropriate systems to monitor the day-to-day implementation of the Health and Safety Policy and plans of work, including accident and incident investigation, reporting and analysis.
- ◆ To establish and maintain procedures for the reporting, investigating and recording and analysis of accidents and incidents.
- ◆ To carry out regular performance review and auditing of the safety management system.
- ◆ To maintain adequate information systems on relevant civil and criminal law and on guidance and developments in general safety management practice.
- ◆ To interpret existing and pending legislative requirements and their implications for the Council.
- ◆ To ensure clear and concise reports are prepared on Health and Safety matters as requested by the Council Senior Management to assist decision-making.
- ◆ To review fire prevention and precautions and emergency evacuation procedures for the Council's premises; to advise regarding emergency evacuation drills in Council's premises.
- ◆ To arrange and/or conduct Health and Safety courses for Council employees as required.
- ◆ To liaise with Safety Representatives of Trade Unions and Representatives of Employee Safety and attend Health and Safety Committee meetings as required.
- ◆ To advise Senior Management dealing with Contractors on Health and Safety matters.
- ◆ To liaise with HSENI, and other relevant statutory bodies as necessary.
- ◆ To keep such records of his/her activities as may be deemed appropriate.

2.6 HEALTH AND SAFETY RESPONSIBILITIES

EMPLOYEES

- ◆ Must be familiar with and adhere to Antrim Borough Councils Health and Safety Policy.
- ◆ Must notify immediate supervisor of any accident or incident at work (whether or not injury has occurred) and ensure that it has been recorded.
- ◆ Must be aware of any hazard in their workplace and take appropriate precautions including the use of any personal protective equipment/issued.
- ◆ Wear and use all personal protective equipment and safety devices noted in the safe working practices for their task. They must inform their immediate supervisor of any failure to provide such equipment or any fault/failing of that equipment.
- ◆ Must carry out all work in accordance with safe working practices, instructions, codes of practice, training, procedures and arrangements.
- ◆ Should make suggestions on how to improve the safety factor of their work, especially where they consider existing arrangements to be inappropriate.
- ◆ Should notify their supervisor, or any other affected employee, of any situation or hazard, which they consider may represent any risk to the health, safety or welfare of any member of staff, contractor, visitor or member of the public.
- ◆ Must notify anyone who may be affected by their work of any potential hazards, i.e. the general public (special attention must be given to children), other employees and contractors.
- ◆ Must inform management of any special medical or other conditions which might affect their work, e.g. pregnancy, asthma, heart condition, skin condition, epilepsy, etc.
- ◆ Must use any equipment, machinery, dangerous substance, transport equipment or safety device in accordance with training and instruction.
- ◆ MUST NOT use any equipment for which they have not been trained and are not authorised to use.
- ◆ MUST NOT wilfully damage, tamper with, or abuse any equipment or clothing provided.
- ◆ Must make a visual check (or other checks that they are authorised to do) on all equipment before use.
- ◆ Faulty equipment should be labelled and set aside in a designated area and inform the supervisor/manager responsible as appropriate.
- ◆ MUST NOT bring to work for use any personal equipment, including tools, radios, personal stereos, kettles, etc unless authorised by their Assistant Director. Once authorisation has been given items must be PAT tested by the Facilities Section.
- ◆ Must acquaint themselves with the escape routes and evacuation procedures relevant to each place in which they work.
- ◆ Must acquaint themselves with the location of the first aid facilities and the identity of the qualified first aider.

- ◆ Must keep working areas clean and tidy and help maintain a good standard of hygiene and housekeeping in their workplace.
- ◆ MUST NEVER leave articles in doorways or walkways, obstruct gangways and fire exits or cover fire extinguishers or safety notices.
- ◆ MUST NOT indulge in horseplay or other activity that could endanger the safety of others.
- ◆ Must seek guidance from a supervisor if in doubt about any aspect of health and safety as it affects their work.

FAILING TO COMPLY WITH ANY PART OF THIS SAFETY POLICY MAY RESULT IN DISCIPLINARY ACTION THAT MAY ULTIMATELY LEAD TO SUMMARY DISMISSAL.

SECTION THREE

ARRANGEMENTS

3.1 COMPETENT PERSONS

Introduction

3.1.1 Statutory legislations make provision for the appointment of competent persons by employers to assist them in fulfilling their statutory duties. The purpose of this section of the policy document is to outline those persons responsible for carrying out the duties of nominated competent persons within Antrim Borough Council.

3.1.2 The Council will appoint suitable and sufficient competent persons in accordance with paragraph 3.1.3 below to enable the council to comply with its statutory duties.

Definitions

3.1.3 Competent Person. A person who has such training, education, practical and theoretical knowledge and actual experience of the type of process, operation, task, machinery, equipment or plant which he/she has to examine or carry out as will enable him/her to detect defects or weaknesses which it is the purpose of the examination to discover; and to assess their importance in relation to the strength and functions of the particular process, task, operation, machinery, equipment or plant. This person must be able to appreciate the limit of their knowledge and experience and request specialist advice as and when appropriate

3.1.4 Inspections. An inspection is a careful and critical scrutiny of an item carried out without dismantling by using the senses of sight, hearing, smell and touch to identify anything that may impair its safe and efficient function.

3.1.5 Examination. An examination carried out by a competent person carefully and critically, where necessary supplemented by other means such as measurement, the use of test equipment (i.e. PAT tester) and non-destructive testing (NDT) in order to detect significant damage or deterioration. If necessary for this purpose some parts of the item may be dismantled. (The competent person may, if he deems it necessary, apply a load up to 100% of the rated load).

General

3.1.6 A list of competent persons for the following sub-registers are included within Appendix A, to this document. Included within each Annex are the duties of the nominated competent person/persons for.

- a. Fire Risk Assessment.
- b. Fire Wardens.
- c. Fire fighting/Extinguishing Equipment
- d. Risk assessments
- e. Personal Protection Equipment (PPE)
- f. Steps and Ladders
- g. Inspection of Portable Electrical Equipment.
- h.
- i.

j.

k. First Aid.

3.1.7 A Competent Persons Register is to be maintained for those designated as Competent Persons for the purposes of Health and Safety within Antrim Borough Council, as per **Appendix A**.

3.1.8 A copy of the Competent Persons Register is to be displayed on the Corporate Health and Safety notice boards and AVIS.

3.2 TRAINING AND INFORMATION

Induction Training

3.2.1 All new employees within Antrim Borough Council will receive formal Health and Safety induction training, as listed below, within 3 months of commencing work:

- a. Manual Handling Training
- b. Fire & Emergency evacuation Training.
- c. General Health and Safety (to include employees duties)

3.2.2 All new staff are to receive departmental induction training, to include Risk Assessments, Emergency Procedures and Safe Systems of Work as an absolute minimum before commencing work.

Refresher Training

3.2.3 All staff will undergo the following refresher training at intervals not to exceed 36 months to ensure they maintain an adequate level of awareness to Health and Safety:

- a. Manual Handling Training
- b. Fire & Emergency evacuation Training.
- c. General Health and Safety (to include employees duties)

Job Specific Training

3.2.4 Suitable and sufficient job specific Health and Safety training will be provided to all staff appropriate to their role within Antrim Borough Council.

3.2.5 Training is only to be carried out by competent persons.

Record Keeping

3.2.6 Records of all Health and Safety Training, including competence to use, operate or maintain equipment; plant, substances etc are to be maintained by the employees line manager within their department. The Line Manager should provide all details of all training to Human Resources for holding on a central database.

3.2.7 Records are to be correctly maintained, up-to-date and available for inspection by the Line Manager

Information

3.2.8 Suitable Health and Safety information is to be readily available and prominently displayed for all staff, contractors and visitors, as a minimum the following information is to be provided:

- a. Health and Safety Policy Statement.
- b. HSENI Health and Safety at Work Law Poster.
- c. First Aid information.

- d. Fire Emergency Instructions.
- e. Competent Persons Register.
- f. Employee's Duties.
- g.. Corporate Health and Safety Committee minutes.

3.2.9 All staff are required to be provided with a copy of (or know where to find) sign their Departmental Health and Safety Awareness Register.

3.2.10 Staff are to be given adequate time to read and understand the contents of the documentation and information relating to the Departmental Health and Safety Awareness Register. Staff who cannot understand the information should be given training and instruction in all areas they cannot comprehend until they are of an acceptable standard and can sign the Departmental Health and Safety Awareness Register.

3.2.11 All signs and information up to and including that specified in sub paragraph 3.2.8. are to be displayed on Corporate Health and Safety notice boards. All other information is to be displayed in appropriate locations as required (i.e. on COSHH storage lockers, in hearing protection areas, directing to Fire Exits etc).

Supervision

3.2.12 All staff are to be supervised whilst conducting their duties, the amount of supervision must be appropriate, based on to their level of competence, training, experience, nature of the work, risk assessments and personal characteristics of the individuals or groups of staff undertaking the work. Lone workers and young persons will require supervision tailored to their needs as identified by the specific risk assessments that these high risk groups merit.

3.2.13 Records of supervision, including supervisors reports, management check sheets, inspection reports and diary entries must be maintained for minimum of 5 years to enable the Council to prove an adequate level of supervision in the event of a claim.

3.3 RISK ASSESSMENT

Statutory Requirements

3.3.1 Risk Assessments are specifically required under section 3 of the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. These risk assessments must be 'suitable and sufficient' and must cover both employees and those not within his employment but effected by his undertaking. (Competent person identified at Appendix D).

Terminology

3.3.2 The following terminology is used throughout this section of this policy document

3.3.2.1 Hazard- Something with the potential to cause harm

3.3.2.2 Risk - The likelihood (chance) of harm from a hazard being realised and is calculated by severity of any injury or damage multiplied by likelihood of the event occurring, and will depend on the following:

- a. The hazard(s) associated with the work activity:
- b. How the work is being carried out.
- c. How the work is currently controlled.
- d. Who is exposed to the risk and the duration of exposure.
- e. The level of competence, experience and training of staff.
- f. The level of supervision.
- g. Previous experience/accident and incident history /rate.

Types of Risk Assessment

3.3.3 There are generally accepted to be two types of Risk Assessment, *Qualitative* and *Quantitative*.

- a. Qualitative Risk Assessment allocates a High, Medium or Low rating to both severity and probability and can be very subjective.
- b. Quantitative Risk Assessment allocates a numeric value to both severity and probability and is less subjective. This is the preferred format to be used within the Council.

Aim of Risk Assessments

3.3.4 The aim of the risk assessment can be summarised under three headings:

- a. Eliminate the Risk
- b. Substitute the Risk for a lesser one.
- c. Protect against the Risk

The Process of Risk Assessment

3.3.5 Risk Assessment is the process of identifying and prioritising the risks arising from work activities involving the systematic identification of hazards and the risks these objectively present to enable them to be eliminated or controlled at an acceptable level

3.3.6 The key stages in risk assessment are.

- a. Identification of the Hazards,
- b. Identify who and how personnel may be harmed,
- c. Identify and evaluate the necessary risk control measures required.
- d. Implement the necessary risk control measures.
- e. Record significant findings.
- f. Monitor and review as appropriate.

3.3.7. The use of Personal Protective Equipment is *always* to be considered as the last resort, all other options must have been considered before this option is chosen.

3.3.8 Risk Assessments are to be reviewed on a minimum basis off annually and when it is deemed to be necessary, (i.e. suspect it is no longer valid, change in process, new machinery, new staff, accidents and incidents etc).

Identification of Activities Requiring Risk Assessment

3.3.10 It is essential that all activities undertaken by a service or department are considered to determine if a Risk Assessment is required and that this procedure is documented and subject to review. This will provide an audit trail in addition to providing an index of all risk assessments completed or held within that service/department.

3.3.11 All risk assessments and activities not covered by a formal risk assessment are to be reviewed on the following occasions:

- a. Annually.
- b. If there is significant changes in process, activity, personnel or environment.
- c. It is suspected it is no longer valid.
- d. An accident or incident has occurred.

3.3.12 All services and departments are to use the standard Antrim Borough Councils Risk Assessment Identification Sheet, shown overleaf, to record the identification of risk assessments within their area of responsibility, including all activities and tasks undertaken within that area that have not been risk assessed and the reason why not (i.e. trivial risk etc.)

Risk Assessment Probability (Likelihood) Rating

3.3.13 The probability rating is a measure of the frequency or likelihood with which an incident or accident may occur and may be given a numeric value as shown below:

- a. Almost Certain. = 4
- b. likely = 3

c. Occasionally. = 2

d. Unlikely. = 1

Risk Assessment Severity (Consequence) Rating

3.3.14 The severity or consequence rating should also be structured to ensure the numeric value must be applied along the same lines to ensure that when multiplied are frequent and severe outcome has a much higher 'weighting' than a highly unlikely and minor outcome, as shown below:

a. Fatality/major = 4

b. Serious = 3

c. Moderate. = 2

d. Minor. = 1

Identification of Priorities

3.3.15 A rating based on the risk (severity multiplied by likelihood) gives a numeric score that enables priorities to be set. These were divided into High, Medium and Low based on the numeric value to identify areas of greatest concern and enable objectives and targets to be set.

3.3.16 Results of risk assessments, based on the tabulated score as shown overleaf, that indicate High Risk ratings are to be addressed immediately to implement control measures to reduce the risk, or the activity should cease until sufficient control measure are in place.

3.3.17 The aim is to use the Risk Assessments to ultimately reduce all activities and tasks to low risks by the suitable application of appropriate control measures in order of priority, starting with high risk activities before progressing onto medium risks in order to achieve continual improvement in risk reduction and control.

3.3.18 **Completed risk assessments are to be disseminated as specified:**

a. Circulated to all relevant staff that will be affected by the risk assessment.

b. Recorded/uploaded onto the Council's Risk Management Software.

c. Made available to contractors and all other persons who may be affected by the contents of the risk assessment.

3.3.19 All staff are to sign their Section Health and Safety Awareness Register, **Appendix B**, once they have read all risk assessments relevant to them to confirm they have read and understood them.

Risk Control Measures

3.3.20 The hierarchy of risk control measures; elimination, Substitution, engineering controls/guarding, removal of employees, reducing exposure, written Safe System of Work, adequate Training and Supervision, and finally the use of PPE must not only be strictly followed but must be proven to be followed and be auditable.

Information to be used to aid with completion of risk assessments:

Antrim Borough Council

List significant hazards here:

For example: wet floors, heavy equipment, lone working, chemicals, fire, flooding, the environment, machinery, plant room, activities, etc.

Circulate to staff and ask for their comments

Review previous accident data

Consider good practice

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



RISK ASSESSMENT FORM

RISK ASSESSMENT NO:

**Brief Outline
of
Work/activity:**

--

Location:	
Significant Hazards identified:	

Action List for Additional controls:	Additional Controls (including costs)	Action To Be Taken By	Completion Date

Completed by:		
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Supervisor:		
	<i>Name</i>	<i>Signature</i>	<i>Date</i>

Dates of Reviews				
Initials				

Antrim Borough Council: Risk Assessment Form (Operational: Health, Safety and Well Being)

[illegible]

Action Plan

Objective <i>(taken from the additional controls required)</i>	Action Required to be taken – Breakdown of tasks involved to meet the objective	By Whom	Review Progress – up-to-date summary (to ensure the action is being taken forward)	Expected target completion date

Risk Assessment: Risk Rating Matix (Guide to using the 4 x 4 risk matrix)

1.Likelihood Rating	Interpretation	Numeric value
Almost Certain	Certain to occur / only to be expected	4
Likely	Will probably occur in time	3
Occasionally	Could occur sometimes	2
Unlikely	Do not expect to happen	1

2. Severity Rating	Interpretation	Numeric value
Fatality / major	<ul style="list-style-type: none"> Imminent danger exists Hazard capable causing death and illness on a wide scale Fatality Major public/political concern. 	4
Serious	<ul style="list-style-type: none"> Hazard can result in serious injury or illness resulting in Permanent disability. Significant Property or equipment damage. 	3
Moderate	<ul style="list-style-type: none"> Hazard can cause illness, injury or equipment damage but the results would not be expected to be serious. Possible Hospital Admission >= 3 days absence from work Semi-permanent injury / emotional trauma 	2
Minor	<ul style="list-style-type: none"> Hazard will not result in serious injury or illness, remote possibility of damage <3 days absence from work Emotional distress 	1

CALCULATE RISK RATING: LIKELIHOOD X SEVERITY
Action Levels Required: What to do with the risk rating if the risk is between

Likelihood x severity	Interpretation
13 – 16	Why are you even considering doing this? Risk is too high and not acceptable.
9 – 12	Requires immediate attention to bring the risk down to an acceptable level.
5 - 8	Requires attention ASAP to reduce the rating and regular ongoing monitoring.
1 - 4	Continue with existing control, needs to be monitored.

		SEVERITY			
		Minor (1)	Moderate (2)	Serious (3)	Fatality/ major (4)
LIKELIHOOD					
Almost Certain	4				
Likely	3				
Occasionally	2				
Unlikely	1				

3.4 ACCIDENT/INCIDENT REPORTING PROCEDURES

3.4.1 All accidents and potentially dangerous incidents (near misses) at work are to be reported to immediate supervisor and all details fully recorded using Council's Accident Report form. Paper copies are available at each Council facility or on AVIS.

3.4.2 All accidents and potentially dangerous incidents (near misses) must be recorded and reported on an Internal Accident Report Form as appropriate and forwarded to the Council's Health, Safety and Well Being Advisor.

3.4.3 Notification of lost time, absences of over three days, accidents or serious injuries must be given to the Health, Safety and Well Being Advisor immediately, to enable compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997, (RIDDOR).

3.4.4 Any occupational diseases as defined in schedule 2 of RIDDOR which has been diagnosed by an occupational Doctor, must be notified to the Health, Safety and Well Being Advisor.

3.4.5 All dangerous occurrences causing substantial damage as defined in Schedule 1 of RIDDOR must be notified to the Health, Safety and Well Being Advisor e.g. Structural Collapse, overturning of a lifting platform, etc.

3.4.6 Line Managers are to review risk assessments after any accident or incident that resulted, or had the potential to result in a serious injury. Copies of the revised Risk Assessment are to be placed on AVIS and all staff informed of the new safe working arrangements.

3.5 FIRST AID PROVISIONS

3.5.1 Adequate First Aid facilities will be provided as required by the Health and Safety (First Aid) Regulations (NI) 1982.

3.5.2 All First Aid kits/equipment is to be inspected by a competent First Aider, nominated by line management, monthly for accountability, suitability, serviceability and correct contents. Records of these inspections and the findings are to be recorded, deficiencies, losses and damage is to be addressed as a matter of priority.

3.5.3 Records of inspections are to be maintained within the first aid Kit in the standard Council format as shown at **Appendix D**, all first aid equipment is to be identified by an individual serial number (i.e. En Hlth 001) to identify it for accounting purposes.

3.5.4 An adequate number of trained First Aiders will be present as required by Health and Safety (First Aid) Regulations (NI) 1982.

3.5.5 Staff shift patterns/rosters should, where practicable, be structured to ensure a qualified First Aider is available at all times to administer first aid should the need arise

3.5.6 Suitable and sufficient signage, indicating the location at which first aid may be obtained, is to be prominently displayed.

3.5.7 Adequate provision for first aid is to be made for lone workers and those members of staff working in remote locations.

3.5.8 Council vehicles will be provided with the following first aid equipment:

- a. RCV, Cleansing Dept, Maintenance Dept and parks vehicles – Suitable First Aid Kit and Eyewash facilities/stations.
- b. All other Council Vehicles - Suitable First Aid Kit.

Spillage of Blood.

3.5.9 There is a residual risk from contact to blood spillage arising from accidents or exposure to contaminated syringes, dressings and items contaminated with blood. Heads of Department are to ensure the protection of their workforce by:

- a. Ensuring that all wounds are suitably protected by dressings.
- b. Ensuring that employees **do not** come into direct contact with spilt blood.
- c. Ensuring that syringes, dressings and items contaminated with blood that are found/used at work are stored and disposed of in a safe manner.

3.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

3.6.1 All Services and departments are to operate within the requirements of the Control Of Substances Hazardous to Health (NI) Regulations 2003.

3.6.2 The approach is fairly straightforward but requires a little effort in order to understand and achieve control. All departments are to:

- a. **IDENTIFY** - Know all substances used or brought into the department and register them.
- b. **EVALUATE** - Assess the hazards, both inherent and created.
- c. **CONTROL** - Eliminate or control the handling and usage.
- d. **MONITOR** - Controls and the introduction of new substances.
- e. **INFORM** - All personnel, including training.
- f. **RECORD** - Use standard forms and maintain them.

3.6.3 It must be understood that harmful substances, which may cause illness and disease in the long term, do exist within our workplaces. Precautions must therefore be taken and enforced in order to ensure control in any likely problem areas.

3.6.4 Harmful substances can affect the body through inhalation, swallowing, injection or contact with the skin. HSE Guidance Note EH40 (annually revised) gives guidance on the workplace exposure limits on hazardous substances.

3.6.5 The usage of all substances hazardous to health must be assessed by line management as required by the COSHH Regulations on the Council's standard COSHH Assessment form (held on AVIS).

3.6.6 It is the duty of Management/Supervisors to ensure that all relevant Personnel are made aware of COSHH assessments, nature of the hazard and risk to health, control measures to be taken concerning usage of these substances are taken. Line management/supervisors are to ensure these are vigorously enforced at all times.

3.6.7 It is Council Policy to eliminate the risks created by the use of hazardous substances where reasonably practical by elimination, substitution or the introduction of engineering control measures. Reliance on the use of personal protective equipment is always considered to be the last line of defence. Where PPE/RPE is issued Line Management must rigorously enforce its use.

3.6.8 All COSHH assessments are to be reviewed annually, when there has been significant change, when it is suspected it is no longer valid or when an accident, incident has occurred, taking into account the hierarchy of control measures (elimination, substitution, engineering controls etc) with priority given to the procurement of replacement substances that have less hazardous properties than the substance they replace.

3.6.9 It is important to remind staff that there is a greater health risk to smokers when subjected to repetitive exposure to hazardous substances.

3.6.10 The mixing of COSHH items, other than those specifically designed to be mixed is strictly forbidden. The combined effects of the chemical reaction between them is unknown and therefore uncontrollable and may result in the production of dangerous by products (Explosives, heat, toxic gases, acids etc.) that would not normally be associated with either of the two original COSHH items.

3.6.11 The Council requires Line Managers to ensure that, so far as is reasonably practicable, COSHH items are replaced or substituted by processes and items that pose a lower risk to Health, Safety and the Environment.

Storage

3.6.12 All items of COSHH must be stored in an appropriate and secured COSHH store when not in use. Particular attention is to be paid to ensuring that unauthorised access to, and use of, COSHH items does not occur.

3.6.13 COSHH items are to be stored in their original containers to aid identification and ensure correct usage, under no circumstances are items of COSHH to be stored or left unattended in any other container

Signage

3.6.14 COSHH stores are to display suitable COSHH signage.

Information, Instruction and Training

3.6.15 All staff involved with the use of COSHH items are to receive adequate information, instruction and training regarding the COSHH products and items they use to enable them to use the items of COSHH, so far as is reasonably practicable, without risk to their, or other persons, Health and Safety.

Personal Protective Equipment

3.6.16 Suitable and sufficient PPE is to be issued as a last resort where the hazards of using COSHH cannot be adequately controlled by other means. Use of appropriate PPE is to be in accordance with the Personal Protective Equipment at Work Regulations (NI).

Records

3.6.16 Line Management are to maintain the following COSHH records:

- a. COSHH Register detailing all COSHH items held/used within their department.
- b. Safety Data Sheets for all COSHH items held/used within their department.
- c. COSHH assessments appropriate to their department.
- d. Details of staff COSHH training appropriate to their department.

3.7 DISPLAY SCREEN EQUIPMENT

3.7.1 All workstations that are equipped with Display Screens/computer terminals and input devices, including non-keyboard input devices (NKID's) will be assessed in accordance with The Health and Safety (Display Screen Equipment) Regulations. (DSE Checklist form held on AVIS).

3.7.2 A suitable and sufficient assessment of each individual workstation will be carried out for all members of staff, defined as users in accordance with The Health and Safety (Display Screen Equipment) Regulations within one calendar month of them commencing work with Antrim Borough Council.

3.7.3 All DSE Assessments will be reviewed every year or sooner if there are significant changes, it is suspected that the assessment is no longer valid or the user requests it.

3.7.4 Line managers have responsibility for ensuring that the daily work routine of users is planned in such a manner as to ensure that the users daily work on DSE is periodically interrupted by such breaks or changes of activity as to reduce their workload on that equipment.

3.7.5 The Council undertakes to provide eyesight tests and corrective appliances to those employees requiring them in accordance with the provisions of the Health and Safety (Display Screen Equipment) Regulations.

3.7.6 The Council will provide Health and Safety information, instruction and training to DSE users in accordance with the provisions of the Health and Safety (Display Screen Equipment) Regulations.

Equipment

3.7.7 All DSE, Software and office furniture will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

3.7.8 The working environment in which DSE is used will meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 in respect of the following:

- a. Sufficient space for the user to change position and vary movements.
- b. Suitable lighting to ensure appropriate contrast and prevent glare and reflections.
- c. Noise levels maintained to ensure attention is not distracted and speech is not disturbed.
- d. Heat, humidity and radiation are reduced to acceptable levels regarding the users Health and Safety.

3.7.9 The workstation must be suitable, with desks giving adequate workspace and a suitable, stable chair that must be height and back adjustable to ensure it can be adjusted to the user. Footrests, document holders and task lighting are to be provided where required by the DSE Assessment.

3.8 NOISE AND VIBRATION

Noise control

3.8.1. Noise can be defined as unwanted sound or excessive exposure to noise at work. It is an occupational hazard that employees are invariably subject to at the place of work on a daily basis. This exposure can cause deterioration in the sensitivity of the ear and hearing can become irretrievably damaged, resulting in noise induced hearing loss. The main areas of concern are:

- a. To decide if employees are likely to receive hearing damage.
- b. To reduce the risk of hearing damage.
- c. To measure the average noise exposure.
- d. To monitor changes in the workplace.
- e. To maintain records of assessments.

3.8.2 The Noise at Work Regulations (NI) specify action levels for hearing protection as follows:

- a. **First Action Level.** 80 dB(A) – hearing protection to be provided on request.
- b. **Second Action Level.** 85 dB(A) – mandatory use of hearing protection.
- c. **Peak Action Level.** 137 dB(A) – sound pressure level related to impact noise.

There are levels of noise which must not be exceeded:

- Daily /weekly exposure of 87 db
- Peak sound pressure of 140 db

3.8.3 Where daily noise exposure is likely to be at or above the second or peak action levels, line managers/heads of department are required to ensure that exposure is reduced to the lowest level reasonably practicable other than by the provision of ear protectors.

3.8.4 There are four ways of limiting, reducing or controlling noise:

- a. Reduction of noise at source.
- b. Isolation of the source of noise.
- c. Ear protection for workers at risk.
- d. Reduction of time to which personnel are exposed to noise.

3.8.5 All possible measures should be taken to ensure noise control at the source. However, should it prove impossible or impracticable to reduce noise levels to within safe limits, then it is necessary to supply exposed workers with some personal form of hearing protection to deal with the noise.

3.8.6 The issuing of PPE is in all circumstances to be considered the last resort, it is the Council's Policy to reduce noise/vibration emissions at source by engineering controls, isolation and reducing exposure. When this is not practicable then suitable hearing protection devices (HPD's) will be issued and where they are required the wearing of HPD's is to be vigorously enforced by Line Management.

3.8.7 Three forms of hearing protection equipment are available:

- a. Earplugs.
- b. Earmuffs.
- c. Helmets fitted with Aural Protectors (Ear muffs).

3.8.8 Each form of protection has it's own specific characteristics, however, all types should provide effective noise attenuation, be comfortable and safe to use, and must be compatible with other items of equipment clothing and PPE.

3.8.9 Noise assessments must be reviewed when there has either been a significant change in the work to which the assessment relates or wherever there is reason to suspect that the assessment is no longer valid. Heads of Department and Line Managers must ensure that an adequate record of the assessment and/or any review is kept. Noise assessment must be completed by the Environmental Health, on request, for areas of high noise risk.

3.8.10 Where Noise Protection Zones are designated they should be clearly marked and effectively policed.

3.8.11 Noise assessments will be carried out of all Council operations that may present a possible noise risk to health.

3.8.12 Guidance will be provided with regard to any remedial action necessary in relation to the first, Second and Peak Action Levels of the Noise at Work Regulations (NI).

3.9 MANUAL HANDLING

Definition

3.9.1 Manual Handling Operations means any transporting or supporting of a load including the lifting, putting down, pushing, pulling carrying or moving by hand or the use of bodily force.

Introduction

3.9.2 Manual Handling is one of the major causes of injuries to the workforce within Northern Ireland. Manual Handling accounts for more injuries than any other work activity reported to the HSE/HSENI, with some 52 million working days lost every year due to back problems costing the nation in excess of £2 Billion in lost production, medical costs and sickness benefit.

3.9.3 Strains and sprains, particularly of the back are most commonly reported injury as well as cuts and bruises, but to a lesser extent, manual handling can result in fractures and amputations.

3.9.4 The Manual Handling Operations Regulations (NI) requires all manual handling activities to be the subject of a suitable and sufficient assessment and action to be taken to minimise the risks before the activity takes place.

3.9.5 In view of the importance of minimising the risk of injuries from incorrect manual handling procedures and practices this section of the policy will provide guidance on the factors involved and detail how the assessment should be carried out.

Manual Handling Operations Regulations

3.9.6 The Manual Handling Operations Regulations (NI) impose statutory duties upon all employers which are summarised as follows:

- a. Avoid, so far as is reasonable practicable, the need for hazardous manual handling operations where possible.
- b. Carry out an Assessment of all hazardous manual-handling operations in which the hazard cannot be avoided.
- c. Remove or minimise the risk of injury to the lowest reasonably practicable level using the written assessment as a basis for control measures to be taken.
- d. Provide employees undertaking manual handling with sufficient information, instruction and training.

Assessment Procedure

3.9.7 In considering each task involving manual handling consideration must always be given to using mechanical handling aids wherever possible. Examples of such aids include sack and drum trolleys, hoists and roller conveyers. Consideration should also be given to the load, can the items be procured in easier to handle and more convenient sizes and containers so as to reduce the manual-handling problem at source.

3.9.8 Where manual handling is unavoidable an assessment of the task is required by law. The assessment does not have to be written if:

- a. They are non hazardous and the risk is low and a subjective assessment can be repeated and explained at any time because it is simple and obvious.
- b. The manual handling operations are straight forward, of low risk, are going to last only a short time and the time taken to record them would be disproportionate.

3.9.9 The application of correct judgement by line managers is therefore essential and will enable many low risk non-hazardous manual-handling operations to proceed without a written assessment. It should be noted that should an accident occur which is referred to the HSENI or proceeds to Court the line manager responsible will be required to justify his or her judgement and may be cross examined on it.

3.9.10 Where any doubt exists a written assessment is the prudent course of action.

3.9.11 To assist Line Managers in identifying manual handling operations that are not exempt under paragraph 3.9.8 (sub paragraphs a. or b.) and therefore do require a risk assessment to be carried out in accordance with Council's format Manual Handling of Loads – Analysis of Risk. These forms can be found on AVIS.

Records

3.9.12 Copies of both the completed Risk Assessments and Manual Handling of Loads – Analysis of Risk for all manual-handling operations should be kept for at least 5 years.

Information, Instruction and Training

3.9.13 All employees are to receive Manual Handling training as specified in Section 3.2 of this Policy

Employees Duties

3.9.14 Each employee, while at work, shall make full and proper use of any equipment or system of work provided for his/her use by the Council in compliance with the Manual Handling Operations Regulations (NI) and in accordance with all information, instruction and training received.

3.10 VEHICLES AND TRAFFIC ROUTES

Vehicles

- 3.10.1 All road-going vehicles shall conform to the requirements of the Road Traffic (NI) Order.
- 3.10.2 All road-going vehicles shall be tested and inspected annually by the Driving and Vehicle Testing Agency (with the exception of Mechanical Sweepers and Agricultural Vehicles).
- 3.10.3 All vehicles repairs and planned maintenance shall be by competent personnel.
- 3.10.4 All vehicles shall have the necessary insurance cover for the purpose of their use.
- 3.10.5 All vehicles shall have valid Road Tax (where applicable) as required by the Road Traffic (NI) Order 1981.
- 3.10.6 All drivers shall receive all necessary instruction and training to ensure they can drive and perform all vehicle operations competently before being permitted to use the vehicle without supervision.
- 3.10.7 All vehicles are to be inspected by the operator prior to use and all faults reported in accordance with Council Policy. No vehicle found to have serious defects that render it un-roadworthy or unsafe for normal operation are to be used until the vehicle has received corrective maintenance/repairs and is returned to full serviceability.
- 3.10.8 No person who appears to be under the influence of alcohol, drugs or who appears to be in an unstable state of mind shall be permitted to operate any vehicle or plant.
- 3.10.9 All staff, contractors and visitors working or operating in areas where Vehicles, including Fork Lift Trucks (FLT's), are used must exercise extreme caution. Hi-Visibility clothing is to be worn at all times to reduce the risks of vehicle accidents. Use and wearing of Hi-Visibility is to be strictly enforced by line management at all levels.
- 3.10.10 Where reasonably practicable, or during high risk activities, drivers reversing or carrying out lifting operations are to be guided or supervised by a banks-man to ensure proper control of the vehicle and load.

Traffic Routes

- 3.10.11 Traffic and pedestrian routes are, so far as is reasonable, to be designed in such a manner as to segregate pedestrians from vehicle traffic.
- 3.10.12 Signage used on traffic routes is to be in accordance with the Traffic Signs Manual and shall be positioned, maintained and cleaned to ensure they are easily seen by drivers and pedestrians within all Council premises.
- 3.10.13 All staff, contractors and visitors must comply with, and obey, all instructions on signage.

3.11 PROVISION AND USE OF WORK EQUIPMENT

Existing Work Equipment

3.11.1 All work equipment shall conform to all associated legislative requirements (i.e. Woodworking Regulation) and to relative codes of practice (i.e. BS 5304). A specific risk assessment form is required and can be found on AVIS.

New Work Equipment

3.11.2. All new work equipment shall bear a CE mark and copies of the EC Declaration of Conformity shall be obtained by the Council as required by the Provision and Use of Work Equipment Regulations (NI).

3.11.3 All new work equipment is to be selected, so far as is reasonably practicable, so as to be the safest (least hazardous) option available in light of current knowledge and technology.

3.11.4 All new Electrical equipment should be purchased with due consideration given to reducing the risks of electrocution to the operator.

Defective Tools and Equipment

3.11.5 All defects and faults found with any hand tools, power tools or any other item of work equipment must be reported immediately to line managers.

3.11.6 The equipment concerned is to be withdrawn from service immediately, clearly marked and isolated in an area where it cannot be reissued or used until repair has been effected.

Machinery Use and Guarding

3.11.7 All tasks involving the use of machinery are to be carefully controlled and monitored by line management.

3.11.8 Machinery guards, where provided, are to be used and set in accordance with the manufacturers instructions and inspected daily prior to use. Any machine without the appropriate guards or damaged guards is not to be used and must be reported to line management, withdrawn from service immediately, clearly marked and isolated in an area where it cannot be reissued until repair has been effected.

12 EMPLOYEE CONSULTATION

3.12.1 The Council actively encourages Employee involvement in all matters relating to Health, Safety and Welfare.

3.12.2 Within the terms of reference laid down by the Safety Representatives and Safety Committee Regulations (NI) and the Health and Safety (Consultation with Employees) Regulation (NI), Management will instigate a Corporate Health and Safety Committees. This will allow for a free flow of formal and informal communication on Health, Safety and Welfare related issues.

3.12.3 Trade unions Safety Representatives from the following trade unions will be invited to participate as members of the Antrim Borough Council's Corporate Health and Safety Committee:

a. NIPSA

b. TGWU

c. GMB

3.12.4 Employees who are not members of a recognised Trade Union are to be represented by a Representatives of Employee Safety (RoES) elected or appointed by a ballot of non Trade Union employees from each of the three Services.

a. Corporate Services.

b. Development and Leisure Services.

c. Environmental Services.

3.12.5 The members of the Corporate Health and Safety Committee will be bound by the agreed constitution of the committee.

3.12.6 The minutes of the Corporate Health and Safety Committee meetings are to be displayed on all Corporate Health and Safety notice boards and in the Health and Safety folder on AVIS (Councils' intranet).

3.13 SAFE SYSTEMS OF WORK

3.13.1 Line Managers are to establish written Safe Systems of Work that either eliminate or reduce risks to Health and Safety to an acceptable level. This requires the following action:

- a. Identification of hazards.
- b. Identify the risk to staff, contractors, visitors and the environment.
- c. Decide upon control measures.
- d. Implementation of control measures.
- e. Record and review performance.

3.13.2 Except for the simplest tasks, safe systems of work should be in writing and must be made available to all those affected by the task, process or operation.

Identification of Hazards.

3.13.3 It is important to identify and list any hazards to the environment that might arise in any reasonably foreseen situation within the workplace. This is achieved by carrying out a 'suitable and sufficient' risk assessment.

Identify the Risk to the Health and Safety and decide upon Control Measures.

3.13.4 Once existing hazards that threaten the working environment have been identified, the risks presented are then identified and quantified so that suitable and sufficient control measures can be designed to either eliminate or reduce the risks to an acceptable level.

Implementation of Control Measures.

3.13.5 Once decided upon, control measures must be implemented as soon as possible. They are designed to reduce risk to the environment and may include the following:

- a. Changing working procedures.
- b. Changing the layout of plant, process and buildings.
- c. Training of operators and personnel.
- d. Signs and warnings.
- e. Provision of plant, equipment and resources

Record and Review Performance.

3.13.6 All safe systems of work should be in writing and monitored for effectiveness. In the event that a system of work has become ineffective, then a further Risk Assessment should be carried out and new control measures introduced.

Introduction

3.13.7 A Permit to Work is a very formalised safe system of work. It is required by the Health and Safety at Work (NI) Order 1978 and the Management of Health and Safety at Work Regulations (NI) to cover high risk situations. It is needed when work such as modifications to machinery or plant or maintenance, repair, or other work of a high-risk nature has to be carried out.

Permits to Work

3.13.8 All contractors working in areas controlled by Antrim Borough Council must have a valid permit to work before commencing work. Permit to Work are to be controlled and issued by the Property Services Manager/Engineering Services Officer, in accordance with **Appendix G** for the following work activities, tasks or processes:

- a. Hot Work
- b. Working at Heights/use of ladders
- c. Electrical Installations and Appliances.
- d. Abrasive Wheels.
- e. Excavations.
- f. Hoists and Hydraulic Lifting Platforms.
- g. Confined Spaces.
- h. Use or storage of highly flammable liquids, gases, dust, radioactive substances or explosives

Hot Work

3.13.9 All contractors carrying out work, which requires the use of heat, such as welding, roofing etc. must have a valid hot work permit before commencing work. If required line managers may have to carry out checks with regards hot work undertaken during hours outside normal working hours (i.e. 0900 hrs –1700 hrs Monday to Friday).

Working at Heights/Use of Ladders

3.13.10 When working at heights the following rules must apply:

- a. Only personnel trained to carry out work at height are permitted to do so.
- b. Only personnel who have been trained on the use of the safety climbing equipment are permitted to use it.
- c. No persons may climb any structure or building without using the relevant climbing equipment and fall arrest systems.
- d. No person is to work at height alone.

- e. The area below the point of work is to be kept clear of all personnel not involved in the work at all times.
- f. Before commencing work the Property Services Manager/Engineering Services Officer must be contacted for a Permit to Work.
- g. Only persons who have completed suitable training for working at height will be permitted to work at heights.

3.13.11 Management/Supervisors shall ensure that when using ladders all ladders:

- a. Are of a proper construction.
- b. Are properly footed.
- c. Are secured at the top and/or bottom points of rest.
- d. Rise at least 1.07m above the landing place.
- e. Are inspected by the user daily before use.
- f. Are inspected by a competent person monthly and that the findings are correctly recorded.
- g. That damaged/unserviceable ladders are not used, that they are segregated, labelled as such until repaired or disposed off.

3.13.12 Operatives shall also inspect ladders for visual defects and ensure they are properly positioned prior to and during use.

Electrical Installations and Portable Electric Appliances.

3.13.13 Only qualified and competent operatives trained in the IEE Wiring Regulations 16th Edition, and the Electricity at Work Regulations (NI), shall be permitted to work on electric wiring.

3.13.14 Whenever possible 'live' work is to be avoided. Persons permitted to carryout 'live' work must also be trained in the safe working practices contained in Health and Safety (G) 85.

3.13.15 All Council owned portable electrical appliances will be identified individually and are to be subjected to testing as contained in GS 37 and HSE Information Sheet No 28. As a general rule the following inspection intervals should be applied:

- a. High risk items – power tools, workshop machinery, vacuum cleaners, kettles, floor polishers etc. – 6 Monthly.
- b. Low risk items – Fridges, computers, photocopiers and fax machines - Annually

3.13.16 Electrical appliances are to be visually checked daily for serviceability, function and defects by operators prior to usage and suspect or defective appliances are to be segregated and labelled as unserviceable. They must

not be used and the details of the appliance and the nature of the defect notified to line management for corrective action.

3.13.17 Privately owned portable electrical appliances/equipment may only be brought into work with the permission of the assistant director responsible for that section, who is then responsible for ensuring its serviceability and that it is correctly entered onto the Portable Electrical Appliance asset register.

3.13.18 Council employees are not to bring in to work any electrical equipment that they know or believe to be defective. The removal of electrical equipment from skips, dumps or amenity sites for use in work poses a significant risk of fire/electrocution and is therefore strictly prohibited and is to be vigorously enforced by line management.

3.13.19 Only persons who have completed approved and suitable training for working on electrical equipment will be permitted to do so.

3.13.20 Electrical equipment should be purchased with due consideration given to reducing the risks of electrocution to the operator.

Abrasive wheels

3.13.21 Only those specifically trained will be permitted to dress and change/mount abrasive wheels. As required under the Abrasive Wheels Regulations (NI) operatives shall also ensure that all guards are in the correct position prior to and during use.

Excavations

3.13.22 All excavations over 1 metre must be securely supported. Excavations must be planned in advance.

3.13.23 Management must ensure that there is an adequate supply of shoring materials prior to commencement of the work.

3.13.24 Only persons who have completed suitable training for working with excavations will be permitted to do so.

Hoists, Cranes and Hydraulic Lifting Platforms

3.13.25 The Manager/Supervisor shall ensure that any hoist, crane or lift being used in their area has the following valid documentation, and also to organise and arrange for any necessary repairs, renewals or alterations required to enable the hoist or lift to continue to be used with safety:

- a. Insurers certificate of examination and test.
- b. Insurers engineers report of examination and test.
- c. Record of retesting and examination following repairs/alterations.

3.13.26 The Safe Working Load must be clearly displayed and under no circumstances is overloading to be permitted to take place.

Confined Spaces

3.13.27 No one shall enter or carry out work in a confined space unless written authorisation has been given in the form of a Permit to Work.

3.13.28 The use of any substance, which may involve vapours or gases, is to be avoided in confined spaces. If such substance has to be used the Supervisor must contact the Facilities Manager and obtain his approval prior to the commencement of work.

3.13.29 All entry to confined spaces is subject to a permit-to-work system controlled by Management. All operatives who have occasion to enter confined spaces will be given adequate training and instruction on precautions to be taken and emergency procedures to be adopted in accordance with **Appendix G**

3.13.30 Only persons who have completed suitable approve training for entry into and working in confined spaces will be permitted to do so.

3.13.31 Suitable emergency equipment, rescue procedures and staff trained in confined space rescue procedures must be in position before any entry into a confined space is permitted.

3.14 EMERGENCY PROCEDURES

Aims

- 3.14.1 The aims of emergency procedures are to:
- a. Prevent the loss of life.
 - b. Prevent injury.
 - c. Provide First Aid to casualties.
 - d. Prevent damage to property.
 - e. Prevent adverse Environmental impacts.
 - f. Preserve forensic evidence.
 - g. Ensure lessons are learned from each incident.

Introduction - Fire

3.14.2 Fire is always a potential hazard. Adherence to Fire Regulations will minimise the risk of fire and consequent injury.

3.14.3 Line Management and Fire Wardens, along with Service Managers have a continuing duty to ensure that all fire protection systems (e.g. exit doors) are working. Mandatory checks (principally on equipment) are to be carried out at the correct intervals and records of inspections maintained by the Service Manager.

3.14.4 All personnel are responsible for knowing the location of Fire Fighting Points and Exits. They should also know their respective assembly areas in the event of Fire.

3.14.5 Special precautions in high-risk areas (e.g. Workshops) should be reflected in departmental fire risk assessments.

- 3.14.6 All Council premises, which are subject to Fire Services (NI) Order 1984, shall have:
- a. All portable fire extinguishers and hose reels tested and examined at least once annually by competent persons.
 - b. A Log Book recording details of tests, examination and fire drill instruction, which shall be maintained and readily available for inspection.
 - c. Fire alarms shall be tested and maintained on a weekly basis and the results entered into the Log Book.
 - d. Emergency Lighting shall be tested by the Service Manager monthly and maintained on a six monthly basis (organised by Facilities Section) and the results entered into the Log Book.
 - e. At least one designated Fire Assembly Point is to be established for each workplace, details of which are to be publicised to all staff, contractors and Visitors

3.14.7 Suitable and sufficient Fire Wardens are to be trained and equipped to ensure that the Council can evacuate its premises/facilities and maintain control in the event of a fire thus enabling it to discharge its statutory duties.

3.14.8 Details of Competent persons who meet the criteria of paragraphs 3.9.2 and 3.9.24 are to be maintained in the Competent Persons Register.

3.14.9 All staff shall receive information, instruction and training as specified in section 3.2 of this policy.

Fire Instructions

3.14.10 All services and departments are to ensure that the Councils Fire Instructions, **Appendix H**, are prominently displayed in addition to the statutory fire instructions notices.

Fire Emergency Plans

3.14.11 Fire Emergency Plans for all council premises are to be held at a suitable location within each Council site (i.e. reception or managers office) readily available for passing to the emergency services. The plan is to comprise of a site map detailing the site layout, brief description of the premises (i.e. 2 storey offices complex) and location of hazardous areas and substance such as fuel points, oil storage areas, COSHH and foam rubber stores that the emergency services need to be aware of.

Fire Incident Reporting

3.14.12 All incidents of fire, other than controlled intended burning, on Council property are to be reported to:

- a. Fire brigade.
- b. Assistant Director responsible for that area.
- c. The Health, Safety and Well Being Advisor

Fire Evacuation

3.14.13 It is essential that the Fire Brigade are notified even after small incidents of fire in buildings that have apparently been extinguished. They have the specialist knowledge and training to determine if a fire has been extinguished fully and will not pose a threat of re-ignition. Personnel evacuated from a building are only to be permitted to re-enter the building on the authority of a Fire Service Officer.

First Aid Fire Fighting Appliances

3.14.14 All 'First Aid' fire fighting equipment is to be inspected at least annually for serviceability by a competent person as specified in accordance with Section 3.1 of this policy.

3.14.15 All 'First Aid' fire fighting equipment is to be visually inspected by line management for defects and serviceability monthly. Details of the inspections are to be recorded in the building Fire Log.

Fire Alarm Systems.

3.14.16 Fire alarm systems are to be tested weekly, ensuring a different call point used is rotated to ensure that they are all tested and working. Details of these tests are to be recorded in the building Fire Log.

Introduction - Chemical or Fuel Spill

3.14.17 This section outlines the actions to be taken in the event of a spillage of chemicals or fuel within Antrim Borough Councils premises. The aim is to:

- a. Prevent injury to personnel from exposure to substances.
- b. Contain the spillage and prevent pollution of the environment or drainage system.
- c. Reduce the risk of damage to buildings, plant and equipment.
- d. Minimise loss of product.

Chemical or Fuel Spill - Health and Safety Precautions

3.14.18 Any spillage of chemicals or fuel may have the following inherent hazards:

- a. Fire Risk and explosion (Flammable vapours and gases)
- b. Inhalation of air bourns fumes (toxic, irritant etc.)
- c. Contamination of skin/body surfaces by contact (Corrosive, irritant etc.)
- d. Asphyxiation due to oxygen starvation

3.14.19 The following basic Safety precautions should be observed:

- a. **Do** – Carry out a Risk Assessment before exposing any personnel to the hazard
- b. **Do** – approach spillages from upwind and remain there if safe to do so.
- c. **Do** – Wear protective clothing RPE/PPE.
- d. **Do** – Use barrier cream on exposed skin surfaces.
- e. **Do** – Remove contaminated clothing as soon as possible.
- f. **Do** – Seek medical attention if any ill effects are experienced.
- g. **Don't** – Smoke (until after the incident is over, contaminated clothing has been removed and you have bathed or showered)
- h. **Don't** – Wear studded or tipped boots or shoes.

- i. **Don't** - operate electric equipment, including torches, mobile phones etc.
- j. **Don't** - Operate vehicle engines, including the one involved in the incident.
- k. **Don't** – Eat or drink with contaminated hands or whilst wearing contaminated clothing.

Chemical or Fuel Spill - Response to an incident

3.14.20 Response to a spillage of chemicals or fuel within Antrim Borough Councils premises will depend on the scale/volume of the spillage and the properties of the substance. At all times the overriding principle is to ensure Health and Safety of all staff. The level of response will be determined by the hazard and level of risk.

3.14.21 The following sequence of actions is to be taken in the event of a spillage of chemicals or fuel:

- a. Evacuate the area (appropriate to the hazard and risk involved).
- b. Inform the Emergency Services (if appropriate).
- c. Cordon/secure the area.
- d. Identify the Fuel or Chemical if not already known.
- e. Carry out Risk Assessment to decide if you can deal with the incident.
- f. Don suitable PPR/RPE.
- g. Stem the flow/Isolate the source if safe to do so.
- h. Contain the spread of product to prevent it covering a wider area or getting into drains or watercourses.
- i. Adsorb and recover the substance.
- j. Dispose of waste product in accordance with Waste Management arrangements
- k. Inform relevant authorities.
- l. Remediation of the area as appropriate.

3.14.22 The best form of control is prevention, sound management in the form of equipment inspections and maintenance together with staff, contractor and visitor information, instruction, training combined with adequate supervision will prevent spillages from occurring.

3.14.23 Speed of reaction to spillages in a structured, planned, effective and controlled manner will reduce the risk to staff, contractors and visitors Health and Safety.

3.14.24 Drivers of Bulk fuel tankers and vehicle carrying chemicals have an emergency response callout system and emergency instructions (TREM cards etc.) to follow in the event of an emergency and should be permitted to carry out their instructions.

Introduction - Terrorist Bomb Threat/Attack

3.14.25 The main threat posed by terrorist against Antrim borough Council staff and property are:

- a. Letter and Parcel Bombs.
- b. Car Bomb. (left on or in close proximity to Council Property)
- c. Explosive/incendiary device left on or in close proximity to Council property.
- d. Proxy Bomb (hijacked car and driver forced to deliver a device to Council premises.

3.14.26 On receiving a bomb threat/warning or discovering a suspicious letter, vehicle, package or object the following action should be taken:

- a. Evacuate the area immediately.
- b. Inform the emergency services.
- c. Call the roll to account for all staff, contractors and visitors
- d. Prevent any person from entering the area.
- e. Be prepared to give the police and emergency services any information you have such as details of unaccounted for persons, description of the vehicle/device, precise location and details of any warning received.

3.14.27 When evacuating the area all staff are to be informed of:

- a. Location of the suspect package/device.
- b. Emergency Assembly Point to use.
- c. Safe Route to the Emergency Assembly Point.

3.14.28 Where possible all personnel being evacuated are to be directed to the Emergency Assembly Point a route that does not lead them in direct line of sight past the suspect device, the route should ideally put a substantial structure between them and the device and where possible keep them away from fragile materials such as glass.

3.14.29 Selection of a suitable Emergency Assembly Point should take into account the following factors:

- a. Be a minimum of 500 metres from the suspect package/device.
- b. Be in or behind a substantial building or structure with no fragile surfaces such as large glass windows.
- c. Give protection against the elements (Wind, rain etc.)
- d. Be free of other hazards (bombs, vehicles, chemicals etc.)

- f. Not be a likely place for 'secondary devices' to be sited in order to catch the Emergency Services (i.e. Car parks or areas where a device could be concealed)

3.14.30 On reaching the Emergency Assembly Point all staff are to report to the fire warden in charge.

3.14.31 First Aid trained personnel are to take First Aid kits with them if safe to do so. On reaching the Emergency Assembly Point all First Aid trained staff are to report to the senior person in charge and maybe required to give medical attention to any casualties until the arrival of the emergency Services.

3.14.32 No staff are to re-enter the area evacuated until informed that it is safe to do so by the Emergency Services.

3.14.33 Departments and Services are to consider planning for emergency situations by having an alternative location and arrangements made to enable them to carry out core functions and act as a focal point from which to operate from during emergency situations (i.e. Steeple office could use Parkhall Community Centre in cases of serious incidents within the Steeple Complex).

Emergency Services

3.14.34 Fire, Police or Ambulance Services can be contacted by dialling 999 and asking for the service required.

3.14.35 Staff calling the above emergency number should be prepared to provide the following information:

- a. Service required.
- b. Location of incident.
- c. Nature of incident (Fire/injury/assault/numbers of personnel involved etc.)
- d. Their name, position and contact details.
- e. Other relevant details that may be of assistance to the emergency services.

3.14.36 It is important when calling the emergency services that callers remain calm and provide as much detailed information as possible. The emergency operator is being assisted during what may appear to be an excessively protracted conversation, call out procedures are being activated and implemented by other personnel during your call though you may be unaware of it, therefore becoming irate whilst the emergency operator apparently 'does nothing' is counter productive.

3.15 PERSONAL PROTECTIVE EQUIPMENT

3.15.1 The Council has a legal responsibility under the Personal Protective Equipment at Work Regulations (NI) to provide suitable PPE to employees who may be exposed to risks that have not been adequately controlled by other means.

Requirement for PPE

3.15.2 The requirement for PPE is to be determined by carrying out a suitable and sufficient risk Assessment and implementing the hierarchy of controls. Where the residual risk remains unacceptable and cannot be controlled by any other means then PPE suitable for the task/process is to be selected.

3.15.3 It is Council policy that the issue and use of Personal Protective Equipment PPE or Respiratory Protective Equipment (RPE) is always the last resort when it comes to protecting staff, contractors or visitors

3.15.4 By issuing PPE/RPE the Council has resorted to relying on line management and individuals at all levels throughout the organisation to use, maintain, supervise and control PPE and RPE effectively to ensure that our last line of defence to protect health and Safety is correctly managed.

Provision and Selection of PPE/RPE

3.15.5 PPE/RPE must:

- a. Be appropriate for the risks and able to adequately control the risk without creating greater risks or other risks that cannot be adequately controlled.
- b. Be ergonomic and fit the user, taking into account the health of the user.
- c. Be compatible with other PPE used and not cause other hazards or risks to be created.

Inspection and Maintenance

3.15.5 PPE is to be inspected daily prior to use by the individual to whom it is issued or who is about to use it.

3.15.6 Suitable provision is to be made for cleaning, maintenance and replacement of PPE.

Accommodation for PPE

3.15.8 Suitable accommodation for PPE is to be provided for PPE when not in use to prevent loss, damage and contamination.

3.15.9 Suitable accommodation is to include adequate facilities for drying PPE used to protect the wearer against climatic conditions or after it has been subjected to adverse weather conditions or cleaning.

Information, Instruction and Training

3.15.10 Line Managers are to ensure that all employees are provided with the following information, instruction and training regarding the use of PPE as appropriate to their area of responsibility.

- a. The purpose of PPE AND risk(s) the PPE will avoid or reduce.
- b. The correct manner of wearing, using and storing the PPE issued.
- c. How to carry out pre-use inspections to ensure the PPE is serviceable and working effectively.
- d. The reporting and replacement procedures in the event of loss or defect.

3.16 SMOKE FREE

Introduction

3.17.1 Smoking, including the discarding of smoking materials, is the number one cause of workplace fires in the United Kingdom, and tobacco smoke is a major pollutant of air, particularly inside buildings and vehicles, causing damage and discolouration to furnishings and décor.

3.17.2 There is clear medical evidence that tobacco smoke is carcinogenic, leading to lung cancer, cancer of the bladder, renal pelvis and pancreas. It is also a major contributory factor in coronary disease and respiratory problems and many people also find the smell obnoxious and offensive. Amongst populations where cigarette smoking is long established at high levels up to 90% of male lung cancers are attributed to it, with female proportions rapidly rising to approach the same level

3.17.3 It is for these reasons that it is becoming standard practice for responsible organisations to ban smoking in the workplace.

3.17.4 The main problem is that nicotine is a dependency drug and for those smokers who work in a non-smoking environment is that it will mean frequent breaks away from the workplace in order to satisfy their craving. This should however not stop the implementation of non-smoking areas, there will clearly be practicable difficulties but every effort is to be made for their introduction. This can be a contentious issue and sensitive handling, together with consultation at all stages will eliminate most, if not all, of the problems.

Council Policy

3.17.5 The policy of Antrim Borough Council, in light of the evidence of the dangers that smoking poses by not only to the increasing the risk of fire but the potential dangers to health caused by 'passive smoking' is to:

- a. Create a non-smoking environment with facilities or arrangements provided for those that wish to smoke.
- b. Discourage non-smokers from getting the habit of smoking.
- c. Provide support and encouragement to smokers who wish give up or cut down.

3.17.6 It is the Policy of Antrim Borough Council that all Council premises, offices, workplaces and vehicles are designated NO SMOKING AREAS and as such the Council operates a strict 'No Smoking ' Policy:

3.17.7 To cater for the needs of those members of staff who choose to smoke during breaks and at lunchtime smoking will only be permitted in dedicated 'Designated Smoking Areas' specifically approved for this purpose Line Management with the agreement of the Assistant Directors with whom operational responsibility for that area rests.

3.17.8 The strict enforcement of the Smoking Policy rests with Line Managers at all levels.

Designated Smoking Areas

3.17.9 All of the above specified areas in Para. 3.17.6 should have, where reasonably practicable, a designated smoking area set aside in a suitably safe area so as not to create a fire risk or a risk to non-smokers health or safety. All designated smoking areas must:

- a. Be approved by the assistant Director with operational responsibility for that area as fit and appropriate for use as a Designated Smoking Area
- b. Be sited away from main entrances and exits so as not to obstruct free access and egress nor detract from the image of the Council.
- c. Be sited away from any potential highly flammable, flammable or combustible materials.
 - a. Have suitable ventilation.
 - b. Have fire proof ashtrays/containers for discarded smoking materials (i.e. ceramic or metal)
 - c. Monitored to ensure smouldering materials are extinguished before the area is left unattended.
 - d. Subject to regular cleaning, including the emptying of all ashtrays and bins at the end of each day or when the area is left unattended for prolonged periods.
 - e. Have suitable fire extinguishers readily accessible.

3.17.10 When implementing this policy it is important to respect the rights, wishes and dignity of both smokers and non-smokers whilst doing as much as is reasonable and practicable to ensure the Health, Safety and Welfare of all staff, contractors and visitors. The provision of facilities to those who wish to smoke must be recognised to ensure that smoking is not driven 'underground' thus leading to more dangerous practices such as smoking in stores and unmonitored areas where the risk of a fire becoming established undetected is much greater.

3.17 SHARPS

Introduction

3.18.1 The handling of 'sharps' poses a significant risk to the health and Safety of staff, contractors and members of the public (MoP) from both the direct causes of injury i.e. needle stick, cuts etc. and the risk of disease as a result of contact with sharps i.e. HIV, Hepatitis etc.

Council Policy

3.18.2 It is Council policy that the handling of sharps (syringes, needles etc) must be strictly controlled and carried out by competent persons.

3.18.3 All Council staff should be aware of the risks posted by 'sharps' and should never use their hands to do tasks in areas they cannot see or be used to push down on surfaces that may conceal hidden hazards i.e. bin bags that may contain glass, needles etc., due to the risks posed by unseen items or substances. Safe Systems of work should be written to encompass this principle

Removal and Disposal

3.18.4 The Cleansing Supervisor and Cleansing Foreman are the designated personnel for the removal of sharps. All staff finding sharps are to follow the following procedure:

- a. Do not touch or try and remove the sharps.
- b. Immediately report the sharps find to the Cleansing Supervisor
- c. Secure the immediate area around the item to prevent other members of staff or members of the public coming into contact with the sharps.

3.18.5 The Cleansing Supervisor will:

- a. Don suitable PPE.
- b. Ensure other member of staff or MoP is in the immediate area.
- c. Use a grabber to pickup the 'sharps' item.
- d. Deposit item in the approved Sharps Container and replace the lid.
- e. Check to ensure the area is free of other sharps.
- f. Contact the Health, Safety and Well Being Advisor who will arrange with Antrim Area Hospital for the sharps container to be collected.

3.18.6 Where sharps are found to have been deposited in domestic or commercial bins cleansing operatives are not to collect the load but are to inform the Cleansing Manager. The cleansing Manager is to inform the house holder or business premises occupier that the Council will not collect refuse containing sharps or other items of

clinical waste and they are to dispose of it through a needle exchange scheme, health centre, hospital or as special waste as appropriate.

3.18.7 Two Approved Sharps Containers are to be held by the cleansing department for the collection of Sharps, one for use and one to be brought into use when the first is disposed of at suitable intervals or when full. Action to replace the sharps container should be taken at this time.

3.18.8 Disposal of sharps containers must comply with the Special Waste Regulations (NI)

Injuries

3.18.9 In the event you get injured by either a cut or needle stick (prick) you should:

- a. Let the area bleed for a few minutes, pressing the area around the wound to encourage it to bleed freely.
- b. Do **not** suck the wound.
- c. Clean the area with warm soapy water or wipe with alcohol/antiseptic swab and gently pat the area dry.
- d. Seek First Aid if required.
- e. Report the incident to enable the item to be collected to prevent further injuries and enable testing of the item for disease etc. if required.
- f. If worried seek advice from your doctor or local hospital casualty department.

3.18 LONE WORKERS

3.19.1 Antrim Borough Council is committed to ensuring, so far as is reasonably practicable, the safety of its employees whilst at work. However, this is only achievable if all involved, including senior management, line management, and individual employees, work together to develop and implement safe working systems.

3.19.2 Whilst personal safety at work takes many forms, and applies to all workplaces and activities, the context of this policy encompasses three specific issues:

- a. Lone working.
- b. Work-related violence.
- c. Personal safety.

3.19.3 Where practicable lone working is to be avoided, work activities should be planned by line management to reduce or eliminate the need for lone working wherever practicable i.e. sending two members of staff to do a task for 4 hours as opposed to sending one member of staff to do the task alone for 8 hours.

3.19.4 All situations where staff are involved in lone working are to be the subject of a suitable and sufficient Risk Assessment. The risk Assessment is to be reviewed in accordance with section 3.3 of this policy

3.19.5 Where the Risk Assessment has identified the requirement for further control measures to be introduced to reduce the risk as low as is reasonably practicable it is a Line Management function to ensure that the control measures are implemented.

Information, Instruction and Training

3.19.6 Staff identified as being at other than low risk due to the nature of lone working undertaken by them should be given adequate information, instruction and training as appropriate to the risks identified as a result of the Risk Assessment.

Supervision

3.19.7 Staff who undertake lone working are to, so far as is reasonably practicable, be subjected to adequate levels of documented/recorded supervision.

Equipment

3.19.8 Staff are to be provided with adequate equipment to, so far as is reasonably practicable, safe guard their personal safety and summon help and assistance as identified by the Risk Assessment. All such equipment is to be the subject to regular inspection, servicing and maintenance. Records of inspections etc. are to be maintained.

3.19 SNOW AND ICE PLAN

3.20.1 The Council has a statutory duty to ensure safe access and egress under both the Health and Safety at Work (NI) Order 1978 and the Workplace (Health Safety and Welfare) Regulations (NI).

3.20.2 The Council reserves the right to cease operations and work activities during periods of adverse weather conditions that present a high risk to staff undertaking those activities or visitors, contractors and members of the public. This decision is the responsibility of the senior line manager present in the effected operational area.

3.20.3 Across Northern Ireland each year slips, trips and falls, many caused by snow and ice cost the economy in excess of £8 Million pounds. This figure excludes fines and compensation for injuries as a result.

3.20.4 It is also therefore essential that arrangements are made to enable staff, contractors and visitors safe access and egress to, from and between all Council premises to reduce, so far as is reasonably practicable, the risk of accidents and injury as a result of snow and ice.

3.20.5 Ice can form, and snow will settle at a ground temperature of 4° Centigrade and below.

Gritting and Salting

3.20.6 All roads, paths and car parks leading to or on Council premises are to be gritted or salted as appropriate prior to and during adverse weather conditions to reduce the effects of snow, ice, rain and low temperatures.

Management co-ordination

3.20.7 The Parks Managers is to adopt a proactive approach to maintaining safe access and egress to all Council facilities.

3.20.8 Gritting and salting of all roads, paths and car parks should be undertaken as specified below:

- a. When Snow, Ice or low temperatures are forecast.
- b. Prior to the commencement of use of the premises for work or leisure activities.
- c. During the working day when the temperature drops below 4° Centigrade.
- d. When road and path surface conditions deteriorate due to continued adverse weather conditions.

3.20.9 In all cases salting and gritting should be carried out ensuring sufficient time for the effect of the salt or grit to take effect before staff, contractors and visitors are exposed to, and adversely effected by, the road or path surface conditions. This may require a nominated gritting/salting crew being on call/standby for a proactive approach to snow and ice during winter months.

3.20 THE WORKPLACE

Introduction

3.21.1 All workplaces are governed by statutory requirements place on all employers by the Workplace (Health, Safety and Welfare) Regulations (NI) in addition to the Health and Safety at Work (NI) Order 1978 and other delegated regulations.

3.21.2 A 'workplace' is defined as a non-domestic premise made available for any person as a place of work and includes corridors, lobbies, staircases and roads giving access to that place of work.

3.21.3 The Workplace (Health, Safety and Welfare) Regulations (NI) places a statutory legal requirement on employers to maintain the workplace. This is an absolute duty, not to be confused with 'so far is reasonably practicable' and means failure to comply with it is an offence.

3.21.4 Antrim Borough Council is committed to ensuring that all requirements of the Workplace (Health, Safety and Welfare) Regulations (NI) 1993 are met in full.

Maintenance

3.21.5 All workplaces, equipment, appliances, devices and systems are to be subject to suitable and sufficient inspection and maintenance to ensure it is maintained in efficient working order and a good state of repair. Records of inspections, repairs and maintenance are to be kept and available for inspection.

3.21.6 Line managers are to inspect all workplaces in their area of operational responsibility at intervals not to exceed three months to ensure that all workplaces, equipment, appliances, devices and systems are in good working condition, well maintained and that a suitable system for reporting faults, damage and problems exists and is used to ensure prompt remedial action to address any problems.

3.21.7 An Antrim Borough Council 'Workplace Inspection Proforma is to be completed n a quarterly basis by all line managers for their areas of operational responsibility to ensure management inspection of all Council Workplaces in a structured and organised manner. Records of inspections are to be maintained and readily available for inspection.

Ventilation

3.21.8 Enclosed workspaces are to be provided with suitable ventilation to ensure a sufficient quantity of fresh or purified air. Plant used to ensure a supply of fresh or purified air will be fitted with a suitable warning device to give adequate warning of any failure of that plant. Entry into that area is not to be permitted unless adequate ventilation is available.

Temperature

3.21.9 The council will maintain reasonable temperatures in all workplaces within buildings appropriate to the nature of the work being carried out and provide an adequate number of thermometers to enable staff to determine the temperature.

3.21.10 Line managers are to report any faults with heating or cooling systems to ensure prompt and timely maintenance and repairs. In extreme weather conditions additional heaters or fans are to be provided as required.

3.21.11 Line managers are to make adequate provisions in Safe Systems of Work as a result of their Risk Assessments for staff who have to work in extremes of temperatures or exposed to the effects of the weather to ensure those persons Safety, Health and Welfare.

These measures are to include as appropriate:

- a. Suitable, sufficient and compatible PPE.
- b. Provision of adequate rest breaks and facilities to ensure staff can get warmed, cooled, dried off, changed as required.
- c. Controlled or reduced exposure, including job and staff rotation.
- d. Suitably supervised and monitored.
- e. The authority of line managers to stop or reschedule and activity, task or work where a risk to health, safety and welfare exists due to adverse temperatures.

Lighting

3.21.12 Suitable and sufficient lighting, so far as is reasonable practicable natural light, will be provided by the Council, including emergency lighting where persons are specially exposed to danger in the event of a failure of the lighting system.

3.21.13 Defective lighting, blown bulbs etc. are to be reported by line management and replaced in a timely manner, where a failure of lighting presents a hazard to Health and Safety, such as lighting on stairs, are to be replaced or repaired as a matter of urgency as is all failures of emergency lighting systems.

Cleanliness

3.21.14 All workplaces, furniture, fixtures and fittings are to be kept sufficiently clean, line managers are to ensure that regular cleaning is carried out and that the standard of cleanliness is monitored.

3.21.15 Bins are to be emptied daily and waste is not to be permitted to accumulate, particular attention is to be paid to ensuring Fire Exits, passage ways, corridors, access and egress routes are kept clear.

Room Dimensions and Space

3.21.16 Every room where persons work should be of sufficient dimensions and space for each employee, the minimum is to be 11 cubic metres per person, calculated to a height of 3 metres excluding furniture. Line management are to ensure that arrangements are made for removal of unnecessary office furniture and suitable arrangements for storage are made to permit an uncluttered working environment.

Workstations and seating

3.21.17 All workstations are to be arranged so as to suit both the person working and the task being done and provided with suitable seating and footrest where required and subject to regular management inspection, whilst taking the following factors into account:

- a. Access and egress, including emergency situations.
- b. Free from slip, trip or fall hazards.

Floors and Traffic Routes

3.21.18 All floors and traffic routes are to be of an appropriate surface and maintained so as not to present a risk to Health and Safety. The following is to be provided and monitored by line management responsible for that area:

- a. Handrails on steps and slopes.
- b. Effective means of drainage.
- c. Effective measures for reporting and cleaning up spillages.
- d. Regular inspections and suitable fault/damage reporting system.
- e. Kept free from obstructions or substances that cause slips and falls.

Falls and Falling objects

3.21.19 So far as is reasonably practicable all staff, contractors and visitors are to be protected from falls or falling objects by means other than PPE, information, instruction and training.

3.21.20 Measures are to include:

- a. Suitable and sufficient warning/hazard signage.
- b. Fencing, barriers and covering.
- c. Physical protection measures (i.e. nets, fans etc.)
- d. Adequate supervision.

Windows, Doors, Gates and Walls

3.21.21 All windows in doors, partitions, and walls shall be of a safety material or be protected against breakage and be appropriately marked so as to make it apparent. All windows must be capable of being opened, adjusted and closed without risk to the person performing the task or any other person in the workplace.

3.21.22 The Property Services Manager/Engineering Services Officer is to ensure all windows in doors, gates, walls and partitions are inspected and remedial action taken to ensure compliance with this section of the policy.

Traffic Routes

3.21.23 Traffic and pedestrian routes are, so far as is reasonable, to be designed in such a manner as to segregate pedestrians from vehicle traffic.

3.21.24 Signage used on traffic routes is to be in accordance with the Traffic Signs Manual 1991 and shall be positioned, maintained and cleaned to ensure they are easily seen by drivers and pedestrians within all Council premises.

3.21.25 All staff, contractors and visitors must fully comply with all instructions on signage.

3.21.26 Traffic routes must be planned and laid out in such a way to:

- a. Be suitable for the persons and vehicles using them.
- b. Able to be used by pedestrians and vehicles without risk to Health and Safety.
- c. Provide sufficient separation between traffic routes and pedestrian doors and gates leading onto them.
- d. Provide adequate separation between pedestrians and vehicles on shared traffic routes.
- e. Be suitably marked and signed.

3.21.27 The Property Services Manager/Engineering Services Officer is to ensure all traffic routes on all sites are subject to regular planned inspections and remedial action taken to ensure both the serviceability and marking of traffic routes and compliance with this section of the policy.

Washing and Toilet Facilities

3.21.28 The Council will provide adequate washing and toilet facilities, including showers where necessary, for all staff at, so far as is reasonably practicable, readily accessible places. Line management are responsible for ensuring these facilities are kept in a clean, orderly condition and subject to regular management inspection for general condition and serviceability.

Drinking Water

3.21.29 Drinking water will be made readily accessible to all staff. Line managers are to make suitable and sufficient provision for workers working away from buildings in remote locations taking into account the effects of the prevailing weather conditions, nature of the work, substances used and the requirement and effects of PPE.

Changing Facilities and Accommodation for Clothing

3.21.30 The Council will provide suitable and sufficient changing facilities and accommodation for clothing and personal belongings, including facilities for drying clothing as appropriate. Accommodation for clothing and personal belongings is to provide a suitable level of security, changing facilities and accommodation for clothing are to be regularly inspected and reviewed by line management.

Facilities for Rest and Eating Meals.

3.21.31 The Council will provide suitable and adequate facilities for eating meals at readily accessible places. These facilities should be:

- a. Cleaned and maintained to an acceptable level of hygiene.

- b. Free from contamination by work processes and substances.
- c. Designed to protect non-smokers from discomfort caused by tobacco smoke.
- e. Subject to periodic inspection by line management.

3.21.32 Areas provided for the eating of preparation and eating of meals are to comply with section 3.16 of this policy as appropriate.

3.21.33 Rest facilities for both pregnant women and nursing mothers are to be provided by the line management in whose area of operational responsibility she is employed in. Details of arrangements made are to be included in a Risk Assessment specific to that pregnant woman or nursing mother.

Storage Facilities

3.21.34 All storage areas and facilities, including shelving are to be maintained and kept in a clean, tidy and orderly condition so as not to pose a Fire Risk or a risk to Health and Safety.

3.21.35 Storage facilities are to be suitable and sufficient for the use to which they are intended. Racks and shelving are to be secured to prevent toppling/falling and not overloaded beyond safe capacity or to the extent that items are in danger of falling and causing injury.

3.21.36 Stores, storage areas and items being stored should not:

- a. Obstruct or obscure fire fighting equipment and call points.
- b. Obstruct Fire exits and gangways.
- c. Present a slip, trip or fall hazard.
- d. Be positioned too close to potential sources of heat.

3.21.37 All stores must suitably marked with the appropriate warning sign indicating the hazardous nature of any items being stored, including exterior signage as appropriate

3.21.37 All racking, shelving, storage areas and storage media are to be inspected as part of the three monthly line managers 'Workplace Inspection' and corrective action is to be taken where damaged, overloaded, overcrowded, insecure or unsuitable storage facilities are found.

3.21 VISITORS AND SITE/FACILITY USERS

3.22.1 The Council has a responsibility for the safety of visitors and site/facility users employees and for any injury to others, which they may cause. This responsibility is discharged by:

- a. Briefing visitors and facility users on hazards, which exist in areas where they will be visiting or operating. This is normally the responsibility of the Services Manager/department Head as appropriate.

3.22.2 Line Managers have the authority to question or direct visitors and site/facility users who are working in a manager's area of control (such as a workshop) to follow where a visitors and facility users work practices or activities are unsafe, line managers can order work or the activity to cease pending further investigation.

3.22.3 The responsibility for routine checking on visitors and site/facility users lies with the person who authorises the work or activity (e.g. the Facility Services Manager for cleaning contractors, Line/Site or Event Management in respect of Fairs, Stalls vendors etc.). Concern about a visitors and facility users safety standards should be brought to the attention of the Health, Safety and Well Being Advisor, relevant Line Management, Supervisor or the visitors and site/facility users appointee responsible.

3.22.4 Visitors and site/facility users must be appropriately briefed and guided as appropriate. It must not be possible for visitors and facility users to inadvertently stray into hazardous areas.

Insurance

3.22.6 All organisations, businesses and organised events using Council sites and facilities are to have insurance appropriate to the type of organisation or type event they are or are conducting on Council premises.

3.22.7 Copies of relevant, in date, Certificates of Insurance, where required, must be submitted to the Council no later than 28 working days before any activity or event commences. Failure to submit Certificates of Insurance in a timely manner may result access to Council premises being denied.

Equipment

3.22.8 All equipment brought on to site must be correctly maintained in a good state of repair and have all statutory inspections, maintenance, servicing and testing records and Certificates available for inspection when requested by authorised Council staff.

Information, Instruction and Training

3.22.9 All organisations, visitors and site/facility users conducting organised events are to ensure that persons under their operational control, including sub-contractors and casual staff, have received adequate information, instruction and training, to ensure their own and all other persons who may be effected by their acts or omissions, Health and Safety.

Supervision

3.22.10 All organisations, visitors and site/facility users are responsible for ensuring that they provide an adequate level of supervision for all their staff, participants and sub-contractors appropriate to the organisation and its activities.

3.22.11 Antrim Borough Council staff in who's area of operational control the event or activity is taking place is responsible for ensuring an appropriate level of supervision is exercised over the visitor and site/facility user to ensure compliance with both the Councils Health and Safety Policy and all statutory legislation appropriate to the organisation and its activities.

Records

3.22.12 All visitors and site/facility users should maintain the following records readily available for inspection as appropriate to the organisation and its activities.

- a. Certificates of insurance.
- b. Staff vetting documentation – AccessNI checks
- c. Level of training and competence of their nominated Health and Safety representative.
- d. Health and Safety Training and qualification records of employees.
- e. Risk Assessments.
- f. Method Statements for undertaking/activity.
- h. Written Safe Systems of Work.
- i. Details of Civil Claims paid or outstanding.
- j. Method Statement for selection and supervision of sub-contractors.
- k. Certificates of Inspection, Servicing, maintenance and testing of machinery, plant and equipment as require by relevant statutory legislation.

Guidance

3.22.13 It is to be noted that these provisions though not exhaustive are to be applied to visitor and site/facility users on a basis appropriate to the organisation and its activities based on a Risk Assessment i.e. a Travelling Fair (High Risk) will require much tighter application of this section of the policy than a Mother and toddlers group using a community Centres (Low Risk)

3.22.14 The application of this section of the policy is not designed to make it impracticable for individuals and organisations to use our sites and facilities but to do so in a safe and controlled manner with risks to other persons reduced as low as reasonably practicable, in accordance with all statutory legislation so as to reduce the Councils moral and legal liability.

Control of Visitors

3.22.15 All visitors who pass beyond public areas, such as art galleries, sports halls and training rooms etc., and into non-public areas are to be booked in and out using the Council's Visitor booking In/out sheet to enable them to be accounted for both in the event of an emergency and for security reasons.

3.22.16 Uncontrolled and unaccounted for visitors can pose a significant risk to their own and other peoples Health and Safety. Sound management requires managers at all levels to control, and co-ordinate if necessary, the activities of all visitor within their area of operational responsibility.

3.22 CONTRACTORS

Selection of Contractors

3.23.01 Contractors are to be selected using the following criteria to assist in the selection of competent contractors regarding Health and Safety:

- a. Registered member of the Construction Skills Register.
- b. RIDDOR Reportable Accident statistics each year for the last 5 years.
- c. Non- Reportable Accident statistics each year for the last 5 years.
- d. Level of training/competence of their nominated Health and Safety Reps.
- e. Health and Safety Training and qualification records of employees.
- f. Examination of their Risk Assessments.
- g. Examination of their Method Statement for undertaking the work.
- h. Examination of their Safe Systems of Work.
- i. Examination of their Certificates of Insurance.
- j. Checking the contractors Health and Safety Record with the HSENI regarding Improvement Notices, Prohibition Notices and Prosecutions.
- k. Details of prosecutions pending or Civil Claims paid or outstanding.
- l. Contractors method of selecting and controlling sub-contractors.

3.23.2 Preference should always be given to contractors who are members of the Construction Skills Register, have sound Health and Safety Management Systems in place and who have acceptable performance in those areas covered in the areas specified in paragraph 3.22.1 sub paragraphs b – l above.

Monitoring of Contractors

3.23.3 Contractors are to be subject to adequate monitoring for compliance with the Councils Health and Safety Policy and the requirements of all relevant and applicable statutory legislation.

3.23.4 Monitoring is to be carried out at an appropriate level consistent with the size, duration and risks of work or operation that the contractor is engaged in. Monitoring is to be carried out by:

- a. The Senior Line Management in the respective area.
- b. The Facility Services Manager.
- c. The Projects Officer.

Control of Contractors

3.23.6 All contractors are to be booked in and out using the Council's Visitor booking In/out sheet to enable them to be accounted for both in the event of an emergency and for security reasons.

3.23.7 Uncontrolled and unaccounted for contractors can pose a significant risk to their own and other peoples Health and Safety. Sound management requires managers at all levels to control, and co-ordinate if necessary, the activities of all contractors within their area of operational responsibility.

Information

3.23.8 Contractors are to be provided with the following information.

- a. Copy of the Council's Health and Safety Policy.
- b. Copies of all relevant Risk Assessments.
- c. Copy of site plan showing all hazards and services known.
- d. Council Health and Safety information sheet

Contractors Duties

3.23.9 Carry out all work in accordance with all relevant statutory requirements of current Health, Safety and Environmental Legislation and the Council's Health and Safety Policy.

3.23.10 Notify the Council, his (Contractor) employees and other persons who may be at risk by his undertakings.

3.23.11 Provide those under his control with the appropriate information, instruction, training, supervision, risk assessments, written safe systems of work and protective equipment and clothing at his own expense.

3.23.12 Inform the Council's Health, Safety and Well Being Advisor of any accident or incident which has occurred on Council property as a result of his undertaking - including accidents or damage involving the general public.

3.23.13 Allow inspection and copies to be taken of any relevant Safety records or documentation as is deemed necessary by an authorised Council employee.

3.23.14 Comply with any safety instruction or notice issued by any authorised Council employee i.e. Property Services Manager, Engineering Services Officer, Health, Safety and Welfare Officer.

3.23.15 Ensure all plant and equipment brought onto site is correctly maintained, inspected and serviced and in good repair.

3.23.16 Ensure his workforce are suitably trained, qualified, competent and adequately supervised for the work they are undertaking.

- 3.23.17 Ensure his workplace is kept clean and tidy.
- 3.23.18 Ensure aisles or exits are not at any time obstructed.
- 3.23.19 Ensure his employees do not bring children or unauthorised personnel on site.
- 3.23.20 Ensure he has adequate insurance cover.
- 3.23.21 Ensure that the workforce is suitably trained and assessed for competence, in the use of equipment/activity to be undertaken.
- 3.23.22 Expand, develop and implement the Health and Safety Plan (where applicable) under the Construction (Design and Management) Regulations (NI) 2007.

3.23 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (NI) 2007 (CDM)

The CDM Regulations are aimed at improving the overall management and co-ordination of health, safety and welfare throughout all stages of a construction project to reduce the large number of serious and fatal accidents and cases of ill health which happen every year in the construction industry. The emphasis is on planning and management to secure a safe project rather than paperwork.

Duties are placed upon clients, designers, and contractors with more power given to the CDM Co-Ordinator in what is considered a more authoritative and policing role.

Competence

3.24.1 No person on whom these Regulations place a duty shall—

- (a) Appoint or engage a CDM co-ordinator, designer, principal contractor or contractor unless he has taken reasonable steps to ensure that the person to be appointed or engaged is competent;
- (b) Accept such an appointment or engagement unless he is competent;
- (c) Arrange for or instruct a worker to carry out or manage design or construction work unless the worker is—
 - (i) Competent, or
 - (ii) Under the supervision of a competent person.
- (2) Any reference in this regulation to a person being competent shall extend only to his being competent to—
 - (a) Perform any requirement; and
 - (b) Avoid contravening any prohibition, imposed on him by or under any of the relevant statutory provisions.

3.24.1 The Council recognises its duties of the various duty holders contained in the CDM regulations and shall apply the requirements in full to projects which fall under the following categories:-

- a. Works lasting for more than 30 days (NOTIFIABLE).
- b. Works involving more than 500 person days of work (NOTIFIABLE).

3.24.2 The Council recognises its duty as a Client under the CDM Regulations in so far as reasonably practicable shall:-

- a. Select and appoint a competent CDM Co-Ordinator and principal contractor.
- b. Be satisfied that the CDM Co-Ordinator and principal contractor are competent and will allocate adequate resources for Health and Safety.
- c. Be satisfied that designers and contractors are also competent, and will allocate adequate resources when making arrangements for them to complete the project.
- d. Provide the CDM Co-Ordinator with information relevant to Health and Safety on the project.
- e. Ensure construction work does not start until a satisfactory Health and Safety Plan has been developed.

- f. Ensure the Health and Safety file is available and satisfactory for inspection, after the project is completed.

S E C T I O N F O U R

MONITORING

4.0 HEALTH AND SAFETY MONITORING

Introduction

4.1 Health and Safety audits, surveys and inspection reports will highlight areas of strengths and weaknesses with regard to Health, Safety and Welfare and are to be used as a management tool to promote continual improvement.

Self-Assessment

4.2 It is good practice for Service Managers to complete an Annual Self Assessment Proforma on how their section measures up to standards.

Health and Safety Audits

4.3 The Health, Safety and Well Being Advisor will conduct regular health and safety inspections and audits and will provide details to the Director and appropriate Assistant Director.

4.4 The report is to make recommendations for improving any shortfalls in the Council's Health and Safety policy, management system, arrangements and procedures. In area where improvements or corrective actions are identified recommendations are to be made to ensure the Councils goal of continuous improvement in the field of Health and Safety is maintained.

Accident, Injury, Absence and Ill Health Records

4.5 Accident, injury, absence and ill health records and statistics may be used, as an indicator, thus assisting management in monitoring any short falls of existing control measures by identifying trends and enabling resources to be targeted at areas where improvements and corrective actions may be made.

Safety Committee records

4.6 Safety Committee records may be used to assist management in monitoring the effectiveness of Council Policy and Procedures.

S E C T I O N F I V E

APPENDICES