

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY POLICY

CONTROLLING WORKPLACE HAZARDS

HSP07

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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
	01	Initial issue	Laura Gold

1. INTRODUCTION

East Dunbartonshire Council (the Council) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

The principal aim of this policy is the prevention of work-related ill health through the appropriate identification of hazards and management of risk associated with work activities.

The objectives are to:

- Ensure that personnel operate within a safe working environment.
- To ensure controls are implemented to prevent incidents through the establishment of safe workplace standards.

2. WORKPLACE HAZARDS POLICY STATEMENT



East Dunbartonshire Council will comply with statutory requirements relating to the safety of its employees by:

- Preventing accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Providing a safe place of work by ensuring the Health, Safety and Welfare of all persons, including staff, contractors and visitors.
- Ensuring clear instructions, information and adequate training to ensure employees are competent to carry out their job.
- Encouraging a culture where managers take an active interest in the safety of their employees.
- Enabling employees to raise, discuss and resolve individual work-related issues, through involvement and consultation with management.

3. SCOPE

This procedure applies to all East Dunbartonshire Council contractors, employees, trade operatives and team/squad leaders and the role specific activities required from them.

This policy forms part of the overall Health and Safety Policy and is supported by a suite of specific Health and Safety Procedures and Forms.

Health and Safety Policy HSP01

Controlling Workplace Hazards Policy HSP07

Procedure SP03 Scaffolding	Procedure SP04 Safe Isolation of Workshop Machinery	Procedure SP05 Management of Technical Trades	Procedure SP08 CO2 and Temperature Local Monitoring	Procedure SP17 Violence and Aggression at Work	Procedure SP19 Lone Working
Procedure SP20 Critical Incidents and Trauma	Procedure SP21 General Office Health, Safety and Welfare	Procedure SP22 Prevention of Needle- stick Injuries	Procedure SP23 Working at Height	Procedure SP24 Petroleum	Procedure SP25 Health and Safety Training
Procedure SP26 Driving Safely	Procedure SP27 PPE & RPE	Procedure SP28 PAT Testing	Procedure SP31 LOLER	Procedure SP32 POWER	

4. ROLES AND RESPONSIBILITIES

4.1 CHIEF EXECUTIVE

The Chief Executive has ultimate responsibility for health and safety and for making sure that worksite hazards are appropriately controlled.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Depute Chief Executive, Executive Officers and Senior Managers will be responsible and accountable within their areas of responsibility for ensuring that worksite hazards are appropriately controlled

4.2 EXECUTIVE OFFICERS & MANAGERS

The Executive Officers and Senior Manager must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management policy and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in implementing the measures of this Management policy to comply with relevant Health and Safety legislation.

4.3 HEALTH AND SAFETY TEAM

The Council Health and Safety Team will advise the management in fulfilling their duties in regard to the implementation of this Health and Safety Policy and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise Executive Officers, Senior Managers, Team and Squad Leaders in fulfilling their duties.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this health and safety policy and the associated regulations and guidance by carrying out periodic audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

5. REQUIREMENTS

5.1 SCAFFOLDING

The requirements and trade specifications for erection, dismantling and use of scaffolding shall be implemented through Health and Safety Procedure SP03: Trade Specification for Scaffolding.

5.2 WORKSHOP MACHINERY

The requirements for the safe isolation and use of workshop machinery shall be implemented through Health and Safety Procedure SP04: Safe Isolation of Workshop Machinery.

5.3 TECHNICAL TRADES

The requirements for the Health and Safety management of technical services trades shall be implemented through Health and Safety Procedure SP05: Health and Safety management of technical trades.

5.4 CO2 /TEMPERATURE MONITORING IN SCHOOLS

The requirements for the local monitoring of CO2 and Temperature levels to ensure optimised learning environments shall be implemented through Health and Safety Procedure SP08: CO2 and Temperature local Monitoring.

5.5 VIOLENCE AND AGGRESSION AT WORK

The requirements for the management of Violence and Aggression at Work shall be implemented through Health and Safety Procedure SP17: Violence and Aggression at Work and current Violence in the Workplace policy and other associate Education policies

5.6 LONE WORKING

The requirements for the management of risks relating to Lone Working shall be implemented through Health and Safety Procedure SP19: Lone Worker.

5.7 MANAGING CRITICAL INCIDENTS AND TRAUMA

The requirements for the management of critical incidents and trauma shall be implemented through Health and Safety Procedure SP20: Managing Critical Incidents and Trauma and SP01 Accident and Incident Reporting.

5.8 GENERAL OFFICE HEALTH, SAFETY AND WELFARE ARRANGEMENTS

The requirements for office health and safety shall be implemented through Health and Safety Procedure SP21: General Office Health, Safety and Welfare Arrangements.

5.9 PREVENTION OF NEEDLESTICK INJURIES

The requirements for the management of needle stick injuries and prevention of Blood Borne Viruses (BBVs) shall be implemented through Health and Safety Procedure SP22: Prevention of Needlestick Injuries and BBVs.

5.10 WORKING AT HEIGHT

The requirements for work activities which require working at height, including the use of Ladders and Stepladders shall be implemented through Health and Safety Procedure SP23: Working at Height.

5.11 PETROLEUM

The requirements for the use and control of petroleum based substances shall be implemented through Health and Safety Procedure SP24: Petroleum.

5.12 HEALTH AND SAFETY TRAINING

The requirements for Health and Safety training shall be implemented through Health and Safety Procedure SP25: Health and Safety Training.

5.13 DRIVING SAFETY

The requirements for Driving Safety shall be implemented through Health and Safety Procedure SP26: Driving Safety.

5.14 PERSONAL PROTECTIVE EQUIPMENT

The requirements for Personal Protective Equipment including Respiratory Protective Equipment shall be implemented through Health and Safety Procedure SP27: Personal Protective Equipment.

5.15 PORTABLE APPLIANCE TESTING

The requirements for Portable Appliance Testing (PAT Testing) shall be implemented through Health and Safety Procedure SP28: Portable Appliance Testing.

5.16 LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER)

The requirements for LOLER shall be implemented through Health and Safety Procedure SP31: Lifting Operations and Equipment (LOLER).

5.17 PROVISION AND USE OF WORK EQUIPMENT (PUWER)

The requirements for PUWER shall be implemented through Health and Safety Procedure SP32: Work Equipment (PUWER). This is monitored and reported through third party insurance management system.

5.18 OTHER HAZARDS

Other hazards not included in this policy will be ascertained through a risk management and assessment process, as by nature, it is ongoing as long as there is work.

6. MONITOR AND REVIEW

As part of the Council's Health and Safety Management System, the Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this health and safety policy.

The Health and Safety Team will review this policy every three years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the policy will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the health and safety policy.

7. REFERENCES

HSE Guidance and Regulation

Full HSE Guidance and reference to specific legislation is contained within each Health and Safety Procedure.

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

East Dunbartonshire Council: Health and Safety Procedures

- SP03 Trade Specification for Scaffolding
- SP04 Safe Isolation of Workshop Machinery
- SP05 Management of Technical Services Trades
- SP08 CO2 and Temperature Local Monitoring
- SP17 Violence and Aggression at Work
- SP19 Lone Worker
- SP20 Managing Critical Incidents and Trauma
- SP21 General Office Health, Safety & Welfare
- SP22 Prevention of Needlestick Injuries
- SP23 Working at Height
- SP24 Petroleum
- SP25 Health and Safety Training
- SP26 Driving Safely
- SP27 Personal Protective Equipment (PPE) & Respiratory Protective Equipment (RPE)
- SP28 Portable Appliance Testing (PAT Testing)
- SP31 Lifting Operations and Equipment (LOLER)
- SP32 Work Equipment (PUWER)