

EAST DUNBARTONSHIRE COUNCIL

HEALTH AND SAFETY POLICY

HSP01

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Date	Issue No	Amendment	Person Responsible for Amendment
	01	Initial issue	
April 12	V2	Change to RIDDOR : over 3 Days reportable to over 7 Days reportable	Charlie Gibson Employee Wellbeing Team Leader
Jun 12	V3	Change to Fire Safety (3.9) reference to separate Fire Safety Policy	Charlie Gibson Employee Wellbeing Team Leader
Sep 13	V4	Changes due to Org Planning and removing reference to separate Service/Function Policies	Charlie Gibson Employee Wellbeing Team Leader
Jun 14	V5	Management review in anticipation of TU discussions and GB review.	Jamie Robertson Audit and Risk Manager
Jan 16	V6	Changes due to Structures and Responsibilities.	Debbie Gray Team Leader, Health Safety and Risk Jamie Robertson Audit and Risk Manager
Jul 17	V7	Changes due to Organisational Transformation	David Pendreigh Team Leader Health, Safety and Risk
Oct 17	V8	Update to reflect Health and Safety Committee Structure	Jamie Robertson Strategic Lead – Finance, Audit and Performance
Nov 17	V8.1	Minor changes to responsibilities	Gillian McConnachie Audit and Risk Manager
Nov 17	V8.2	Amendment to Section 3.3	David Pendreigh Corporate Risk Adviser
Jun 23	V9	Update to Health and Safety Management System	Laura Gold Health and Safety Manager

1. INTRODUCTION

East Dunbartonshire Council (EDC) 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.

Besides carrying out a risk assessment, EDC have a duty to also;

- appoint competent people to help implement the arrangements;
- set up emergency procedures;
- provide clear information and training to employees;
- work together with other employers sharing the same workplace.

2. HEALTH AND SAFETY POLICY STATEMENT



It is the policy of East Dunbartonshire Council to take all reasonably practicable steps to ensure the health, safety and welfare at work of all its employees. The Council also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery.

The standard will be achieved by:

- a) Creating and maintaining a positive Health and Safety culture that secures the commitment and participation of **all** employees.
- b) Meeting its responsibilities to employees, non-employees and the environment in a way which recognises that the legal requirements are the minimum standard.
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure:-
 - i. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
 - ii. arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use handling, storage and transport of articles and substances;
 - iii. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
 - iv. so far as is reasonably practicable, as regards any place of work under the Council's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

- v. the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- d) Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
- e) Allocating adequate resources to meet the requirements of the Council's Health and Safety Policy.
- f) Planning for health and safety including the setting of realistic short, medium and long term objectives, deciding priorities and establishing adequate performance standards.
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.
- h) Developing a system of joint consultation with Health and Safety representatives (drawn from the Trade Unions) and providing them with facilities and assistance to enable them to carry out their functions.

This Health and Safety Policy represents the continuing commitment by East Dunbartonshire Council to improve standards of health and safety throughout the organisation.

Everyone employed within the Council shares the responsibility for maintaining high standards of Health and Safety within their own working environment, and managers have a considerable responsibility for encouraging a positive health and safety culture amongst employees.

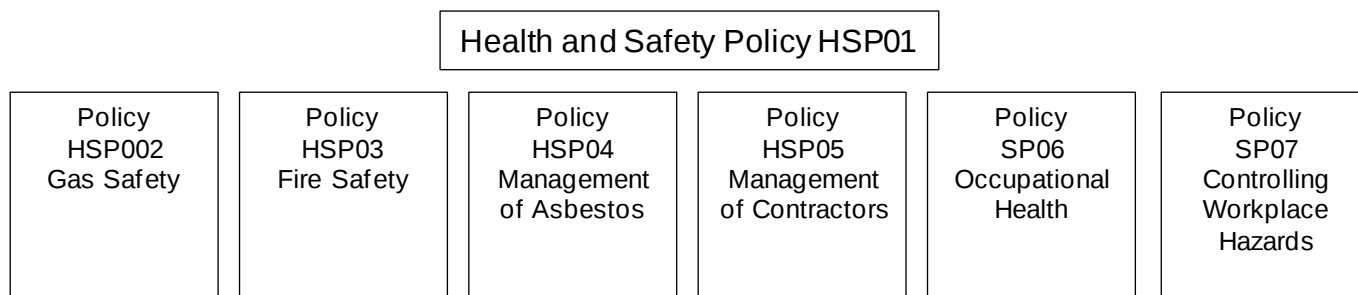
This Policy is central to the management of health, safety and welfare within the Council. It requires the support and commitment of all employees to achieve the benefits from good health and safety management.

3. SCOPE

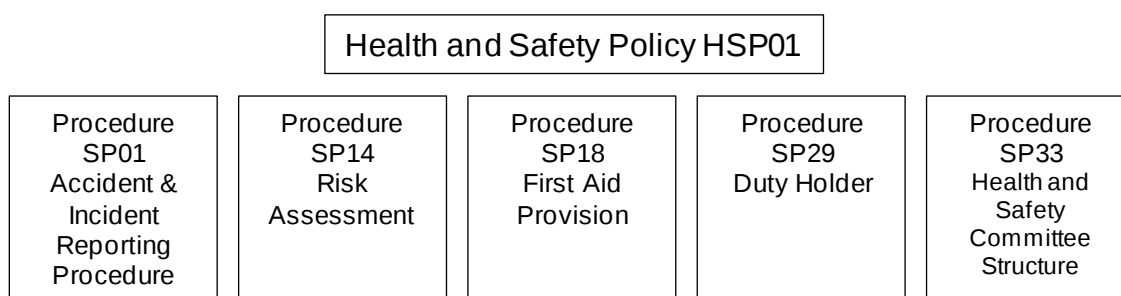
The Corporate Health and Safety Policy encompasses the core activities within the workplace to encourage and support Health and Safety. This Policy applies to all East Dunbartonshire Council contractors, employees, trade operatives and team/squad leaders and the role specific activities required from them.

Within this Policy, reference is made to responsible persons: duty holders; fire safety wardens; safety representatives and first aiders. A register of employees fulfilling these roles will be informed by Executive Officers and maintained by the Corporate Health and Safety Team. It will be the responsibility of Executive Officers to update the Corporate Health and Safety Team of any changes to the register as a result of, for example, employees leaving the organisation, accommodation moves, etc.

This Health and Safety policy is accompanied by six sub policies that are aimed at controlling the main risks that are found within the core activities at the workplace.



Each policy is then supported by a suite of health and safety procedures that give guidance on how each service will maintain policy compliance.



Each procedure is then accompanied by a set of standardised health and safety forms for monitoring and recording.

4. ROLES AND RESPONSIBILITIES

4.1 CHIEF EXECUTIVE

The Chief Executive, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of all Council employees. The Chief Executive has overall accountability for ensuring the effective implementation of the Health and Safety Policy. This will be achieved by:

- a) Detailing the service within the Council through which the policy will be implemented and delegating the responsibility for the implementation of the Policy to the Deputy Chief Executive.
- b) Ensuring that, so far as is reasonably practicable, adequate finances and resources are made available to enable the Council Policy to be implemented.
- c) Ensuring that health and safety is an integral part of the overall management culture and developing a positive attitude to health and safety among employees by visibly demonstrating their own commitment to achieving a high standard of health and safety performance.
- d) Appointing a competent person(s) to assist the Council to apply the provisions of primary and subordinate health and safety legislation.
- e) Ensuring the establishment and maintenance of health and safety management systems within the Council, which will ensure the assessment of risks and the

effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks.

4.2 DEPUTE CHIEF EXECUTIVE

The Depute Chief Executive is, so far as is reasonably practicable, responsible for ensuring the health, safety and welfare at work of all employees within their Strategic Groupings.

The Depute Chief Executive will ensure the provision of competent advice and support on Health and Safety matters through the Corporate Health and Safety Team. The Council's Health and Safety Team are the competent person(s) within the meaning of Regulation 7 of the Management of Health and Safety at Work Regulations, 1999.

In particular, they should:

- a) Set out the Strategic Grouping through which the policy will be implemented.
- b) Set out the arrangements which detail the means by which the aims listed in the Health and Safety Policy Statement will be met.
- c) Ensure that adequate resources are made available to enable the Health and Safety Policy to be implemented.
- d) Visibly demonstrate commitment to achieving a high standard of health and safety performance within the organisation and develop a positive attitude to health and safety among employees.
- e) Develop and implement health and safety management systems which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
- f) Contribute to an annual report evaluating the health and safety performance of the Council.

4.3 EXECUTIVE OFFICERS

Executive Officers will ensure that the necessary organisation and arrangements are in place (including the discharge of all related actions) to ensure that the aims of this policy are met. This will extend to ensuring that provisions are in place to advise the Health and Safety Team of any changes to duty holders, fire wardens, first aiders etc. to ensure that the consolidated list is up to date and reflects current arrangements.

Executive Officers will ensure the effective implementation of the arrangements of the Health and Safety Policy of the Council in those areas under their control or influence. Those managers to whom specific duties and responsibilities are given are made aware of discharge them correctly, having received suitable training.

4.4 MANAGERS/TEAM LEADERS/SUPERVISORS

Any person who has a manager/supervisory responsibility for other employees will assist in the promotion of a positive safe working culture by setting a standard and leading by example. To ensure that this is achieved, they should be aware of the council's health and safety policy and procedures and what is expected of them in ensuring the required standards are met.

4.5 DUTY HOLDERS

The specific role of a building Duty Holder is detailed in the relevant Health and Safety Procedure SP29. In addition to the role of the Duty Holder, this Procedure details the documentation to be retained within every building, consistent signage indicating the location of this documentation and the requirements for systems/procedure testing and record keeping.

4.6 EMPLOYEES

All employees will be expected to co-operate in the implementation of the Council's Health and Safety Policy by:

- a) Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or their omissions at work.
- b) Co-operating so far as is necessary, to enable the Council to perform any duty or to comply with any requirements as a result of any health and safety legislation which may be in force.
- c) Using all work items provided by the Council in accordance with the training and the instruction they receive to enable them to use the item safely.

In addition to these provisions, new employees shall also:

- Be inducted in all relevant health and safety requirements before working unsupervised
- Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger
- Familiarise themselves with the accident reporting procedure

4.7 NON-EMPLOYEES

Prior to engaging in any services all appropriate activities will undergo a suitable and sufficient risk assessment and that appropriate risk control mechanisms are developed, utilised, effective, current and valid.

In addition, non-employees shall:

- Be inducted in all relevant health and safety requirements
- Ensure that they have read and fully understand instructions in the event of fire or other serious or imminent danger as outlined in the appropriate risk assessment
- Familiarise themselves with the accident reporting procedure

4.8 HEALTH AND SAFETY COMMITTEES

The Council has a Health and Safety Committee structure for the purpose of ensuring effective communication, monitoring performance and consultation in matters affecting the health, safety and welfare of those affected by the work of the Council.

The aim of the committee meetings are to ensure that the Council's health and safety policies and procedures are effective, enable concerns and suggestions for improvement to be made, promote the role of health and safety within the council and to assist in the management of health and safety.

In addition, the council will undertake both active and reactive monitoring of safety performance through the committee and similar consultation forums at all levels within the organisation.

The Health and Safety Committees meet quarterly and are comprised of:

- 1st Tier Health and Safety Committee – Chief Executive, Depute Chief Executive and Trade Union representatives.
- 2nd Tier Health and Safety Committee:
 - Education, People and Business (excluding Education) and Finance
 - Place, Neighbourhood, Corporate Assets
 - Education
 - Health and Social Care Partnership

Each of these committees will comprise of the Depute Chief Executive, Executive Officers, Health and Safety Team and Trade Unions.

- 3rd Tier Health and Safety Committees – each of these committees will comprise of the Service Manager for that area, along with the Health and Safety Team and Trade Unions.

5. HEALTH and SAFETY ARRANGEMENTS

5.1 SAFETY CULTURE

The Council will ensure that health and safety is an integral part of the overall management culture and seek to develop a positive attitude to health and safety among employees by:

- a) Visibly demonstrating a clear commitment to improving health and safety performance;
- b) Promoting **co-operation** by recognising that all employees have an important contribution to make to effective health and safety management and providing opportunities for participation and involvement in health and safety activities e.g. health and safety committees, quality improvement teams, risk assessments;
- c) Ensuring the **communication** of necessary information throughout the Council;
- d) Securing the **competence** of employees by:
 - (i) including health and safety in recruitment or changes in employee resources, procedures, or systems of work; and
 - (ii) implementing systems which will identify health and safety training needs, arising from recruitment, or changes in employee resources, procedures, or systems of work.

5.2 PLANNING

The Chief Executive will ensure the preparation of Health and Safety actions within Business Improvement Plans that outline specific health and safety objectives. These objectives will be developed in consultation with Depute Chief Executive, Executive Officers, the Council's Health and Safety Team and Trade Union Representatives.

These objectives will be set out following an initial status review which will:

- a) Compare existing arrangements against requirements of relevant legislation dealing with health and safety management issues.
- b) Establish performance standards after a thorough analysis of the needs of the Service/Function and of existing and potential risk, (see section 5.4 Risk Management).
- c) Assess the effectiveness of existing resources devoted to health and safety.

5.3 MONITORING

The effectiveness of the Council's Health and Safety Policy will be monitored in the following ways:

a) Accident Analysis

Accidents at the following levels of severity will be analysed by the Health and Safety Team with a view to determining and eliminating their causes:

- (i) Major Injury/Dangerous Occurrence/Industrial Injury and Disease
- (ii) Lost time accidents (7 days or more)
- (iii) Other injury

b) Compliance Testing

Formal audits and inspections will be carried out by the Health and Safety Team, in accordance with the Council's Health and Safety Audit and Inspection Programme.

The audits and inspections will be carried out in liaison with the most senior officer available at each location. Thereafter the Health and Safety Team will make arrangements to discuss the report with the officer concerned, with urgent findings being discussed as soon as practically possible. All findings will be discussed with the relevant Executive Officer at the earliest opportunity within a maximum of one month period of the audit or inspection taken place.

The completed Health and Safety report will be sent to the relevant Executive Officer.

On acceptance by Management, arrangements should be made to develop an action plan for the implementation of recommendations and amendment of, where required, Service/Function risk assessments. At this time, a review of the existing Health and Safety Policy should be carried out and any necessary revisions made.

5.4 RISK MANAGEMENT

The Council will pursue progressive improvements that lead to reduction in injury and ill health through the development and implementation of a risk management strategy in relation to health and safety.

Risk assessments will be carried out to identify potential hazards, evaluate and prioritise the risk(s) and implement risk control measures to reduce or, where possible, remove the risks.

Competent person(s) will be involved in the risk assessment process, which will be supported by the Council's Health and Safety Team.

Full details on the risk assessment process can be found within Health and Safety Procedure SP13 Risk Assessment.

5.5 HEALTH AND SAFETY PROCEDURES

Health and Safety Procedures will be compiled by the Health and Safety Team where a specific major hazard is identified in any work activity, process or operation and where Council wide procedures are appropriate. The Health and Safety Team will consult with appropriate Executive Officers during the preparation or revisions to any Health and Safety Procedures. Thereafter these Procedures will be taken to an appropriate 1st or 2nd tier meeting for consultation and approval. The Procedures will then be adopted for implementation by Service/Functions as part of their Health and Safety Strategy.

Health and Safety Procedures will be reviewed at least every three years and updated as necessary.

A list of current Health and Safety Procedures is included at Section 6.

5.6 EMERGENCY PROCEDURES

Procedures to be followed by any person at work if situations presenting serious and imminent danger arise, will be established in accordance with Regulation 8 of the Management of Health and Safety at Work Regulations 1999.

Emergency procedures will set out the role and responsibilities of competent persons nominated to implement any detailed actions and will ensure that other employees know who the competent person(s) are and understand their own role.

Where appropriate, emergency procedures will contain action(s) required for the evacuation of disabled persons or any persons with additional requirements.

5.7 ACCIDENT INVESTIGATION AND REPORTING

Every accident will be investigated by the injured person's Team Leader/Line Manager and a report submitted, containing, where reasonably practicable, recommendation to prevent a recurrence. Serious incidents and those with serious potential will also be investigated by the Council's Health and Safety Team.

Full details on Accident/Incident reporting is contained within Health and Safety Procedure SP01 Accident & Incident Reporting.

5.8 FIRST AID

Sufficient numbers of employees trained in first aid and equipment to deal with accidents and injuries will be provided by each Service/Function. The Duty Holder or Service Manager at each building will assess the First Aid requirements. The Depute Chief Executive will ensure the co-ordination of First Aid Training.

Full details on First Aid Provision can be found within Health and Safety Procedure SP18 First Aid Provision.

5.9 FIRE SAFETY

The Council recognises the importance of having effective systems in place to protect against and mitigate the effects of fire. To demonstrate this, the Council has a separate Fire Policy (HSP03 Fire Safety Policy) detailing the requirements of legislation and how it will be met in full including special arrangements for the evacuation of disabled persons where appropriate. The Fire Policy also sets out the role and responsibilities of competent persons nominated to implement detailed actions.

All employees and non-employees will be provided with adequate information on Fire Safety.

5.10 MANAGEMENT OF SUPPLIERS/CONTRACTORS

The Depute Chief Executive will ensure by arrangements with Executive Officers that all suppliers are properly vetted from a Health and Safety perspective and that only contractors and suppliers who can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others will be employed by the Council. To demonstrate this, the Council has a separate Policy (HSP05 Management of Contractors) detailing the process to be followed.

The Council will set out the standards it expects and monitor the activities of contractors and suppliers to minimise the risks presented to employees and others on site.

The Depute Chief Executive will ensure that suppliers are reviewed regularly.

All Executive Officers will ensure that the requirements of the Construction (Design and Management) Regulations 2015 and its Approved Code of Practice are applied to all contracts which fall under the scope of these regulations.

A review of suppliers and contractors who fail to meet Health and Safety Performance Criteria will be undertaken.

5.11 SAFETY REPRESENTATION

The Council will consult the relevant safety representatives with regard to:

- a) Introduction of measures which may substantially affect the health and safety of employees.
- b) Provision of health and safety information required under the relevant statutory provisions.
- c) Provision of health and safety training required under the relevant statutory provisions.
- d) The health and safety consequences of new technologies introduced into the workplace.

In support of these activities, the Council has a structured framework of 1st, 2nd and 3rd Tier Health and Safety Committees. Full details of the remit and relationships between the tiers are included in Health and Safety Procedure SP33 Health and Safety Committee Structure.

The Council will also provide such facilities and assistance as safety representatives may reasonably require to carry out their functions.

5.12 HEALTH AND SAFETY ISSUES

The following procedure should be followed as a means of solving issues involving health and safety.

- Stage 1** Employee raises with their Line Manager. **If not resolved,**
- Stage 2** Employee or Line Manager raises issue with the Health and Safety Team who check safety and health processes and statutory compliance. **If not resolved,**
- Stage 3** Employee raises issue with Safety Representative. The Safety Representative may be able to assure the employee that no hazard exists. **If not,**
- Stage 4** Safety Representative raises issue with Line Manager. **If not resolved,**
- Stage 5** Safety Representative raises issue with the next level of management.

If the matter is still not settled the action which follows may depend on the nature of the issue and the urgency with which a solution is sought. The issue may be referred to the appropriate Health and Safety Committee or HR Team. The Health and Safety Team may be consulted again, or the Safety Representative may involve a full time Trade Union official whereupon the issue may become an industrial relations issue.

- **Safety Representative Inspection**

Safety Representatives appointed by recognised Trade Unions are entitled to inspect workplaces every 3 months. Service/Function management will encourage Safety Representatives to carry out these inspections at agreed frequencies and a representative of local management will accompany them.

- **Access to Information**

Safety Representatives appointed by recognised Trade Unions will be allowed to inspect any statutory document which the Service/Function is required to maintain and will also be given on request any information **necessary** to carry out their functions.

5.13 THE ROLE OF THE HEALTH AND SAFETY TEAM

The remit of the Council's Health and Safety Team is to support the Depute Chief Executive with the responsibility to administer and positively monitor the implementation of the Council's Health and Safety Policy. They will provide professional advice to the Depute Chief Executive to take the necessary action to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of Council employees and others who may be affected by their undertakings. This includes:

- **Health and Safety**

- a) Monitoring the implementation of the Council's Health and Safety Policy and reporting to Executive Officers on matters requiring action.
- b) Advising line management to enable them to meet their health and safety responsibilities on such matters as:
 - (i) The design and use of plant and equipment;
 - (ii) Identifying unsafe plant, working conditions and practices;
 - (iii) Making recommendations to correct defects found during safety inspections; and
 - (iv) Advising on training requirements.
- c) Assisting in the formulation and implementation of safe systems of work, Health, Safety and Welfare Standards and Codes of Practice.
- d) Recommendation for suitable personal protective equipment (PPE).
- e) Checking compliance with all statutory requirements affecting health and safety.
- f) Monitoring fire safety measures log books, safety records and accident reports.
- g) Updating line management on new regulations, codes of practice and guidance notes relevant to their area of operation.
- h) Attending in an advisory capacity all Council and Service/Function Health and Safety Committees.
- i) Supporting health and safety education programmes to develop higher safety awareness at all levels.
- j) Disseminating information on accident prevention.
- k) The further investigation of, where necessary, accidents at work to:

- (i) Establish basic and underlying causes;
- (ii) Recommend remedial action to prevent recurrence;
- (iii) Monitor performance; and
- (iv) Examine trends
- l) Providing meaningful information on accidents statistics.
- m) Preparing an annual report evaluating the health and safety performance of the Council.
- n) Liaising with external agencies such as: The Health and Safety Executive, Fire and Rescue Service, British Safety Council, Safety Organisations, Institution of Occupational Safety and Health, Insurance Company/Broker, etc.
- o) Keeping abreast of modern techniques and developments in health and safety.

In fulfilling this role, Health and Safety Team must, at all times, work in close harmony and collaboration with all levels of management, employees and their representatives with the objective of ensuring a safe and health workplace in line with the Council's Health and Safety Policy.

- **Powers of Health and Safety Advisers**

To effectively implement the provisions of this policy, the Council's Health and Safety Team will have the following powers:

- a) The right to enter any Council premise or work area at any time.
- b) To inspect and audit all Council premises.
- c) In the event of an incident/accident to require that plant and equipment is not disturbed. To enable measurements, statements, photographs and any other relevant information to be collated.
- d) To take away or impound any machine, substance or product which is required to complete an investigation.
- e) To issue an inspection report which should be implemented in situations where the Health and Safety Team is of the opinion that a breach of statutory requirements, Policy or Procedure has or is likely to take place.
- f) Where, in the opinion of the Health and Safety Team, there is an immediate risk of serious personal injury, to serve an "immediate action notice" requiring the immediate cessation of any activity.
- g) Where a Health and Safety Adviser is of the opinion that a building or structure is a serious danger to employees or others, he/she in consultation with management will take action which may include the temporary closure of a premise in extreme situations.
- h) To require those with knowledge relevant to the investigation to give it either verbally or in a written statement. The Adviser has the discretion to allow another to be present during questioning and the taking of a written statement.
- i) To inspect and, where required, take copies of books or documents as part of any investigation.
- j) To require assistance within a person's scope of responsibility/authority.

5.14 POLICY REVIEW

The policy will be reviewed at least every three years and modified as required. The review will consider the finding of audits, the individual performance of each Service/Function and the Council as a whole.

The review will also provide an opportunity to take a forward look at:

- a) The introduction of new legislation and approved codes of practice;
- b) Improving the Council's pro-active approach to minimising risk;
- c) Anticipation of organisational change such as the introduction of new technology, through appropriate changes to management systems, training etc; and
- d) Reviewing potential cost effective changes to minimise risk to people and improve business performance.

6. REFERENCES

HSE Guidance and Regulation

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

East Dunbartonshire Council: Health and Safety Policy / Procedures

(Please note procedures list will be updated as per arrangements in the H&S Policy)

- **HSP01 – Health and Safety Policy**
 - SP01 Accident & Incident Reporting Procedure
 - SP14 Risk Assessment
 - SP18 First Aid
 - SP29 Duty Holder
 - SP33 Health and Safety Committee Structure
 - SP35 Accident and Incident Investigation
- **HSP02 – Gas Safety Policy**
 - SP16 Gas and Carbon Monoxide Emergency Procedure
 - SP37 Gas Industry Unsafe Situations
 - SP41 Natural Gas Scope of Works
 - SP46 Quality Reviews for Gas Engineers
- **HSP03 – Fire Safety Policy**
 - SP36 – Fire Safety Risk Assessments
- **HSP04 – Management of Asbestos**
 - SP02 Asbestos Management for Property Maintenance
- **HSP05 – Management of Contractors**
 - SP15 CDM Procedure
 - SP30 Temporary Works
- **HSP06 – Occupational Health**
 - SP06 Management of Health Surveillance
 - SP07 Management of Vibration
 - SP09 Display Screen Equipment
 - SP10 Hearing Conservation Program
 - SP11 Eye Care Voucher and Eye Sight Tests
 - SP12 Hazardous Materials
 - SP13 Manual Handling

- SP34 Disease and Viral Outbreak Protocol
- ***HSP07 – Controlling Workplace Hazards***
- 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)