

SOUTHWARK SAFETY REFERENCE MANUAL

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INTRODUCTION TO SOUTHWARK SAFETY MANAGEMENT SYSTEM

BY

THE CHIEF EXECUTIVE

Southwark Council is committed to achieving the highest possible levels of performance in the way that health and safety activities are managed.

There are three main reasons why the Council (and all organisations) must strive towards the implementation and maintenance of an effective health and safety management system:

The law imposes on employers the legal duty to provide a Safety Management System (SMS) as best illustrated in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Failure may result in prosecution.

All employers have a duty of care to their employees, customers, contractors, visitors and others who may be affected by their operations.

Good health and safety is good business, provides economic benefits and aids service delivery, if approached on a loss control basis.

Southwark Council by developing the Southwark Safety Management System (SSMS) will not only meet its legal duties but also seek to improve management performance and practices resulting in better service delivery to service users and residents.

The key elements of a successful Safety Management System have been identified by the Health and Safety Executive as:

Plan

Do

Check

Act

These key elements provide the framework for the Southwark Safety Management System as contained in the Southwark Safety Reference Manual.

The Manual comprises of the corporate Policy Statement supported by a series of mandatory Safety Directives each of which detail the approach to managing key health and safety activity . These detail the corporate requirements for all Southwark Council employees to comply with in providing a healthy and safe working environment.

The Safety Directives are supported by Guidance Notes, providing assistance and guidance on how successful compliance may be achieved. Each Department is then required to develop their own Policy Statement(s), processes, procedures and standards to comply with corporate requirements.

A number of Guidance Notes have useful model checklists attached for Managers to customise to local circumstances. The Council's generic accident reporting form is also included.

This structured approach demonstrates Southwark Council's organisation and arrangements for managing health and safety on a cascading basis, through a hierarchy of documents and standards. Departments developing their own management system, based on corporate requirements, can focus on managing the issues of primary importance to the safe operation of their business and have ownership of the associated risks.

In order to measure improved performance in health and safety management the Council has adopted the Quality Safety Audit (QSA) tool developed by the Royal Society for the Prevention of Accidents. The tool is designed to reflect the Health and Safety Executive approach to successful safety management (HSG 65) and is mirrored in the structure of the Southwark Safety Management System. Each Department will be audited on a periodic basis using the QSA tool to measure progress made.

The Southwark Safety Reference Manual supersedes the Manager's Guide to Health and Safety and must be read in conjunction with Section 6.E of the Business Managers Handbook. The Manual is issued on a controlled basis to identified post holders and controlled up-dates will be issued on an annual basis. As Chief Executive I am fully committed to the success of the Southwark Safety Management System and I call on all my colleagues employed by the Council to join with me to achieve the objective of a healthy and safe working environment.

E. Kelly
Chief Executive

SOUTHWARK COUNCIL

CORPORATE HEALTH AND SAFETY POLICY STATEMENT

Southwark Council, through its Chief Executive and Strategic Directors, is committed to continual improvement in health, wellbeing and safety performance with the ultimate objective of causing no accidents or ill-health to our staff or any other persons who may be affected by our activities.

Through this policy, it is the intent of Southwark Council to comply with and discharge all our statutory responsibilities as a minimum and, beyond that to fulfil our wider social responsibilities. This will be achieved by adopting best practice within the sectors in which we operate.

Southwark Council recognises that to achieve the above objectives, it is essential that our promotion of high standards of health, wellbeing and safety is based on a systematic and proactive approach founded on quality risk assessments, appropriately defined risk control measures and continually monitored risk management processes and procedures.

Equally, while the Chief Executive and the Strategic Directors accept that they have the overall collective responsibility to ensure that appropriate health and safety provisions are identified and implemented, all members of staff are expected to carry out their duties in such a way as to ensure their own and others' health and safety, and must actively support the implementation of this Policy.

In implementing this Policy, it is the senior leadership commitment to provide:

- A proactive environment to reduce health and safety risk to our staff, residents and anyone who maybe affected by our undertakings
- A safe and healthy working environment based on systematic and regularly reviewed risk assessment and the implementation of appropriate risk control measures
- A positive health, safety and wellbeing culture which encourages staff to take an active role in health and safety within the organisation and feel free to raise any concerns they have regarding health, safety and wellbeing issues
- Open and inclusive communications on all matters relating to health and safety, including engagement and consultation via trade union representation
- Procure and maintain plant, machinery and implement systems of work that are, so far as reasonably practicable, safe and without risk to health
- Sufficient and appropriate health and safety training, tailored to the needs and activities of the various roles and functions undertaken by our staff
- Corporate and departmental initiatives to implement the employee health and wellbeing strategy
- Necessary resources to enable Southwark Council to meet the requirements

of the health and safety policy

This Policy statement and the processes which underpin it will be regularly reviewed to ensure the objectives of this Policy are being met on a day-to-day basis within the organisation.

Eleanor Kelly

Chief Executive

Signed and Dated 22 May 2017

CORPORATE HEALTH AND SAFETY ACTION PLAN 2017-2018

GOALS	<i>ACTION BY</i>
ISSUE OF REVISED CORPORATE HEALTH AND SAFETY POLICY STATEMENT	CE, HCFM
UPDATING OF SOUTHWARK SAFETY MANAGEMENT SYSTEM	CE, HCFM
CONTINUOUS DEVELOPMENT OF EMPLOYEE HEALTH AND WELLBEING STRATEGY AT CORPORATE LEVEL AND IN ALL DEPARTMENTS	CE, CHIEF OFFICERS, HHR
REVIEW THE ON-GOING IMPLEMENTATION OF AGREED ACTIONS IDENTIFIED BY ENFORCING AUTHORITIES	CE, CHIEF OFFICERS, DIVISIONAL SERVICE MANAGERS, HCFM
SUCCESSFUL IMPLEMENTATION OF ALL NEW HEALTH AND SAFETY LEGISLATION	CHIEF OFFICERS, DIVISIONAL SERVICE MANAGERS
10% REDUCTION IN MAJOR AND REPORTABLE ACCIDENTS ACROSS THE COUNCIL FROM 2016/2017 LEVEL	CHIEF OFFICERS, DIVISIONAL SERVICE MANAGERS
IMPLEMENTATION OF DEPARTMENTAL SAFETY AUDIT PROGRAMMES	CHIEF OFFICERS
INVESTIGATION AND FOLLOW UP OF RECOMMENDATIONS FOR ALL MAJOR AND REPORTABLE ACCIDENTS/INCIDENTS	CHIEF OFFICERS, DIVISIONAL SERVICE MANAGERS
REVIEW OF RISK ASSESSMENTS AND IMPLEMENTATION OF IDENTIFIED CONTROLS	CHIEF OFFICERS, DIVISIONAL SERVICE MANAGERS
PUBLISH ANNUAL SUMMARY OF HEALTH AND SAFETY PERFORMANCE	DM, HCFM

KEY

CE – CHIEF EXECUTIVE
DM- DIRECTOR OF MODERNISE
HHR- HEAD OF HR
HCFM-HEAD OF CFM

SAFETY DIRECTIVE 101 - CORPORATE STATEMENT OF HEALTH AND SAFETY POLICY

BACKGROUND

The Health and Safety at Work etc. Act 1974 requires all employers who employ five or more employees to prepare and keep updated a written statement of general policy with respect to the health, safety and welfare of their employees, together with the organisation and arrangements in force for carrying out the policy, and to bring this to the attention of all employees.

The Southwark Council Corporate Statement of Health and Safety Policy is signed by the Chief Executive as first officer of the Council and is endorsed by the elected members of the Council as a demonstration of Southwark's commitment to achieve the highest levels of health and safety performance that are reasonably practicable.

The Corporate Policy Statement is the cornerstone of the Southwark Safety Management System (SSMS) whose prime objective is to attain health and safety excellence throughout the organisation embracing all the Council's employees and operations.

The support and efforts of all Managers and employees to implement the requirements of the Corporate Policy Statement and the Southwark Safety Management System are mandatory.

REQUIREMENTS

1The Chief Executive will:

- i) Produce and sign the Corporate Statement of Health and Safety Policy and arrange for it to be drawn to the attention of all employees.
- ii) Ensure that sufficient resources are provided to implement the terms of the Policy Statement and the Southwark Safety Management System.
- iii) Ensure that the Policy Statement is reviewed and if necessary updated following all major organisational changes, major incidents, new legislation, and on a three yearly cycle.
- iv) Instruct Strategic Directors to prepare and sign Departmental Health and Safety Policy Statements that endorse the Corporate Policy Statement.
- v) Demonstrate personal commitment to the aims and objectives of the Corporate Policy Statement.

2 Strategic Directors will:

i) Work with the Chief Executive to ensure implementation of the Corporate Policy Statement and the Southwark Safety Management System.

ii) Produce and sign a Departmental Health and Safety Policy Statement, which reflects the Corporate Statement. The Departmental Statement should be cascaded down to the local level where appropriate.

iii) Ensure systems are in place to meet the requirements of the Corporate Statement.

Demonstrate personal commitment to the Corporate Statement.

3 Divisional Service Managers/Business Unit Managers/Managers will:

Co-operate with the Chief Executive and their Strategic Director to ensure implementation of the Corporate Statement of Health and Safety Policy and the Southwark Safety Management system.

Ensure compliance with the Southwark Safety Management System within their areas of responsibility.

Demonstrate personal commitment to the Corporate Statement.

4 All Employees will:

i) Co-operate with their Managers to ensure compliance with the Corporate Policy Statement, Departmental policies and procedures, and the Southwark Safety Management System. By doing this employees can discharge their legal duties under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974.

GUIDANCE NOTE 101 - CORPORATE STATEMENT OF HEALTH AND SAFETY POLICY

INTRODUCTION

Southwark Council's Corporate Statement of Health and Safety Policy has been produced to comply with the requirements of the Health and Safety at Work etc. Act 1974. Additionally, the Statement demonstrates Southwark's commitment to health and safety excellence in all areas of its operations and services, and the requirement for all employees to contribute to the success of the Southwark Safety Management System.

FORMAT

There is a legal requirement that all Health and Safety Policy Statements comprise the following sections:

Part 1: General statement of intent (specifying objectives).

This part should detail the Council's commitment to the Southwark Safety Management System and high levels of health and safety performance.

Part 2: Organisation (people and their responsibilities).

This part should detail who is responsible to whom and for what i.e. the management structure. This part should also reflect:

- How accountabilities are fixed.
- The role of Safety Representatives and Safety Committees.
- Policy monitoring.

Part 3: Arrangements (systems and procedures).

This part should detail practical arrangements in place to facilitate the implementation of policy. This could include; training, risk assessment, monitoring, accident/incident reporting and investigation, permits to work, emergency arrangements, first aid, personal protective equipment etc.

CONTENT

The Health and Safety Executive publication 'Effective policies for safety and health' suggests that a Policy Statement should incorporate the following elements:

- A written Safety Policy which states the basic objectives and is supplemented by more detailed rules and procedures to cater for specific hazards.
- Definition of both the duties and extent of responsibility of specified line management levels for safety and health, with identification made at the highest level of an individual with overall responsibility.

- Clear definition of the responsibilities of safety professionals and their relationship to line management.
- The system for monitoring safety performance and publishing information about such performance.
- An identification and analysis of hazards, together with the precautions necessary on the part of staff, visitors, contractors etc.
- An information system that will be sufficient to produce an identification of needs and can be used as an indicator of the effectiveness of the policy. (The amount of information required by such a system will depend on these needs, bearing in mind the cost of obtaining the information should be realistically related to the expected benefit).
- A training policy for all levels of Managers and employees.
- A commitment to consultation on health and safety and to a positive form of employee involvement.

IMPLEMENTATION

Indicators of the effective implementation of the Corporate Policy within the Council's organisation could include:

- Clear and unambiguous depiction of management responsibilities down to front line
- Identification of key personnel by job title and not by name, accountable to senior management for ensuring safe working arrangements are developed, utilised and maintained
- Definitions of the roles of Managers by the use of Job Descriptions
- Use of specialist support staff i.e. Safety Advisers, Medical Advisers, and Designers etc
- Nominate competent persons to measure and monitor safety performance
- Provide the means to deal with failures to meet the Policy
- Fix management's accountability for health and safety in a similar manner to other management functions
- Ensure all employees are aware of their role and responsibilities
- Indicate that resources are available in terms of time and money for the health and safety programme

DISSEMINATION OF CORPORATE POLICY

The Corporate Policy Statement will be distributed to all employees in either hard or electronic format and advertised in poster form.

Strategic Directors will need to introduce arrangements within their Departments for the Corporate Policy Statement to be brought to the attention of all employees. Methods could include:

- Inclusion in training courses.
- Open Forums/Presentations.
- Articles in magazines, newsletters etc.
- 'Tool box talks'
- Induction for new employees

DEPARTMENTAL AND LOCALISED POLICY STATEMENTS

The format and content of Departmental and localised Policy Statements should be cascaded down from the Corporate Statement and contain the detail to support Southwark Safety management System objectives.

See also [Safety Directive 102](#).

REVIEW AND UPDATE

The Policy Statement will be reviewed on a two yearly basis and following major organisational changes, major incidents, new legislation, enquiry reports, and audit recommendations.

The Chief Executive will nominate the Health and Safety Strategy Manager to act as custodian of the update, production, and issue of revisions to the Policy Statement and the Safety Reference Manual.

SAFETY DIRECTIVE 102 - DEPARTMENTAL HEALTH AND SAFETY POLICY STATEMENTS

BACKGROUND

The Corporate Health and Safety Policy Statement demonstrates commitment to health and safety excellence and highlights the organisation and arrangements required to achieve this at the Corporate level.

In order to ensure a fully comprehensive approach to health and safety management, all Departments must consider and produce their own Policy Statement which details the systems in place, to meet the aims and objectives of the Corporate Policy Statement and the Southwark Safety Management System.

Departmental Statements will detail management commitment and the organisation and arrangements in place to deliver safe working practices and systems. All Departmental Policy Statements must support and complement the objectives of the Corporate Policy Statement in order to demonstrate a seamless management system embracing all levels of management and the wider workforce.

Departmental Policy Statements enlarge on the Corporate Policy Statement and reflect local activities and techniques employed for the successful management of a work unit, discipline, or section of employees. Departmental Policy Statements demonstrate ownership of health and safety management at local level.

REQUIREMENTS

1 Strategic Directors will:

- i) Prepare, date, and sign Departmental Policy Statements for their area of responsibility and arrange for it to be drawn to the attention of their employees.
- ii) Assess the need for more localised Policy Statements and arrange for their production, as required. An example of a workplace where a local Policy Statement may be necessary is a school, education establishment, works depot, cemetery.
- iii) Ensure that Departmental and localised Policy Statements are reviewed following all major organisational changes, major incidents, new legislation, and on an annual basis.
- iv) Ensure that systems are in place to meet the requirements of the Departmental/localised Policy Statements.
- v) Demonstrate commitment to their Departmental Policy Statement.

2 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Prepare, date, and sign localised Policy Statements for their area of responsibility as directed by their Strategic Director.
- ii) Ensure implementation of Departmental/localised Policy Statement objectives and the Southwark Safety Management System in their area of responsibility.
- iii) Monitor and review the effectiveness of health and safety procedures, practices and activities within their area of responsibility.
- iv) Demonstrate personal commitment to their Departmental/localised Policy Statement(s).

3 All Employees will:

- i) Co-operate with their Managers to ensure compliance with Departmental/localised Policy Statements and associated procedures and practices. By doing this employees will discharge their legal duties under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974.

GUIDANCE NOTE 102 - DEPARTMENTAL HEALTH AND SAFETY POLICY STATEMENTS

INTRODUCTION

The Corporate Statement of Health and Safety Policy of Southwark Council has been produced to comply with the requirements of the Health and Safety at Work etc. Act 1974. The Corporate Statement must be supported by more detailed/customised Departmental Policy Statements.

These composite Statements demonstrate the Council's commitment to health and safety excellence in all areas of its operations/activities, and of the requirement for all employees to contribute to the success of the Southwark Safety Management System.

FORMAT

Departmental Policy Statements should reflect the format of the Corporate Policy Statement in order to demonstrate synergy through all levels of the management system. Departmental Statements should comprise of three main sections:

Part one: A general statement of Departmental intent (specifying objectives).

This part should cover the Department's commitment to the Southwark Safety Management System and high levels of health and safety performance.

Part two: Organisation (people and their responsibilities).

This part should deal with who is responsible for what at the Departmental and local levels i.e. the management structure and details of reporting lines

This part may also reflect:

- How accountabilities are fixed
- The role of Safety Representatives and Safety Committees.
- Departmental and Business Unit monitoring arrangements.

Part three: Arrangements (systems and procedures).

This part will detail the practical arrangements in place to facilitate the successful implementation of Corporate, Departmental/local Policies. This could include the approach to Safety training, risk assessment, monitoring, accident/incident reporting and investigation, permits to work, emergency arrangements, first aid, personal protective equipment.

This list is not an exhaustive list and Departments must consider other relevant topics pertinent to their operations for inclusion in the arrangements section of their Policy.

CONTENT

The Health and Safety Executive publication 'Effective policies for safety and health suggests elements to be included in Policy Statements. A synopsis of this advice is contained in Guidance Note 101 and this list should be considered when producing Departmental/localised policy Statements.

LOCAL POLICY STATEMENTS

In a multi-disciplinary, multi-site Department, one Policy Statement may not be adequate to capture all the information required in sufficient depth. Therefore each Department should assess the need for localised Statements supporting the Corporate and Departmental Statements in a cascading order.

This will produce a composite hierarchy of documentation that demonstrates the Southwark Safety Management System.

Examples of sites that should develop local Policy Statements include Schools and other educational establishments or areas of specialism with high-risk activities, such as depots or workshops.

Strategic Directors, Divisional Service Managers and Business Unit Managers must assess the need and arrange for the production of local Policy Statements, as required. The contents of this Guidance Note equally apply to local Statements.

IMPLEMENTATION

Indicators of the effective implementation of Departmental/localised Policy Statements are the same as those applicable to the Corporate Statement and are listed in Guidance Note 101.

DISSEMINATION OF DEPARTMENTAL POLICY STATEMENT

Strategic Directors will need to have in place arrangements for the dissemination of Departmental Statements to all their employees. Similarly, where local Statements are produced, these too must be brought to the attention of relevant employees. Methods could include:

- Personal issue
- Posters on notice boards
- Presentations
- 'Tool box talks'
- Training including induction for new employees

- Articles in Departmental newsletters.

Strategic Directors should consider a system for the controlled issue of Policy Statements and associated procedures to their Managers.

REVIEW AND UPDATE

Departmental/localised Policy Statements should be reviewed on a two yearly basis and following major organisational changes, major accident/incident, new legislation, enquiry reports, or audit recommendations.

The Strategic Director will designate a responsible person to act as custodian for the updating and issue of revisions to the Departmental Policy Statement . Custodians should also be designated for local Statements.

SAFETY DIRECTIVE 103 - HEALTH AND SAFETY ADVICE

BACKGROUND

The Management of Health and Safety at Work Regulations 1999 requires an employer to have access to in-house, competent health and safety advice, in order to assist in the development of health and safety practices and activities.

The Chief Executive of Southwark Council receives advice, guidance, and assistance in the development of the Southwark Safety Management System via the Health and Safety Strategy Manager.

The Health and Safety Manager can provide advice to all Departments of the Council and Each Strategic Director has direct access to competent health and safety professionals.

REQUIREMENTS

1 The Chief Executive will:

- i) Designate a competent source of health and safety advice at the Corporate level to provide him/her with advice, assistance, and guidance. This source will also be responsible for conducting the annual Corporate Audit Programme.
- ii) Designate the Council's senior health and safety professional as the custodian for the Southwark Safety Reference Manual and associated Corporate documentation
- iii) Ensure that specialist occupational health advice is available across Council Departments.

2 Strategic Directors will:

- i) Ensure that they and their Managers have access to professional health and safety advice as, necessary, and seek guidance and assistance on the production of Departmental Policy Statements and associated documentation.
- ii) Make use of the Council's occupational health service, as required.

3 Divisional Service Managers/Business Unit Managers/Managers

will:

- i) Seek professional health and safety advice and assistance in developing the Southwark Safety Management System. This includes risk assessments, new work practices, plant and premises, safety plans, procedures and monitoring regimes.
- ii) Co-operate with health and safety professionals in the conduct of their duties.

iii) Make use of the Council's occupational health service, as required.

4 All Employees will:

i) Co-operate with health and safety professional and the Council's occupational health service as required.

GUIDANCE NOTE 103 - HEALTH AND SAFETY ADVICE

INTRODUCTION

Managers at all levels should seek advice and guidance from designated health and safety professionals when considering decisions that could have health and safety implications, for employees and others affected by the Council's operations.

Professional input will be required when developing procedures and practices to meet the requirements of legislation and the Southwark Safety Management System.

The requirement to seek advice and assistance does not reduce in any way, a Manager's responsibilities under the Southwark Safety Management System or their statutory duties under legislation. Managers should own the hazards and risks related to the operations they control, and seek to eliminate or reduce them.

ROLE OF HEALTH AND SAFETY PROFESSIONALS

Health and safety professionals provide Managers with advice, and assistance in the development, implementation, and monitoring of health and safety systems. Their role is not to manage health and safety issues on behalf of a Manager.

Health and safety professionals employed by the Council should be competent as defined in the Management of Health and Safety at Work Regulations 1999 i.e. by a combination of relevant experience and educational/professional qualifications.

Minimum standards for health and safety posts must be determined and included in job descriptions/job specifications.

Health and Safety professionals' main role will be to give advice to Strategic Directors, Managers and employees as when required. They should also be used to help develop the Southwark Safety Management System at Departmental and local levels.

Other functions could include:

- Risk assessment
- Developing procedures and systems
- Audit
- Training
- Analysis

- Accident/incident investigation
- Monitoring

REPORTING AND ATTENDANCE AT MEETINGS

Strategic Directors should ensure that there is health and safety input at all management meetings within their area of responsibility. There should also be a professional presence at all Health and Safety Committee meetings with appointed Health and Safety Representatives.

SOUTHWARK SAFETY MANAGEMENT SYSTEM

A key factor in the success of the Southwark Safety Management System will be the full support of health and safety professionals engaged by the Council. Managers should ensure that health and safety professionals have been involved and consulted on the introduction of major new/modified systems of work.

OCCUPATIONAL HEALTH SERVICE

The Council will provide an occupational health service. The provision is currently arranged through Optima Health. The following services available:

- Guidance on the occupational health aspects of legislation.
- Pre-employment/placement screening.
- Monitoring.
- Advice on health implications of work.
- Medical examinations to determine fitness for work.
- Health promotion.
- Counselling.

SAFETY DIRECTIVE 104 - SAFETY REPRESENTATIVES AND SAFETY COMMITTEES

BACKGROUND

Employee involvement and commitment is a key factor in the successful implementation of the Southwark Safety Management System. One way in which this can be achieved is through the appointment of Health and Safety Representatives and Health and Safety Committees.

Safety Representatives and Safety Committees have an important role in the introduction and progress of the Southwark Safety Management System. Safety Representatives should be actively encouraged to participate in the development of new systems and also monitoring of existing systems.

Joint Health and Safety Committees can be a useful forum to consider advances in the Southwark Safety Management System and the identification of areas where improvement is required. The meetings should not be regarded as adversarial but as a venue for positive contributions to be made in order that Southwark Safety Management System can flourish throughout all Departments of the Council.

REQUIREMENTS

1 Strategic Directors will:

- i) Agree with recognised Trade Unions a Joint Health and Safety Committee structure appropriate for their Department. The agreement should include Terms of Reference.
- ii) Ensure that joint Health and Safety Committees, where established, are properly encouraged and supported by their Managers.
- iii) Provide appointed Safety Representatives with adequate facilities, assistance, and time off with pay in order to carry out their functions in accordance with the Safety Representatives and Safety Committees Regulations 1977 and The Management of Health and Safety at Work Regulations 1999.

2 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Liaise with Safety Representatives in order that they can carry out their functions in accordance with the Safety Representatives 1977 and The Management of Health and Safety at Work Regulations 1999.
- ii) Attend joint Health and Safety Committee meetings as requested.
- iii) Consult with Health and Safety Representatives on issues concerning the Southwark Safety Management System.

iv) Ensure that Health and Safety Committee minutes are distributed throughout their area of responsibility and that a central file of minutes is held.

3All Employees will:

i) Be allowed access to Health and Safety Committee minutes.

ii) If appointed as a Safety Representative, ensure that their Trades Union has notified the appropriate management of the appointment.

GUIDANCE NOTE 104 - SAFETY REPRESENTATIVES AND SAFETY COMMITTEES

INTRODUCTION

The Safety Representatives and Safety Committees Regulations 1977 give recognised Trades Unions the right to appoint Safety Representatives. These Regulations and The Management of Health and Safety at Work Regulations 1999 give direction on the role and functions of Safety Representatives.

The Information and Consultation of Employees Regulations 2004 require the Council as an employer to consult with employees on matters of health and safety. As long as there are arrangements for consultation with Trades Union appointed Safety Representatives in place, this is sufficient to meet the requirements of the Regulations.

The Southwark Safety Management System supports the appointment of Safety Representatives and encourages the establishment of Safety Committees in all Departments. It is recognised that the active support and participation of Safety Representatives will greatly assist in the successful implementation of the Southwark Safety Management System.

The Council encourages employees to seek appointment as Safety Representatives and will provide them with adequate facilities, assistance, and time off with pay, as prescribed in the regulations.

APPOINTMENT OF SAFETY REPRESENTATIVES

Recognised Trades Unions will advise management in writing of the names of persons they have appointed as Safety Representatives and the constituency they have been appointed to represent i.e. groups of employees and locations. The Regulations state that as far as is reasonably practicable, Safety Representatives should have been employed by the Council throughout the preceding two years or have at least two years experience in similar employment.

FUNCTIONS OF SAFETY REPRESENTATIVES

The functions of Safety Representatives include:

- Receiving information and being consulted by management on health and safety issues. Such information includes:
 - i) Information about the plans and performance of the Council and any changes proposed insofar as they affect the health and safety at work of the employees.
 - ii) Information of a technical nature about hazards to health and safety, the assessment of risks involved and controls deemed necessary to eliminate or minimise them.

iii) Information relating to the occurrence of any accident, dangerous occurrence, or notifiable industrial disease and any statistical records relating to such incidents.

Such information does not include that which:

- i) Would be against the interests of national security.
- ii) When disclosed would contravene a prohibition imposed.
- iii) Relates to a specific individual (unless written consent has been obtained).
- iv) For reasons other than health and safety or welfare would cause substantial injury to the Council's undertakings.
- v) Has been obtained by the Council for the purpose of bringing, prosecuting or defending any legal proceedings.
- vi) Is not related to health, safety or welfare at work.

- Investigating potential hazards and dangerous occurrences.
- After giving reasonable notice inspecting and taking copies of documents relevant to the workplace or employees they represent which the Council is required to keep by law. The exception being any document consisting of or relating to any health document of an identifiable individual.
- Investigating accidents and employee complaints and making representations to management.
- Carrying out workplace inspections on a quarterly basis, or following substantial changes to the workplace, or a notifiable accident, disease or dangerous occurrence (provided it is safe for the inspection to be carried out and it involves employees who the Safety Representative represents).
- Representing the workforce in consultations with Health and Safety Executive Inspectors.
- Attendance as required at joint Health and Safety Committees.

An indicator of the maturity of Management/Safety Representative relations will be the extent of the above listed activities conducted on a joint basis i.e. inspections, investigations etc.

By prior agreement with management, reasonable time off with pay will be allowed to carry out the functions listed above.

TRAINING OF SAFETY REPRESENTATIVES

As soon as possible after their appointment Safety Representatives should be permitted time off with pay to attend basic training facilities approved by the TUC. All further training shall be approved or provided by Departmental management, and is subject to service requirements.

A good forum for training Safety Representatives are Safety Committees where induction in new procedures, legislation, etc. can be offered.

SAFETY COMMITTEES

Joint Health and Safety Committee structures shall be established across all Departments and should comprise of senior nominated Managers, appointed Safety Representatives, Health and Safety Advisers/professionals (*ex-officio*), and other relevant parties, as necessary.

Each committee shall determine its own Terms of Reference including provision and distribution of minutes/reports to members, frequency of meetings, agendas, arrangements for emergency meetings, channels of communication, access to minutes for employees covered by the Committee etc.

In addition to the Departmental structures, the Chief Executive shall establish and service a Central Safety Committee, chaired by a senior Manager, to discuss issues of a corporate nature and issues not resolved at Departmental Committee level.

The Central Safety Committee shall also compose of management representatives from all Departments and Safety Representatives nominated from the recognised Trades Unions.

An essential condition for the effective working of a Safety Committee is good communications between the members of the Committee and between the Committee and employees. The main objective of the Committee should be the promotion of co-operation between the employer and employees in the instigating, developing, and implementation of measures to ensure the health and safety of at work of the employees and others who may be affected by their acts and omissions.

Joint Safety Committees should not be adversarial in nature nor should they be allowed to develop into gripe sessions. An effective Committee can be judged by the number of proactive items being discussed rather than reactive ones. The balance should favor items considering future progress, setting new objectives, and the improvement of the Southwark Safety Management System.

Safety Committees should also include monitoring of statistics and feedback from inspections and investigations. All members of the Committee should seek to work jointly in pursuit of health and safety excellence.

LEGAL DUTIES OF SAFETY REPRESENTATIVES

An appointed Safety Representative has no additional legal duties over and above those placed on all employees.

FACILITIES FOR SAFETY REPRESENTATIVES

Departments should agree with Safety Representatives, the facilities and assistance to be provided. Additional guidance may be sought from the Health and Safety Strategy Manager.

SAFETY DIRECTIVE 105 - EMPLOYEE RESPONSIBILITIES

BACKGROUND

The responsibility for health and safety rests with management. This principle is established in legislation and is recognised in the Southwark Safety Management System.

Notwithstanding this all employees have legal duties, and responsibilities under the Southwark Safety Management System. The co-operation of all employees is an integral element for the introduction and ongoing success of the Southwark Safety Management System. Failure to comply with Council policies, procedures and practices will be regarded as a serious breach of discipline.

REQUIREMENTS

1 Strategic Directors will:

- i) As far as reasonably practicable, provide such information, instruction, training, and supervision as is necessary to ensure the health and safety of their employees.
- ii) Encourage employees to comply with the requirements of the Southwark Safety Management System.
- iii) Ensure that disciplinary policies are in place to process employees who fail to comply with health and safety systems and/or legislation.

2 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Ensure that systems are in place to provide information, instruction, training, and supervision, for all employees within their area of responsibility.
- ii) Seek the co-operation of their employees in the implementation of the Southwark Safety Management System.
- iii) Monitor employee compliance with Southwark Safety Management System and legislation, and commend or correct as necessary.

3 All Employees will:

- i) Comply with Sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety Regulations 1999. See [Guidance Note 105](#) for detail.
- ii) Co-operate with their managers to ensure compliance with Corporate and Departmental Statements of Health and Safety Policy and associated procedures.

iii) Comply with all safety rules and instructions introduced in the interests of health and safety.

GUIDANCE NOTE 105 - EMPLOYEE RESPONSIBILITIES

INTRODUCTION

The active support and participation of all employees is a key component in the success of the Southwark Safety Management System. Managers must encourage their employees to play their full part in Southwark Safety Management System development and implementation.

Managers have a duty to make employees aware of their responsibilities in the system to ensure the objective of improved health and safety performance. These responsibilities complement the legal duties placed on employees by Sections 7 and 8 of The Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety Regulations 1999.

EMPLOYEES LEGAL DUTIES

The Health and Safety at Work etc. Act 1974 requires employees, whilst at work to:

- Take reasonable care for their own health and safety and that of other persons (including members of the public) who may foreseeably be affected by their acts or omissions at work.
- Co-operate with their employer so far as is necessary to comply with any duty or requirement under any relevant statutory provision.
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.

The Management of Health and Safety Regulations 1999 requires employees to:

- Use any machinery equipment, dangerous substance, transport equipment, means of production, or safety device provided by the employer, in accordance with any training and instruction, given in the use of the equipment or substance.

Report to the employer or his/her representative any serious or immediate danger to health and safety or any shortcoming in the employer's protection arrangements for health and safety.

An employee found in breach of his/her duties under the law may be liable to prosecution by a Health and Safety Executive Inspector.

EMPLOYEE CONTRACTUAL DUTIES

An employee who is in breach of his/her legal duties may be liable to dismissal from employment for being in breach of their contract of employment to carry out their work with proper care or skill.

EMPLOYEE RESPONSIBILITIES IN THE SOUTHWARK SAFETY MANAGEMENT SYSTEM

The following list of activities are ways in which employees can demonstrate their commitment to the Southwark Safety Management System and meet their legal obligations:

Report all accidents/incidents to management.

- Never misuse plant or equipment.
- Report sub-standard conditions and practices.
- Obey all safety signs and signals.
- Comply with all instructions, rules and procedures.
- Be aware of emergency arrangements and procedures.
- Always use personal protective equipment provided for the task.
- Comply fully with the requirements of the Southwark Safety Management System.

The above list is not exhaustive but demonstrates how all employees can contribute to achieving high levels of health and safety performance.

SAFETY DIRECTIVE 201 - HEALTH AND SAFETY PLANS

BACKGROUND

Planning is a key element of Southwark Safety Management System. The production of health and safety plans is integral to the success of the system. Plans are required at the Corporate level and cascaded to Departmental and Business Unit levels.

Health and safety plans should be S.M.A.R.T. (i.e. Specific, Measurable, Attainable, Realistic, and Trackable). They must also receive commitment from those designated actions in the plan.

The monitoring of plans throughout their life span demonstrates commitment to ensuring that objectives are achieved and that the plans are living documents.

REQUIREMENTS

1The Chief Executive will:

- i) Set Corporate objectives in a Health and Safety plan on an annual basis.
- ii) Establish monitoring arrangements to measure implementation of the annual objectives.
- iii) Review the plan on an annual basis.

2Strategic Directors will:

- i) Produce an annual Health and Safety Plan setting Departmental objectives in the area of health and safety.
- ii) Establish monitoring arrangements to measure implementation of the annual Departmental health and safety objectives.
- iii) Designate Divisional Service/Business Unit/Managers charged with producing annual Health and Safety Plans for their area of responsibility.
- iv) Review the Departmental Plan on an annual basis and report to the Chief Executive.

3Divisional Service Managers/Business Unit Managers/Managers will:

- i) Where designated by their Strategic Director, produce an annual Health and Safety Plan setting objectives for their area of responsibility.
- ii) Establish monitoring arrangements to measure implementation of the annual Unit objectives.

iii) Review Unit Plan on an annual basis and report to their Strategic Director.

4All Employees will:

i) Co-operate with their managers on the implementation of objectives in annual Health and Safety Plans.

GUIDANCE NOTE 201 - HEALTH AND SAFETY PLANS

INTRODUCTION

Planning is a core activity in all management systems. All organisations should establish on an annual basis what their objectives are to improve performance.

In setting objectives the organisation must be realistic in what it expects to achieve, or risk de-motivating Managers and employees, by setting unrealistic objectives that are unachievable from the outset.

Objectives should be specific and relate to measurable activities rather than intangible sentiments of good intent or a 'wish list'. Additionally objectives must be tracked throughout the life span of a Health and Safety Plan to determine success or the need for recalibration.

STRUCTURE/HIERARCHY OF PLANS

Health and Safety Plans should be established at the Corporate level and then be cascaded throughout the Council to Departments and Business Units (as appropriate). Corporate objectives should be reflected in other Plans in order to present a composite Southwark Council planning framework.

All Plans will be reviewed on an annual basis but objectives may be carried over to the following year as part of an ongoing process.

Health and Safety Plans may be in the form of a stand alone document or may be integrated into generic business plans, provided that health and safety objectives represent a significant proportion of that generic plan.

OWNERSHIP OF PLANS

All Health and Safety Plans will be signed by the responsible Officer, who will have ownership of the Plan and the implementation of the associated objectives.

The responsible Officer may be assisted in the production of the Plan by other Officers, safety professionals, and Health and Safety Committees.

CONTENT OF PLANS

The Corporate Health and Safety Plan will include strategic objectives applicable across all Council services. These could include targets on accident/incident rates, adoption of new legislation, introduction of new programmes. All objectives should be measurable.

Departmental Health and Safety Plans will include cascaded objectives to support the Corporate objectives and customised targets reflecting the activities of the of the service. This could include commissioning new plant,

premises, equipment, work methods, training initiatives. New objectives may also stem from the identification of deficiencies in accident/incident reports and audits.

Business Unit Plans should also contain cascaded objectives together with more customised ones focused on the activities of the Unit.

MONITORING OF PLANS

All responsible Officers should establish monitoring regimes for their Plan to review progress on implementing objectives. There are a number of tools and techniques that may be applied, including:

- Feedback at management meetings.
- Feedback at Health and Safety Committees.
- Safety Tours
- Local Safety Audits.
- Development Interviews.
- Records should be retained of monitoring activities.

REVIEWING PERFORMANCE

Procedures should be established to ensure that Plans are reviewed at the end of the year. Findings may be fed into the process for the following years' Plan and objectives may be carried over from one year to the next.

Effectiveness of Health and Safety Plans will also be measured during corporate audits using the Royal Society for the Prevention of Accidents Quality Safety Audit tool.

SAFETY DIRECTIVE 202 - INSPECTION OF PREMISES, PLANT, AND EQUIPMENT

BACKGROUND

Inspection of premises, plant, and equipment is a proactive method of identifying sub-standard conditions before they can result in a loss in the form of an accident/incident.

Inspection regimes must include clear procedures on who is responsible for conducting them, hazard classification, follow up arrangements, record keeping, and monitoring of trends. Information gathered should be used to review the effectiveness of the regime and identifying recurring problems.

Programmes of inspections can be listed under three main categories:

- Statutory inspections of equipment as determined by legislation or British Standards. These will also take into account industry practice and manufacturers recommendations and will be conducted by a competent person.

Planned general inspections of workplaces by nominated managers.. These are not the same as Safety Representatives inspections but they can be conducted at the same time.

- Pre-use inspection of plant/vehicles such as forklift trucks and cranes. These will be conducted by the operator at the commencement of each shift.

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure that effective inspection regimes for premises, plant, and equipment are in place throughout their area of responsibility.
- ii) Designate Managers to carry out planned general inspections throughout their area of responsibility.
- iii) Monitor and review the effectiveness of inspection regimes.

2 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Establish inspection/examination/testing regimes for premises, plant, and equipment in their areas of responsibility, in line with statutory requirements, British Standards, industry practice, or manufacturer's instructions. Regimes to include follow up procedures for items raised in reports.

ii) Where designated, conduct planned general inspections of workplaces to the agreed standards, including use of checklists, follow up procedures, and use of a hazard classification system.

iii) Monitor and review recurring items, trends, and response times.

iv) Maintain records of inspections and follow up documentation.

3 All Employees will:

i) Co-operate with Managers and others conducting inspections, examinations, and testing.

ii) Complete pre-use inspections of plant and equipment, as instructed.

GUIDANCE NOTE 202 - INSPECTION OF PREMISES, PLANT, AND EQUIPMENT

INTRODUCTION

Inspection of premises, plant, and equipment is a commonly used tool in safety management systems to control loss. The purpose of inspections is to identify sub-standard conditions before they can develop into a more serious situation with the potential to cause a loss.

The three main categories of inspections are:

- Statutory or other necessary inspections/examinations/testing conducted by a competent person.
- Planned general inspections of work areas conducted by a nominated person.
- Pre-use inspections of certain categories of equipment conducted by the operator at the commencement of the shift.

Strategic Directors should designate managers responsible for ensuring that regimes/programmes are in place, appropriate to the activities of their Department.

STATUTORY AND OTHER RECOMMENDED INSPECTIONS

Each Department should identify and compile a list of all plant and equipment that have specified timescales for frequency of inspection/examination/testing. The timescale may be specified by statute or British Standard or industry practice/manufacturers recommendation.

Examples include:

- Structures
- Pressure systems
- Lifting equipment, chains, and hoists etc.
- Fire equipment
- Portable appliances
- Microwaves
- Scaffolding
- Electrical systems

- Cranes
- Forklift trucks
- Water systems
- Local exhaust ventilation systems
- Fume cupboards
- Certain types of sports equipment
- Vehicles

The above list is illustrative and not exhaustive.

Once identified, Managers must ensure that the equipment must be inspected by a competent person i.e. suitably trained and qualified. They need not necessarily be Southwark Council employees.

Systems must be in place for correcting defaults found on inspections/examinations/testing and should include arrangements for isolation/replacement where the equipment is found to be an immediate danger or beyond repair.

Record keeping systems should be in place for all regimes and must be made available for audit and other reviews.

PLANNED GENERAL INSPECTIONS

Strategic Directors should identify all workplaces within their area of responsibility and through Business Managers designate Managers to conduct planned general inspections of these premises on a programmed basis

These inspections should focus on physical conditions i.e. floor surfaces, lighting, welfare facilities, machinery guarding, signage, stairways and exits, fire equipment, tripping hazards, housekeeping and hygiene issues.

Designated Managers will work to an agreed frequency for the workplace concerned. As a guide it may be appropriate to inspect an office location on a quarterly schedule, where as a workshop/engineering facility could be on a monthly frequency. This must be determined by the inherent risk factor associated with the work activity and environment.

Designated Managers should prepare checklists for the locations they are inspecting and record their findings. Procedures should be agreed at Departmental level for a hazard classification scheme, response times, and follow up arrangements including the process for referring unresolved items up the management tree.

Records of planned general inspections should be retained locally, by the Manager conducting the inspection. These should be available for audit and other reviews.

It should be noted that planned general inspections are not the same as Safety Representatives inspections as defined in the Safety Representatives and Safety Committees Regulations 1977. However, by agreement, they can be conducted at the same time.

Findings of inspections should be fed back to appropriate management meetings to facilitate monitoring and review. This could initiate discussions on trends, recurring problems and effectiveness of remedial actions and costing of losses.

PRE-USE INSPECTIONS

Each Business Unit should identify all equipment that must be inspected by the operator before use before the commencement of the shift. This could include forklift trucks, cranes, vehicles, and motive powered trolleys.

The operator should use a checklist with records retained by local management.

MONITORING OF INSPECTIONS

Each Business Unit should establish monitoring procedures to ensure that all required inspections are conducted to programme and that defaults are being corrected within established timescales. The results of monitoring can be fed back into inspection regimes in order to fine tune programmes and cost losses.

Health and Safety Committees may also monitor the effectiveness of inspection programmes.

RECORD KEEPING

Business Units should establish systems for the maintenance and retention of inspection records. Remedial actions should only be signed off when corrective measures are completed.

SAFETY DIRECTIVE 203 - SAFETY TOURS

BACKGROUND

One way in which senior management can demonstrate their personal commitment to the Southwark Safety Management System is to establish an annual programme of safety tours.

The purpose of safety tours is two fold; firstly, it allows senior managers the opportunity to demonstrate their personal commitment to health and safety and raise awareness. Secondly, safety tours can be used as a monitoring tool to probe staff awareness and review records.

Whilst planned general inspections primarily examine 'hardware issues' such as physical conditions and housekeeping, safety tours focus on 'software issues' such as, training records, risk assessments, inspection and incident reports, systems and employee awareness.

REQUIREMENTS

1 The Chief Executive will:

- i) Complete a minimum of three safety tours per year. Touring workplaces representative of the Council's operations. A checklist should be used and feedback given to the Management of the facility visited.
- iii) Maintain records of tours undertaken.

2 Strategic Directors will:

- i) Agree with the Chief Executive an annual programme of safety tours to representative work places within their area of responsibility. The programme will be determined by the size and complexity of the Department.

This could range from one per year for a single site Department, to three per year for a multi-site and multi-disciplinary Department.

- ii) Use checklists and provide feedback to the manager of the facility being toured.
- iii) Maintain records of tours undertaken.

3 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Accompany safety tours as requested and follow up items raised.

4 All Employees will:

- i) Co-operate with the senior manager conducting the tour.

GUIDANCE NOTE 203 - SAFETY TOURS

INTRODUCTION

Safety tours allow senior management the opportunity to demonstrate their commitment to improving health and safety performance by high profile visits to workplaces and highlighting health and safety issues with their employees.

Safety tours also provide another tier of safety performance monitoring. Senior Managers can review records to ascertain whether systems are in place and effective. Activities scrutinised may include, risk assessments, accident/incident and inspection reports, training records, emergency drills etc.

By giving safety tours maximum publicity, staff awareness can be raised of management commitment.

SAFETY TOUR PROGRAMMES

The Chief Executive and Strategic Directors will establish an annual safety tour programme within their area of responsibility.

The number of tours per year will depend on the size and complexity of the Department.

The duration of each tour will depend on the itinerary for the day and may range from a few hours at a single site to a half a day in total at a number of different locations.

Where a programme consists of more than one tour per annum, the tours should be scheduled over the course of the year and not all conducted within a few days of each other.

STRUCTURE OF SAFETY TOURS

The safety tour schedule should be agreed at the commencement of the municipal year. In order that advanced notice of visits may be given. This will raise staff awareness in advance and the profile of health and safety generally.

The person conducting the tour should take every opportunity to be seen by employees and to speak to as many of them as possible, about health and safety issues. Enquiries could be posed to employees on what safety training they have received, participation in emergency drills and evacuations, use of personal protective equipment, and security arrangements. Tours are also an opportunity to receive employee comments on health and safety.

Safety Tours should not repeat the inspections conducted by local Managers. The tour should focus on whether systems are in place and working rather than a physical condition check of housekeeping and hygiene issues.

The person conducting the tour may wish, for example, to focus on the following:

- Training records.
- Risk Assessments.
- Inspection reports and follow up items.
- Accident/incident reports.
- Minutes of meetings.
- Fire and emergency arrangements/drills.
- Personal protective equipment, availability, usage, and training.
- Health and safety posters, notices, and publicity.

CHECKLISTS FOR SAFETY TOURS

All senior managers charged with carrying out safety tours should draw up checklists to record locations visited, persons met, concerns raised, systems and records checked, and any follow up actions.

Feedback should also be given to the manager of the areas visited.

Records of tours should be retained and made available for audit.

PUBLICITY FOR SAFETY TOURS

To raise employee awareness publicity must be given to the safety tour programme. This could include advising employees in advance of a tour so that they are available and prepared. Following the tour reports could be included in Unit or Departmental bulletins/newsletters. The manager of the facility may even choose to circulate his/her employees with the outcomes of the tour.

SAFETY DIRECTIVE 204 - ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

BACKGROUND

All Managers and employees are required to report all accidents, incidents, dangerous occurrences, and near misses on Southwark Council's reporting form(s) (HS1 and 2) (and HS3 in respect of a pupil). The Council requires sufficient detail to comply with legislation and to gather information to assist prevent recurrences, and data to shape future strategies.

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 specify the incidents that must be reported to the Health and Safety Executive on Form 2508 (Form 2508A in respect of infectious diseases).

REQUIREMENTS

1The Chief Executive will:

i) Appoint an investigation panel following Major accident/serious incidents/dangerous occurrences and ensure that terms of reference are agreed and recommendations from such investigations are actioned.

2Strategic Directors will:

i) Establish accident/incident/near miss/ dangerous occurrence reporting and investigation procedures for their area of responsibility.

ii) Monitor accident/incident statistics and trends.

iii) Establish and maintain a system for the retention and archiving of Southwark reporting and investigation forms for a minimum period of five years.

3Divisional Service Managers/Business Unit Managers/Managers will:

i) Ensure that all managers and employees within their area of responsibility are aware of the Council's requirements for accident/incident reporting and investigation, and the use of the appropriate forms.

ii) Ensure that all notifiable incidents as defined by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 are reported on-line to the Health and Safety Executive, by the departmental Safety Manager

iii) ensure all employees are trained in the use of the Southwark reporting form HS1 and as appropriate HS3 for pupils.

iv) Ensure that managers/supervisors have received training in accident/incident investigation and in the use of Southwark reporting forms HS1 and HS2 and as appropriate HS3 for pupils.

v) Establish monitoring regimes for actions arising from accident reports and investigations.

vi) Review accident/incident statistics and trends.

4All Employees will:

i) Report all accident/incident/near misses to management.

ii) Co-operate with Managers/Supervisors conducting investigations.

GUIDANCE NOTE 204 - ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

INTRODUCTION

One of the main objectives of the Southwark Safety Management System is to eliminate all accidents/incidents/near misses, as these are all the results of failures in health and safety management. To achieve this objective it is important that events such as these are reported and lessons learned. In this way information can be fed back into the system in order to prevent recurrences.

It is essential that managers and employees understand their role in the reporting and investigating procedures all Departments must have in place, centered around the use of the Southwark reporting forms (HS 1,2, and 3).

REPORTING OF INJURIES, DISEASES, AND DANGEROUS OCCURRENCES REGULATIONS 2013

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 state that the following incidents must be reported to the Health and Safety Executive on-line (fatalities, major injuries, and dangerous occurrences).

These incidents should be notified to the Health and Safety Executive on-line without delay by Departmental Health and Safety Manager.

- Fatalities.
- Fractures other than to fingers, thumbs or toes, diagnosed by a medical practitioner
- Accidents to employees resulting in over seven days incapacitation (not including the day of the accident)
- Amputations of arm, hand, finger, thumb, leg, foot or toe
- Any crush injury to head or torso causing damage to brain, internal organs, chest or abdomen
- Loss of permanent sight or reduction in sight in one or both eyes diagnosed by a medical practitioner
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- A burn injury (including scalding) that covers more than 10% of the body total surface area or that causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any other injury arising from working in an enclosed space that either leads to hypothermia or heat induced illness, or that requires resuscitation or admission to hospital for more than 24 hours

- Failure of lifts or lifting equipment.
- Failure of a pressure system
- Plant or equipment coming into contact with overhead power lines.
- Electrical incidents causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or generation equipment
- Malfunction of breathing apparatus while in use or testing immediately before use.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Structural collapse
- Hazardous escape of dangerous substances
- Explosion or fire causing suspension of normal work for over 24 hours.
- Uncontrolled release of a flammable gas or liquid

Examples of Reportable Diseases which must be reported to the Health and Safety Executive on Form 2508A include:

- Carpal tunnel syndrome where the person's work involves regular use of percussive or vibrating tools
- Cramp in the hand or forearm where the person's work repetitive movement of the fingers, hand or arm
- Occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand-arm vibration syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials that are subject to percussive processes, or processes causing vibration
- Occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitiser
- Tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent repetitive movements

- Any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation)
- Any disease attributed to an occupational exposure to a biological agent

The Health and Safety Executive must also be notified if a member of the public requires removal to a hospital for treatment following an accident on Council premises or arising from a Council activity (this includes pupils, students, and clients/service users).

SOUTHWARK REPORTING FORMS

Southwark reporting and investigation forms HS 1 and 2, and 3 (in respect of pupils) are attached as an addendum to this Guidance Note. Business Unit Managers should ensure that copies are readily available through out their area of responsibility. Business Unit Managers should ensure that completed forms are assessed for accuracy, quality and completion of remedial actions as part of their monitoring programmes.

ACCIDENT INVESTIGATION

Following a fatality, major injury, or dangerous occurrence an investigation panel must be appointed by the Chief Executive/relevant Strategic Director to conduct an investigation into the basic and immediate causes of the accident and to produce recommendations to prevent recurrences.

The panel should comprise of senior management, health and safety professionals, and other relevant specialists. The commissioning Officer will set the terms of reference of the investigation.

All panel members should have received training/instruction in basic investigation techniques and report content and format.

Recommendations should be presented to the commissioning officer with recommended actions assigned to a named individual. It is the responsibility of the commissioning officer to ensure that agreed actions are tracked and implemented.

[HS1 Accident reporting form HS1](#)

[HS2 Accident investigation form HS2](#)

[HS3 Schools Accident reporting form HS3](#)

[Accident Flow Chart](#)

SAFETY DIRECTIVE 205 - HEALTH CONTROLS

BACKGROUND

The Southwark Safety Management System places equal emphasis on the need for a healthy working environment as it does on a safe working environment. The question of hazards to occupational health and hygiene must be addressed in risk assessments and strategies in all Departments.

Each Department must consider and implement measures to eliminate or control hazards to the health of its employees in whatever tasks they are engaged in. This should be achieved by an overall health control plan and not on a piecemeal basis.

In support of this approach Southwark Council provides an occupational health facility via Optima Health.

REQUIREMENTS

1The Chief Executive will:

- i) Make provision for an occupational health service.
- ii) Support health promotion campaigns and initiatives.

2Strategic Directors will:

- i) Ensure there is a system throughout their area of responsibility for the identification, elimination and control of health hazards.
- ii) Support health promotion campaigns and initiatives.

3Divisional Service Managers/Business Managers/Managers

- i) Assess potential health hazards for their employees and introduce elimination and control measures accordingly. As a last resort this may include the use of personal protective equipment.
- ii) Review the impact on employee health before introducing new plant, equipment, or working practices.
- iii) Establish monitoring programmes of the effectiveness of health control measures.
- iv) Support health promotion campaigns and initiatives.
- v) Seek guidance and advice from the Occupational Health Service as and when necessary.

vi) Investigate claims of work related ill health and inform the Health and Safety Executive of all instances of reportable diseases using Form 2508A.

4All Employees will:

i) Take reasonable care of their health and hygiene.

ii) Comply with all controls introduced in respect to hazards to health and hygiene and not seek to interfere or undermine any system introduced for their and others protection.

GUIDANCE NOTE 205 - HEALTH CONTROLS

INTRODUCTION

The requirement for high standards of occupational health and hygiene is as important as the need for high levels of safety excellence. The Southwark Safety Management System recognises this factor and requires that when risk assessments for groups of employees are conducted, hazards to physical and mental health are considered.

Departments are required to draw up strategies and control measures to protect employees' health. The measures taken should try to eliminate hazards or where this is not possible, control them. As a last resort the use of personal protective equipment may be considered.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

See [Safety Directive 302](#).

MANUAL HANDLING

See [Safety Directive 303](#).

DISPLAY SCREEN EQUIPMENT

See [Safety Directive 304](#).

NOISE AT WORK

See [Safety Directive 306](#)

ASBESTOS

See [Safety Directive 311](#)

LOCAL EXHAUST VENTILATION SYSTEMS

In workplaces that generate fumes or a dusty environment such as engineering facilities, motor pools, or maintenance workshops, an assessment must be made to determine the requirement for local exhaust ventilation.

The objective of the system is intercept the contaminant as soon as it is generated and directs it into a system of ducting connected to an extractor fan. This ensures that the contaminant is removed from the workplace before it can be inhaled.

The assessment must also describe the monitoring and maintenance regimes required for the equipment.

LEGIONELLA

Legionella is frequently found in recirculating and hot water systems, particularly large complex systems such as those found in multi-storey offices, large schools and leisure centres.

Particular sites for bacterial growth include air conditioning systems, cooling towers, humidifiers, water standing in ductwork, hot and cold water storage tanks, calorifiers, and pipework.

Regular sampling of water in these types of installations is advisable together with regular purging and disinfecting of the system. Further guidance is available in HSE's ACOP L8 The Control of Legionella Bacteria in Water Systems.

WORK RELATED UPPER LIMB DISORDER

Work related upper limb disorders may be caused by repetitive strain injuries (RSI), which lead to conditions such as tennis elbow, flexor, tenosynovitis, and carpal tunnel syndrome.

These conditions are caused or aggravated by work and is associated with repetitive and over forceful movement, excessive workloads, inadequate rest periods, and sustained or constrained positions resulting in pain or soreness due to the inflammatory condition of muscles and the lining of the tendon sheath.

Strategies to prevent injury can include:

- Improved design of working area i.e. position of keyboard and screen, height of chair.
- Adjustments to workloads and rest periods.
- Provision of special tools.
- Improved training and supervision.

VIBRATION WHITE FINGER

Vibration induced white finger is associated with the use of vibratory hand tools such as compressed air pneumatic hammers, electrically operated rotary tools, and chainsaws.

Vibration is best reduced either by design of the tool, or by introducing more automation to isolate the operator's hand from the source of the vibration. Alternatively, it may be possible to introduce a shock absorbing mechanism between the vibration and the handles of the tool.

Other practices include pre-employment health screening, ensuring body warmth at the start of work to enhance good circulation to the extremities, appropriate personal protective equipment, and proper maintenance of tools. **LEPTOSPIRAL JAUNDICE**

Leptospiral jaundice (also known as Weil's disease) is a feverish condition caused by an organism commonly found in rats, which are sources of human infection.

Infection may be due to ingestion of food or water contaminated with the urine of infected rats. It can also enter through the skin or the mucus membranes of the eyes nose or mouth.

Control measures include testing of water, appropriate personal protective equipment, high standards of personal hygiene, and administrative controls i.e. carrying cards that confirm the individual may be liable to exposure due to the nature of their work.

DERMATOSES

This group includes the range of skin conditions known as 'eczema', an inflammation of the skin. Dermatoses is by far the most common occupational disease and prevention is largely aimed at or associated with personal hygiene.

Whilst a number of agents can produce skin lesions (i.e. plants, radiation, trauma, mites and insects, extreme heat and cold), chemical agents are by far the greatest cause of occupational skin disorders.

Chemical substances causing dermatitis include strong acids, and alkalis, chromates, resins, certain adhesives, degreasing compounds and lubricants, and organic solvents. Where dermatitis is identified medical aid must be sought. The principal cause of dermatitis is poor personal hygiene.

The presence of dermatitis is often a first indication of exposure to a dangerous substance, in particular, primary irritants and secondary cutaneous sensitizers. As an additional precaution the use of barrier creams should be considered. However barrier creams should only be used as an aid to protection and should not be regarded as protection against powerful skin damage agents.

LIGHTING

Headaches, vertigo, insomnia, and eyestrain may be associated with poor lighting and the level of visual performance of the operative.

Legal requirements relating to lighting of workplaces are dealt with in the Workplace (Health, Safety, and Welfare) Regulations 1992 (as amended). All workplaces must have suitable and sufficient lighting which as far as is reasonably practicable should be by natural daylight. Lighting standards are

included in the Health and Safety Executive Guidance Note HS (G) 38 - Lighting at Work.

STRESS

Southwark Council's corporate Stress Policy has been issued to all Departments. A copy of the policy is included as an addendum to this Guidance Note.

SMOKING AND ALCOHOL POLICIES

The relationship of cigarette smoking to cancer and heart disease is well established. Alcoholism is recognised as an addiction and the alcoholic must be encouraged to obtain medical help and advice.

Each Department should develop policies and procedures on both smoking in the workplace and the consumption of alcohol in work, with a view to improving standards of employee health and lifestyles, and consequently reducing sickness absence levels associated with these practices.

OCCUPATIONAL HEALTH SERVICE

See [Safety Directive 103](#).

PRE-EMPLOYMENT HEALTH SCREENING

See [Safety Directive 209](#).

HEALTH SURVEILLANCE

The Management of Health and Safety at Work Regulations 1999 requires all employers to ensure that employees are provided with such health surveillance, as is appropriate, having regard to risks to their health and safety which are identified by risk assessment.

Health surveillance concentrates on two main groups of employees:

- Those at risk of developing further ill health or disability by virtue of their present state of health i.e. people with impaired hearing exposed to excessive noise levels.
- Those actually or potentially at risk by virtue of the work they undertake during their employment i.e. radiation workers.

Under the Control of Substances Hazardous to Health Regulations 2002 (as amended), health surveillance may be necessary where employees are exposed to or are liable to be exposed to a substance hazardous to health.

Where such cases arise the Regulations require that records be maintained for 30 years following the date of the last entry.

See also [Safety Directive 311](#) Asbestos.

ADDENDUM TO GUIDANCE NOTE 205

SOUTHWARK COUNCIL

POLICY ON MANAGING STRESS IN THE WORKPLACE

Introduction

The purpose of this corporate policy statement is to establish some generic principles for the successful management of stress in the workplace setting as an integral part of the Southwark Safety Management System. Cascading from these principles each Department, within their own safety management system, will develop arrangements for managing work-related stress.

Definition

The Health and Safety Commission has defined stress as the 'adverse reaction people have to excessive pressures or other types of demands placed on them'. There is a distinction between pressures through challenges that can be stimulating, and stress, which is the reaction to too much pressure.

Also whilst stress is not an illness in itself it may lead to mental health problems such as anxiety and depression, and physical health problems such as heart disease.

Types of stress

Stress may be generated from three main sources:

- a) Personal (bereavement, family illness, breakdown in relationship, etc.)
- b) Societal (poor/unreliable transport facilities, inadequate housing conditions, living in a high crime rate area, etc.)
- c) Work related (excessive increase in workload, unsatisfactory working environment, changes to work practices, etc.)

The general duties of employers under the Health and Safety at Work etc. Act 1974 includes a need to ensure, so far as is reasonably practicable, employees' mental health, as well as their physical health, safety, and their welfare.

A risk assessment conducted under the Management of Health and Safety at Work Regulations 1999 must record significant risks to mental health as well as physical health and safety. This is a useful process to follow where

particular stressful situations have been identified in the workforce, i.e. front line service at risk of complaints

Once risk assessment has been completed Departments must maintain a framework for translating the findings of assessments into a programme of effective controls for the elimination and control of workplace stress. This to include robust channels of consultation and communication with all staff, which are open and transparent.

Where sickness absence is the result, the Council's sickness management process will include consideration of work related factors contributing to stress.

Identifying signs of stress in a employee

Identifying the signs of stress in an employee is a complex process and may require the involvement of a number of professionals including Human Resources, Health and Safety and Occupational Health specialists.

Some of the more common signs of stress in an individual could include one or more of the following:

- Reduced performance
- Inability to meet deadlines
- Loss of motivation
- Poor concentration
- Tiredness/irritability
- Excessive drinking/smoking
- Physical decline and increased sickness absence
- Excessive mood changes/out of character behaviour
- Poor working relationships

The above list is not exhaustive.

Health and Safety Executive Management Standards

The Health and Safety Executive have identified six broad categories of risk factors or stressors to enable organisations to establish standards to assess performance in managing work related stress. They are:

Demands – includes issues such as workload, work patterns and the work environment.

The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work

People's skills and abilities are matched to job demands

Jobs are designed to be within the capabilities of employees

Employees' concerns about the work environment are addressed

Controls – how much say the person has in the way they do their work.

- Where possible employees have control over their pace of work
- Employees are encouraged to use their skills and initiative to do their work
- Where possible employees are encouraged to develop new skills to help them undertake new and challenging pieces of work
- The organisation encourages employees to develop their skills
- Employees have a say over when breaks may be taken
- Employees are consulted over their work patterns

Support – includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

- The organisation has policies and procedures to adequately support employees
- Systems are in place to enable and encourage managers to support their staff
- Systems are in place to enable and encourage employees to support their colleagues
- Employees know what support is available and when to access it
- Employees know how to access the required resources to do their job
- Employees receive regular and constructive feedback

Relationships – includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

- The organisation promotes positive behaviours at work to avoid conflict and ensure fairness
- Employees share information relevant to their work
- The organisation has agreed policies and procedures to prevent or resolve unacceptable behaviour
- Systems are in place to enable and encourage managers to deal with unacceptable behaviours
- Systems are in place to enable and encourage employees to report unacceptable behaviour

Role – whether people understand their role within the organisation and whether the organisation ensures that the person does not have conflicting roles.

- The organisation ensures that, as far as possible the different requirements it places upon employees are compatible
- The organisation provides information to enable employees to understand their role and responsibilities
- The organisation ensures that, as far as possible, the requirements it places upon employees are clear
- Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities

Change – how organisational change (large or small) is managed and communicated in the organisation.

- The organisation provides employees with timely information to enable them to understand the reasons for proposed changes
- The organisation ensures adequate employee consultation on changes and provides opportunities for employees to influence proposals
- Employees are aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs
- Employees are aware of timetables for changes
- Employees have access to relevant support during changes

Southwark Council is committed to having systems and protocols in place that are compatible with the HSE's management standards.

ADDENDUM 2 TO GUIDANCE NOTE 205

SOUTHWARK COUNCIL SMOKE FREE WORKPLACES POLICY

1 Introduction

1.1 On 1 September 1992 Southwark Council became one of the first employers in Great Britain to prohibit smoking in Council workplaces, vehicles and premises. Employees were also prohibited from smoking in outdoor areas on duty, in the presence of non-smoking employees.

1.2 The Council's non-smoking in the workplace policy was further extended by a decision of Council assembly on 26 January 2005 when all internal designated smoking areas were decommissioned.

1.3 The Health Act 2006 came into effect in England on 1 July 2007 making virtually all enclosed public spaces and workplaces smoke free.

2 Background

2.1 Smoking is the biggest cause of preventable illness and premature death in the UK.

2.2 Smoking kills around 100,000 people in the UK every year – which is six times as many as those killed in road traffic accidents and all other accidents put together.

2.3 Smoking causes 30% of all cancer deaths (including 80% of people suffering from lung cancer), 14% of all heart disease deaths and 80% of all deaths from bronchitis and emphysema. There is also a 50% greater chance of developing dementia than those who have never smoked.

FACT – up to two thirds of all long term smokers will eventually be killed by their habit. On average smokers lose a decade of their life.

2.4 Independent scientific bodies throughout the world have also concluded that passive smoking can cause lung cancer in non-smokers.

2.5 The advisory body to Government, the Independent Scientific Committee on Smoking and Health has concluded that evidence indicated that passive smoking may be causing several hundred lung cancer deaths a year in the UK.

2.6 Passive smoking has also acute irritant effects on the eyes, throat, and respiratory tract, and can also aggravate asthma.

3 Legal Duties

3.1 The Health Act 2006 (as amended 2012) requires employers to provide smoke free workplaces, enclosed spaces and work vehicles that are used by more than one employee. All such places and vehicles are required to display a no-smoking sign.

3.2 Under Section 2 of the Health and Safety at Work etc. Act 1974 employers have to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees.

3.3 The Management of Health and Safety at Work Regulations 1999 imposes on employers the duty to assess the risk to health and safety in the workplace and to take measures to eliminate or reduce such risks.

3.4 The Control of Substances Hazardous to Health Regulations 2002 imposes on employers a duty to assess and control exposure to substances that have chronic or delayed effects or pose a comparable hazard.

4 Smoke Free Areas

4.1 Smoking at all Council offices, workplaces and premises is prohibited. The scope of the policy includes the entrances/ exits to the site, steps, parking areas and all external grounds at all sites. Anyone wishing to smoke including staff, councillors, contractors and members of the public etc. must leave the premises/grounds.

4.2 All Council operated vehicles (including pool cars) will be smoke free at all times. Lease cars, where essential car users allowance is paid, and other vehicles when used for work purposes, must also be smoke free immediately prior to/when passengers are being conveyed.

4.3 Employees on duty in outdoor areas away from Southwark premises must not smoke in the presence of non-smoking employees.

4.4 All premises will display a prominent no-smoking sign at entrances. Work vehicles will also display appropriate signs.

4.5 All meetings of Councillors and employees will be smoke free. Responsibility for reminding participants will lie with the Chair of the meeting. Official functions and events organised by the Council on Council premises

will be smoke free.

4.6 The Council's Policy will equally apply to consultants, contractors, agency staff etc. engaged on the business of the Council. Compliance with the Policy should be included in all contracts as part of health and safety requirements.

4.7 Service users and the public will also be directed to observe the Council's Policy in smoke-free areas and should be advised of this through a sign at the entrance to grounds and notices displayed in the foyer/reception areas.

4.8 To protect staff from exposure to second hand smoke when visiting service users in external premises, a request should be made to the user to refrain from smoking during the visit. Local management through the risk assessment process must establish protocols for managing situations where the service user rejects such reasonable requests and provide guidance to staff on the course of action to be taken.

4.9 Due to uncertainty regarding the long term effects on health, all the provisions and requirements of this policy will be applied to vaping and all products marketed under the generic banner of e-cigarettes.

5 Smoking Breaks

5.1 The Council considers it inappropriate to establish official 'smoking breaks' over and above normal work break entitlements.

5.2 Departmental management following consultation may arrive at local arrangements for staff who wish to smoke during working hours. Such discretionary arrangements must not affect service delivery through unpredictable and lengthy absences from the workplace.

5.3 Employees must be reminded that off site visits for the purposes of smoking are not to be regarded as additional formal breaks, must be kept to a minimum and are subject to management discretion.

5.4 Where arrangements are established these should include advice to staff on personal safety whilst off site, contact protocols and reminders on responsibilities for not littering the public highway.

6 Help for Those Who Smoke

6.1 Southwark Council will provide support and guidance to employees who wish to stop smoking and end their addiction. Arrangements have been established through the Southwark Stop Smoking Service and smokers are encouraged to ring 0800 169 6002 or 020 3049 8550 to discuss how the service may help them to quit smoking.

6.2 Employees may use the service of the Southwark Stop Smoking Service during normal working hours with their line manager's agreement. Line managers are required to support employees who express the wish to quit smoking by providing adequate time in normal working hours (subject to service

requirements and coverage being available) for them to receive relevant treatment/counselling.

6.3. There is specialist support for those who may have tried to quit many times before and for pregnant women and those who have children under the age of five, their partners and family members.

6.4 Smoking cessation advice may also be obtained from the Council's occupational health provider and at health promotion events organised throughout the year at corporate or departmental levels. Employees may also approach their General Practitioner or community pharmacy for help and advice.

7 Enforcement of the Policy

7.1 It is the responsibility of Directors and managers at all levels to ensure full compliance with this policy. This can be achieved by:

- Ensuring the policy is brought to the attention of all employees through briefings, newsletters, signs/posters etc.
- Ensuring smoking does not take place in smoke free areas.
- Provide facilities and information concerning the support available to employees wishing to give up smoking.
- Ensure that potential job applicants are made fully aware of the policy and that briefings are given on induction training.
- Ensure that public areas are clearly marked as no smoking areas.

7.2 Breaches of this policy by a member of staff will be dealt with, in the first instance, through informal means and the offer of support. If this fails, employees who refuse to observe the policy will be subject to the normal disciplinary procedures.

8 Risk Assessment

8.1 The unauthorised presence of smoker's materials must be included in all fire risk assessments with the potential hazards either eliminated or reduced to a level as low as reasonably practicable.

8.2 Exposure to second hand tobacco smoke and contaminated air must be considered as part of the risk assessment process covered by the Control of Substances Hazardous to Health Regulations 2002. The assessment should consider potential exposure on home or premises visits conducted by some employees in the course of their duties, with identified controls and procedures adopted.

9 Monitoring and Review of Policy

9.1 This Policy must be read as an addendum to Safety Directive 205 - Health controls contained in the Southwark Safety Reference Manual

9.2 The effectiveness of local arrangements of the Policy must be assessed by Departments as part of their monitoring regimes of their health and safety management system.

9.3 The Policy will be reviewed and updated by the corporate health, safety and compliance manager following significant changes in legislation or management practice.

Lee Tapping

Corporate Health and Safety and Compliance Manager

Dec 16

SAFETY DIRECTIVE 206 - DOCUMENT CONTROL

BACKGROUND

The Southwark Safety Management System is described through a series of Safety Directives supported by Guidance Notes. To be effective, users must be confident that the documentation generated by the Southwark Safety Management System is current and authoritative and is updated electronically.

REQUIREMENTS

1The Chief Executive will:

- i) Establish a document control system for the issue and revision of the Southwark Safety Management System. All corporate documents will be issued under the imprint of the Chief Executive.

- ii) Designate the Health and Safety Strategy Manager as the custodian of the document control system for the Safety Reference Manual, and other corporate documents generated by the Southwark Safety Management System.

2Strategic Directors:

- i) Establish a document control system for the issue and revision of Departmental documentation, generated by the Southwark Safety Management System.

- ii) Designate a responsible person to act as the Department's health and safety document controller.

- iii) Monitor the effectiveness of the local document control system.

3Divisional Service Managers/Business Unit Managers/Managers will:

- i) Comply with the requirements of corporate and local document control systems.

- ii) Ensure that where documentation has been issued to their employees on a personal basis, receipts are obtained and records maintained.

- iii) Monitor the effectiveness of document control procedures within their area of responsibility.

4All Employees will:

- i) Sign for all documents issued to them on a personal basis as part of the Southwark Safety Management System.

GUIDANCE NOTE 206 - DOCUMENT CONTROL

INTRODUCTION

The source material for the Southwark Safety Management System can be found in the Safety Directives and Guidance Notes contained in the Southwark Safety Reference Manual.

The Manual will be maintained by the Health and Safety Strategy Manager and distributed via the Intranet. This is to ensure that the information provided is current in terms of legislation and revised working practices.

In this way the user can be confident of the integrity of the Southwark Safety Management System and the accuracy of the details provided.

Similarly, Departments are encouraged to establish document systems and procedures for locally generated health and safety documents, developed to meet Southwark Safety Management System requirements.

CORPORATE SAFETY REFERENCE MANUAL

The corporate Safety Reference Manual will be electronically controlled, issued and revised by the Health and Safety Strategy Manager. All Safety Directives and Guidance Notes will be issued on a numbered basis.

The Southwark Safety Reference Manual will be published on the Intranet and thus available to all employees to access.

The Health and Safety Strategy Manager will retain a copy of withdrawn material for audit trail purposes.

DEPARTMENTAL SOUTHWARK SAFETY MANAGEMENT SYSTEM DOCUMENTATION

All Departments should develop appropriate document control systems for local application of the Southwark Safety Management System, and detail these arrangements in a procedure.

Departments should identify the documents they required to be issued on a controlled basis and designate a document controller. Arrangements for document control should mirror the corporate approach, detailed above.

SAFETY DIRECTIVE 207 - EMPLOYEE HEALTH AND SAFETY INFORMATION AND COMMUNICATION

BACKGROUND

The Health and Safety at Work etc. Act 1974 imposes on all employers the duty, so far as is reasonably practicable; to ensure the health, safety, and welfare of all employees by providing such information, instruction, training and supervision as is necessary.

The legal requirement regarding the provision of information was further extended by The Information and Consultation of Employees Regulations 2004 which requires information relating to health, safety, and welfare to be furnished by means of posters and leaflets in the approved format.

The Regulations require the names and addresses of the Enforcing Authority to be displayed on the poster, together with details of Health and Safety Representatives and relevant competent persons.

In addition to legal requirements, the Southwark Safety Management System values the need for good channels of communication with employees on health and safety issues. These channels can take many forms and includes briefing sessions, newsletters, Health and Safety Committees minutes and open forums.

REQUIREMENTS

1The Chief Executive will:

i) Ensure that the aims and objectives of the Southwark Safety Management System are communicated to all employees.

2Strategic Directors will:

i) Establish formal systems for the distribution of health and safety information to all employees under their responsibility and monitor their effectiveness.

3Divisional Service Managers/Business Unit Managers/Managers will:

i) Ensure that a copy of the Health and Safety Information poster with the relevant details is displayed in a prominent position at all work locations within their area of responsibility.

ii) Ensure that systems to communicate health and safety information to employees in their area of responsibility are effectively maintained.

iii) Where provided, ensure that health and safety notice boards are maintained and updated on a regular basis.

4All Employees will:

- i) Keep abreast of health and safety information communicated to them by management and provide feedback on the effectiveness of the communication channels in their workplace, as required.

GUIDANCE NOTE 207 - EMPLOYEE HEALTH AND SAFETY INFORMATION AND COMMUNICATION

INTRODUCTION

The Southwark Safety Management System requires good channels of communication both internally and with outside agencies, partners, and contractors etc.

The requirement to employees informed of health and safety issues affecting them is contained in the Health and Safety at Work etc. Act 1974 and is clearly an important factor in enlisting employee co-operation for improving health and safety performance.

A communications system can transmit information in a number of ways within an organisation. When the system is only one way, there is no opportunity to receive feedback from the recipient of the information. In a two way system feedback is actively encouraged.

Departments must consider the most appropriate means and methodology of communicating with employees on health and safety issues.

The Information and Consultation of Employees Regulations 2004

The Information and Consultation of Employees Regulations 2004 stipulate that Health and Safety Executive produced posters should be displayed at the workplace, advising employees of statutory information and duties. Space is provided on the poster for the address of the Enforcing Authority and details of Health and Safety Representatives and competent persons.

Business Unit managers should ensure that posters are displayed in prominent positions such as foyers and booking on points.

METHODS OF COMMUNICATING HEALTH AND SAFETY INFORMATION

Departments must consider the most effective methods and means by which they will communicate with their employees. This will depend on the size and complexity of the Departments and individual Business Units.

Tools and techniques available as part of a communications strategy includes the following:

Newsletters.

Themed notice board displays.

Briefing, meetings and presentations.

Distribution of Health and Safety Committee minutes.

'Tool box talks'.

Special promotions and events.

Information distributed with payslips.

Local management should maintain records of such activities.

The strategies adopted to inform employees must include the means by which reaction and comment can be fed back into the system.

MONITORING

The effectiveness of communication channels should be monitored to ensure adopted systems are working and the health and safety message is being effectively delivered.

SAFETY DIRECTIVE 208 - EMERGENCY PLANNING AND PROCEDURES

BACKGROUND

Regulation 8 of the Management of Health and Safety at Work Regulations 1999 requires that every employer shall:

- a) Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking.
- b) Nominate a sufficient number of competent persons to implement those procedures as far as they relate to the evacuation from the premises of persons at work in his undertaking; and
- c) Ensure that none of his employees has access to any area occupied by him to which it is necessary to restrict access on grounds of health and safety unless the employee concerned has received adequate health and safety instruction.'

The Southwark Safety Management System requires that emergency plans and procedures are drawn up for all work locations owned or leased by the Council. Where locations are leased/shared plans must be drawn up with the owner of the building and other occupants.

The essence of all emergency plans is that all employees are trained and aware of their role in an emergency. In most instances this will be a question of understanding the evacuation procedure from the building and where the assembly point is located.

Appropriate training will be given to all employees designated as competent persons who will have specific duties in the event of an emergency i.e. Fire Marshal or member of an emergency team.

All Departments must prepare for emergencies and have arrangements in place ready to be implemented in the event of an emergency occurring.

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure that emergency plans and procedures are in have been prepared for all work locations occupied by their employees.
- ii) Designate managers responsible for the production and maintenance and update of such plans.
- iii) Monitor the effectiveness of emergency plans and procedures, and arrangements.

2 Divisional Service Managers/Business Unit Managers/Managers will:

- i) Where designated, produce and maintain emergency plans and procedures for their area of responsibility.
- ii) Ensure that their employees have been trained and instructed, and are fully conversant with the emergency procedures for their work area.
- iii) Where premises are leased, liaise with the owner of the building in respect of emergency arrangements.
- iv) Where designated ensure that drills, practices, and emergency equipment testing, is carried out to programme.
- v) Where designated liaise with emergency services i.e. LFEPA, LAS, Police etc.
- vi) Where designated review all plans, procedures, and arrangements on an annual basis or following an emergency.

3 All Employees will:

- i) Ensure they are conversant and comply with the emergency arrangements for their workplaces.
- ii) Participate in emergency drills and practices.

GUIDANCE NOTE 208 - EMERGENCY PLANNING AND PROCEDURES

INTRODUCTION

All organisations need to prepare for the possibility of an emergency/major incident. In all strategies aimed at reducing the potential for major incidents, employers must pose the question 'What is the worst possible situation from a health and safety viewpoint that could arise?'

Much will depend upon the nature of the activity, the number of employees, the dangerous substances used, the age of the building and method of construction, proximity to the local population, and the layout of the site.

In considering the types of emergency that might occur, account must be taken of areas likely to be affected. The interdependence of plant, buildings, storage facilities, and exit points from the site. Attention must be paid to environmental and natural conditions and the effect these could have on the speed of fire or release of materials. Good channels of communication with neighbours and external agencies are essential.

The paramount consideration is the protection of life, and all employees must be fully aware of their role in an emergency. In most instances all that will be expected of employees is not to put themselves or others at risk, and to evacuate premises as instructed.

A properly conceived emergency plan will take account of four phases or stages of an emergency:

PHASE ONE - PRELIMINARY ACTION

This refers to:

- a) The production of a plan to meet the special requirements of the facility, site operations and surroundings.
- b) The familiarisation of every employee with the details of the plan.
- c) The training of key personnel involved; competent persons, emergency teams.
- d) Programmes of inspections of potentially hazardous areas, testing of alarms and warning systems. Regular drills and practices.
- e) Reviewing arrangements on a periodic basis.

PHASE TWO - ACTION WHERE EMERGENCY IS IMMINENT

There may be a warning of the emergency, in which case this period should be used to assemble key personnel to review the standing arrangements in

order to consider whether changes are necessary, to give advance warning to external agencies, and to test all systems connected with the emergency plan.

PHASE THREE - ACTION DURING EMERGENCY

If phase one has been properly carried out, and (where applicable) phase two, then phase three should proceed according to plan. However, it is likely that unexpected variations in a predicted emergency will occur. The decision-making personnel, selected beforehand for this purpose, must be able to make rapid and precise judgements and see that proper action follows the decisions made.

PHASE FOUR - ENDING THE EMERGENCY

There must be a procedure for declaring plant, systems and buildings safe and the steps necessary for re-occupation and start up.

IMPLEMENTATION OF PROCEDURE

Implementation of an emergency procedure involves the following:

- Liaison with external authorities and companies.

The closest contact must be maintained with the fire, police, health authorities, and the Health and Safety Executive. Mutual aid agreements with other organisations may also be considered. A major emergency may also involve a failure in supply of gas, electricity, water, or telephone communications. Discussions with the appropriate authority may help to determine priorities in re-establishing supply.

- Emergency Co-ordinator

A senior Manager should be nominated Emergency Co-ordinator for each location/facility, with a deputy to cover absence. Out of normal working hours a designated person on site should take control until relieved by the Emergency Co-ordinator.

- Emergency Control Centre

A sound communications system is essential if a major emergency is to be managed effectively. A Control Centre should be established and equipped with means of receiving and transmitting information.

- Call out of key personnel

A list of key personnel required in the event of an emergency should be maintained, including their home address and telephone numbers.

- Evacuation of premises

In an emergency the preservation of life is the prime consideration followed by the protection of property. Complete evacuation of non-essential personnel once an alarm has sounded is advisable. All employees should know the evacuation alarm system and evacuation to a designated assembly point should immediately be followed by a roll call.

Competent persons should be assigned to prevent re-entry to a site that has been evacuated and to meet the emergency services on arrival. The Emergency Co-ordinator will give authority to re-enter the facility when it is safe to do so.

- Access to records

A contact name and address should be held for all employees, to be advised in the event of injury. These records should be retrievable in emergencies.

- Public relations

Procedures must be in place for the controlled release of information both during and after a major emergency. This must only be through official channels.

- Contingency arrangements

A contingency plan should be drawn up covering arrangements for repairs to buildings, drying out and temporary water proofing, replacement of raw materials, alternative storage and transport arrangements, and temporary relocation of employees.

- Training

It is difficult to predict the way people will react in a major emergency situation but knowledge of the correct procedures will increase the probability of the situation being resolved safely.

Training exercises should be programmed and where appropriate involve the participation of the emergency services. Where mutual aid agreements have been reached with other organisations, all possible participation should be encouraged. This will be important in leased buildings shared with other organisations.

Competent persons/emergency teams should be familiar with their responsibilities and training exercises held at regular intervals will help reduce the risk of fatal and serious injuries during emergencies.

De-briefings must be held following all exercises and drills to review the effectiveness of the plan and associated arrangements. Records of all drills and exercises must be retained.

BOMB THREATS

Any bomb threat received should be treated extremely seriously and formal procedures should be devised to cover such circumstances. The emergency plan should describe the actions to be taken if a bomb or suspect package is discovered on site.

SAFETY DIRECTIVE 209 - RECRUITMENT AND PLACEMENT POLICY

BACKGROUND

It is important that all employees are medically fit to undertake their duties and that their employment has no foreseeable detrimental effect on their health. The strategy to achieve this should commence on at the pre-employment stage where potential employees must be screened to assess whether there are health issues that can effect an individual and his/her ability to adequately and safely perform the tasks required of the post holder.

The pre-employment screening will consist of the completion of health questionnaire. If issues are raised from the questionnaire then an appointment will be arranged with the Occupational Health Service. The appointment will assist the Department in assessing what assistance or work modification can be made (if any) to accommodate the potential employee.

No offer of employment must be offered until medical clearance has been received from the Occupational Health Service. Similarly health screening should be used when considering the transfer of an employee to another area where medical requirements are different or following major injuries or protracted illness.

REQUIREMENTS

1The Chief Executive will:

i) Ensure arrangements are made for the provision of an Occupational Health Service.

2Strategic Directors will:

i) Ensure that procedures are in place for pre- employment health screening, throughout their area of responsibility.

3Divisional Service Managers/Business Unit Managers/Managers will:

i) Ensure that no offer of employment is confirmed without pre-employment health screening and medical clearance.

ii) Assess the health standards required for all occupations within their area of responsibility and confirm with the Occupational Health Service, accordingly.

iii) Assess what measures can be implemented when a health issue is identified, that impinges on a potential employee to carry out the full range of duties of the post applied for.

iv) Withdraw the offer of employment if the health issues identified in iii) above cannot be resolved following an assessment of reasonable modifications and/or assistance.

v) Arrange for a health assessment to be conducted when an employee is being considered for transfer to another area where different health standards apply. Follow the steps in iii) and iv) above.

vi) As necessary, arrange medical examinations for employees following major injuries or protracted illness, to consider their continuing fitness for their occupation.

vii) Establish monitoring procedures to assess the effectiveness of the scheme.

4All Employees (and individuals who have received an offer of employment) will:

i) Co-operate with managers and the Occupational Health Service by attending appointments and providing relevant information as instructed.

GUIDANCE NOTE 209 - RECRUITMENT AND PLACEMENT POLICY

INTRODUCTION

All prospective recruits must be medically assessed before commencing employment to ensure that there are no health issues that could be associated with their potential employment.

To enable successful health screening to take place Business Unit Managers/Managers must establish with the Occupational Health Service health standards for all occupations within their area of responsibility.

Examples of health standards could include consideration of working at height or in confined spaces, infectious diseases, eyesight and hearing factors.

The initial screening will take the form of a medical questionnaire that may prompt the necessity for an appointment with a member of the Occupational Health Service.

HEALTH ASSESSMENT APPOINTMENTS

When a health issue is identified by the Occupational Health Service, reference must be made to the relevant Business Unit Manager/Manager who will consider what work modifications and/or assistance (if any) can be made to accommodate the individual and the requirements of the job, applied for.

No provisional offer of employment should be confirmed until health clearance has been received. If suitable assistance and/or modifications cannot be achieved then the employment offer should be withdrawn.

TRANSFERS AND PLACEMENTS

If it is proposed that an employee be transferred to an area where different health standards are in place, then reference should be made to the Occupational Health service for screening.

Health screening may also be required for an employee intending to resume work following serious injury or protracted illness.

SAFETY DIRECTIVE 210 - HEALTH AND SAFETY TRAINING

BACKGROUND

The Health and Safety at Work etc. Act 1974 places a general duty on employers to provide training for their employees. Additionally Regulation 13 of the Management of Health and Safety at Work Regulations 1999 stipulates that adequate health and safety training must be provided to all employees on:

- Recruitment.
- Exposure to new or increased risks.
- Job or responsibility change.
- Introduction of new work equipment or change of use of existing equipment.
- Introduction of new technology.
- Introduction of new system of work or change to existing one.

Training must be periodically repeated where appropriate, be adapted to take account of new or changed risks, and be provided during working hours.

The Southwark Safety Management System recognises the value of appropriate health and safety training and requires that a training needs analysis is carried out for all occupations leading to the establishment of training standards and plans.

REQUIREMENTS

1Strategic Directors will:

i) Ensure that health and safety training plans are produced for all occupations within their area of responsibility.

2Divisional Service Mangers/Business Unit Managers/Managers will:

i) Ensure that health and safety training standards are produced for all occupations within their area of responsibility and develop training plans to deliver identified needs for their employees.

ii) Provide health and safety training as identified in the training needs analysis.

iii) Monitor the effectiveness of health and safety training within their area of responsibility.

3All Employees will:

- i) Co-operate with their managers by attending health and safety training and provide feedback as requested.

GUIDANCE NOTE 210 - HEALTH AND SAFETY TRAINING

INTRODUCTION

Training is defined by the Department of Employment as the 'systematic development of attitude, knowledge, and skill patterns required by an individual to perform adequately a given task or job. Under the Health and Safety at Work etc. Act 1974, it is a requirement to provide health and safety training for all employees.

To comply with this requirement all occupations should be subject to a training needs analysis, to identify retraining and reinforcement training for existing employees and induction training for new recruits.

The Southwark Safety Management System requires that a systematic approach should be taken to providing health and safety training with Business Units establishing plans to meet identified needs on a programmed basis.

Health and safety training can take a number of forms i.e. induction, reinforcement, orientation, job specific, emergency procedures, risk assessment, personal protective equipment, manual handling, and first aid.

Managers and Supervisors in particular require formal health and safety training in respect of their legal and job specific responsibilities.

SYSTEMATIC TRAINING

The characteristics of the provision of systematic training could include the following:

- The presence of a trained, competent instructor working with suitable trainees.
- Defined training objectives.
- A content of knowledge broken down into sequential units which can be readily assimilated.
- A content of skills analysed by elements.
- A clear and orderly training programme.
- An appropriate place in which to learn.
- Suitable equipment and visual aids.
- Sufficient time to attain a desired standard of knowledge and competence.

IDENTIFICATION OF TRAINING NEEDS

The training needs identification should reveal;

- What kind of training is needed i.e. safety procedures, duties and responsibilities, general safety, supervisory training.
- When training will be needed i.e. immediate, medium-term, and long-term training requirements.
- For how many people training is needed.
- The standard of performance to be attained by trainees.

DEVELOPMENT AND IMPLEMENTATION OF TRAINING PLANS AND PROGRAMMES

Training programmes must be co-ordinated with the needs of the organisation, The first step in the development of the training programme is the definition of training objectives. Once objectives have been agreed and programmes developed, three factors must be considered in the implementation process:

- Organising the training.
- Undertaking the training.
- Recording the training.

All of the above factors must be addressed on a professional basis with defined procedures particularly in respect of the maintenance and updating of employee records.

ORGANISATION AND DEVELOPMENT TRAINING PROGRAMME

The following courses are available through Organisation and Development.

- Safety awareness for Managers.
- Health and Safety Certificate.
- Fire officer.
- First Aid.
- First Aid Refresher.
- Risk Assessment.

Additional courses may be arranged with the Organisational Development team.

SAFETY DIRECTIVE 211 - PERSONAL PROTECTIVE EQUIPMENT

BACKGROUND

The provision and use of personal protective equipment i.e. safety boots, ear defenders, hard hats etc. must be considered as the last resort once all other controls have been assessed and exhausted. PPE may also be used as an interim form of protection until the hazard can be eliminated at source or controlled.

The use of PPE relies too heavily on the individual wearing the equipment for the full length of time he/she is exposed to the hazard. Some forms of PPE may be uncomfortable and/or inconvenient to wear, particularly over long periods.

It is therefore an imperfect solution and as stated earlier should only be considered as a last resort when all other measures prove inadequate.

The Southwark Safety Management System stipulates that a full assessment is made of all occupations to identify the need for the use of PPE and the establishment of procedures to cover the selection, use, training, maintenance, and monitoring of the types of PPE used.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that a Personal Protective Equipment needs analysis is conducted for all occupations within their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Undertake a PPE needs analysis for all occupations within their area of responsibility and ensure that PPE is readily available where a need has been identified.

ii) Develop procedures for the selection, use, instruction/training, maintenance and supervision/monitoring of PPE.

iii) Ensure that records are maintained for the issue of non-disposable PPE and associated training

iv) Monitor employee compliance in the use of PPE, and take follow up action as required.

3 All Employees will:

i) Co-operate with their managers to ensure compliance with Departmental standards and procedures in respect of PPE, and thus discharge their legal duty under Section 8 of the Health and Safety at Work etc. Act 1974.

GUIDANCE NOTE 211 - PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

The use of Personal Protective equipment must be considered as a 'last line of defence' once all other measures to eliminate, isolate, or control a hazard have been assessed. All occupations must be assessed by management to identify a need for the issue of PPE.

Section 8 of the Health and Safety at Work etc. Act 1974 places a legal duty on employees to properly use PPE when issued to them by an employer. The legal duties of employers are detailed in the Personal Protective Equipment Regulations 1992. Procedures must be developed by Business Units to meet these legal requirements.

It is important that when PPE has been issued, appropriate monitoring and supervision is conducted to ensure employee compliance.

DEFINITION OF PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment means all equipment designed to be worn or held by a person at work to protect against one or more risks, and any addition or accessory designed to meet this objective.

Both protective clothing and equipment are within the scope of the definition and therefore items as diverse as safety footwear, waterproof clothing, eye protection, safety helmets, gloves, high visibility clothing, respirators, breathing apparatus, and safety harnesses, are covered by the Regulations.

Ordinary working clothes or clothing provided which is not specifically designed to protect the health and safety of the wearer is not within the definition of the Regulations. This includes clothes provided with the primary aim of presenting a corporate identity and protective clothing provided in the food industry for hygiene purposes.

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS (1992)

The main requirements of the Regulations are:

Risk assessments must be conducted to identify PPE needs.

- PPE to be provided as a last resort.
- Suitability assessment to be undertaken.
- Comparability between items.
- Maintenance and replacement.
- Storage.

- Information, instruction, and training.
- Proper use.
- Report of loss/defect.

Some types of PPE are also referred to in other legislation such as respiratory protection, ear defenders and head protection.

The Regulations do not cover protective equipment used in competitive sports; self defence equipment (personal alarms/sirens) or portable devices for detecting and signaling risks and nuisances (such as gas detection equipment or radiation dosimeters).

TYPES OF PERSONAL PROTECTIVE EQUIPMENT

The following are the main types of PPE:

HEARING PROTECTION

There are two main categories of hearing protection - objects placed in the ear canals to impede the passage of sound energy, and objects placed around the outer ear to restrict access of sound energy to the outer ear as well as the ear drum and middle and inner ear. It should be noted that neither of these forms of protection would prevent a certain amount of sound energy reaching the ear by means of bone conduction in the skull.

Ear plugs fit into the ear canal. They can be made from glass down, polyurethane foam or rubber, and are disposable. Some form of reusable plugs are available but these are subject to hygiene problems unless great care is taken to clean them after use, and unless they are cast into the individual ear canal a good fit is unlikely to be achieved in every case.

Earmuffs consist of rigid cups that fit over the ears and are held in place by a headband. The cups generally have acoustic seals of polyurethane foam or a liquid filled annular bag to obtain a tight fit. The cups are filled with sound absorbing material. The fit is a function of the design of the cups, the type of seal and the tightness of the headband. The protective value of earmuffs may be lost almost entirely if objects such as hats and spectacles intrude under or past the annular seals.

RESPIRATORY PROTECTIVE EQUIPMENT

There are two broad categories; respirators which purify air by drawing it through a filter to remove contaminants, and breathing apparatus, which supplies clean air to the wearer from an uncontaminated external source. Most equipment will not provide total protection; a small amount of contaminant entry into the breathing zone is inevitable.

There are four main types of respirator:

- Filtering half mask - a face piece covers nose and mouth which is made of a filtering medium that removes the contaminant. Generally used for up to eight hours and then discarded.
- Half mask respirator - which has a rubber or plastic face piece covering the nose and mouth, and carries one or more replaceable filter cartridges.
- Full-face respirator - covering the eyes, nose and mouth and having replaceable canisters.
- Powered respirator - Supplies clean filtered air to a face piece, including full, half, and quarter masks, hoods and helmets via a battery operated fan unit.

There are three main types of breathing apparatus:

- Fresh air hose apparatus.
- Compressed air line apparatus.
- Self-contained breathing apparatus.

EYE PROTECTION

The assessment of potential hazards to the eyes and the extent of the risks should be made in order to select equipment efficiently. There are three main types of eye protection:

- Safety spectacles/glasses - which provide protection against low energy projectiles such as metal swarf, but do not assist against dusts, are easily displaced and have no protective effect against high-energy impacts.
- Safety goggles - to protect against high-energy projectiles and dusts. They are also a protection against chemical and metal splashes with additional treatment. Disadvantages include a tendency to mist up inside, lenses which scratch easily, restricted vision, lack of protection for the whole face, and high unit cost.
- Face shields - offering high-energy projectile protection, also full-face protection and a range of special tints, and filters to handle various types of radiation. Field of vision may be restricted. Weight may be a disadvantage but this is compensated by relative freedom from misting up.

PROTECTIVE CLOTHING

Protective clothing provides protection against a range of hazards including, extremes of heat and cold, radiation, impact damage and abrasion, water damage and chemical spill. The main types are:

- Head protection - is provided by two types of protectors: the safety helmet and the bump cap. Their purpose is to provide protection against the elements and damage to the head.
- The ability of the bump cap to protect against impacts is very limited and its use is mainly to protect against bruising and bumps in confined spaces. It is not suitable as a replacement for a conventional safety helmet.
- Safety helmets have a useful life of about three years, which can be shortened by prolonged exposure to ultraviolet light and repeated impact damage.
- Protective outer garments - are normally made of PVC material and often of high visibility material to alert approaching traffic. PVC clothing can be uncomfortable to wear because of condensation, and vents are present in good designs.
- Protective indoor garments - such as overalls and coats are usually made of polycotton, and some makes are disposable. If overalls are supplied, arrangements for cleaning should be made to prevent unhygienic conditions developing, were the clothing is worn in circumstances where oils and/or chemicals are handled.

Failure to keep the clothing clean and changed may result in dermatitis or skin cancer formation.

Aprons and over trousers should be fire resistant and trousers worn during cutting operations require protection.

Clothing may limit movement or become entangled in machinery. Careful selection of type and manufacture is required together with necessary instruction about its proper use. This may involve rules governing buttoning up of coats in the vicinity of rotating machinery.

Wearing anti-static clothing is of major importance in reducing static electricity effects.

GLOVES

Gloves must be carefully selected, taking account of usage requirements such as comfort, degree of dexterity required, temperature protection offered, and ability to grip in all conditions likely to be encountered. The main types of materials and their features are:

<u>Material</u>	<u>Good for</u>
Leather	Abrasion protection, heat resistance.
PVC	Abrasion protection, water and limited chemical resistance
Rubber	Degreasing, paint spraying
Cloth/nylon, Latex coated	Hand grip.
Latex	Electrical insulation work.
Chain mail	Cut protection.

FOOTWEAR

Safety footwear is designed to offer protection for the feet, particularly for the toes, if objects should drop or fall onto the feet. They also provide protection against penetration from beneath the sole of the foot, are reasonably waterproof, provide good grip, and be designed with reference to comfort.

Electrical insulation can be aided by the correct footwear for the circumstances, and anti-static conducting shoes are essential where static effects need to be eliminated.

SKIN PROTECTION

Where protective clothing is not a practicable solution to a hazard, barrier creams may be used together with a formal hygiene routine before and after work periods. There are three main types of barrier cream:

- Water miscible.
- Water repellent.
- Special solutions.

SAFETY HARNESSSES

Safety harnesses are not replacements for effective fall prevention practices. Only when the use of platforms, nets or other access and personal suspension equipment is impracticable, may safety harnesses be considered. The function of belts and harnesses is to limit the height of any fall and to assist rescues from confined spaces.

In addition to comfort and freedom of movement, selection of equipment must take into account the need to provide protection to the enclosed body against energy transfer, in the event of a fall. Because of this harnesses are preferable to belts except for a limited number of applications where belts are required because of the movement needs of the job.

Harness attachments, to strong fixing points must be able to withstand the snatch load of any fall. A basic principle is to attach the securing lanyard to a fixing point as high as possible over the area of work, so as to limit the fall distance.

Equipment which has been involved in fall arresting, should be thoroughly examined before further use, as per manufacturer's instructions.

MONITORING AND RECORD KEEPING.

Records should be kept of the issue of all non-disposable PPE to employees in order to assist monitor usage and suitability. Managers and Supervisors should ensure that employees comply with agreed mandatory standards at all times. Non compliance should be addressed through normal management channels.

SAFETY DIRECTIVE 212 - WORKPLACE HEALTH, SAFETY AND WELFARE

INTRODUCTION

The Workplace (Health and Safety and Welfare) Regulations 1992 (as amended) aim to ensure that workplaces meet the health, safety and welfare needs of the workforce. The requirements of the Regulations are applicable to all Business Units and arrangements must be provided and monitored by Managers. The Regulations apply to temporary work sites but not construction sites, which are covered by other legislation.

In many cases the requirements involve the provision of suitable and sufficient facilities. Reference should be made to the minimum standards contained in the following Guidance Note.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) are implemented throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Implement procedures and arrangements to ensure that the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) are in place throughout their area of responsibility. See [Guidance Note](#) for details.

ii) Ensure that suitable maintenance systems and regimes are in place for all workplaces

iii) Establish monitoring procedures to measure the effectiveness of the arrangements in place.

3 All Employees will:

i) Report substandard conditions to their Manager.

GUIDANCE NOTE 212 - WORKPLACE HEALTH, SAFETY AND WELFARE

INTRODUCTION

In order to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the following arrangements must be in place at Southwark Council work sites. Managers may use the following categories to assist them in devising checklists for Planned General Inspections.

MAINTENANCE OF WORKPLACE, AND OF EQUIPMENT, DEVICES AND SYSTEMS

The workplace, equipment, devices and systems must be maintained in an efficient state and working order and in good repair. Potentially dangerous defects should be rectified immediately or barriered off to prevent use/access. All defective plant and equipment should be withdrawn from service until repaired or replaced.

All employees must be made aware of the action to be taken when they discover a substandard condition and steps should be taken to remedy the defective condition.

Maintenance systems are required for equipment including ventilation and water systems. These must include:

- Regular maintenance (including testing, inspection, adjustment, lubrication, and cleaning).
- Systems for remedying defects.
- Proper maintenance and remedial work.
- Retention of records for maintenance and corrective actions.

VENTILATION

Enclosed workplaces should be sufficiently well ventilated so that stale air and air which is hot and humid is replaced at a reasonable rate.

The air which is introduced should, as far as is possible, be free of anything which is likely to cause offence or ill health. Air taken from outside can normally be considered 'fresh' but air inlet systems should not be sited where they may excessively draw contaminants i.e. close to a flue or areas in which vehicles manoeuvre. Where necessary the inlet should be filtered to remove particles

In many cases windows or other openings will provide sufficient ventilation. If not mechanical ventilation systems should be considered for part or all of the workplace.

Employees should not be subjected to uncomfortable draughts. In the case of mechanical ventilation systems, it may be necessary to control the velocity or direction of airflow. Workstations should be re-sited or screened if necessary.

TEMPERATURE

Temperatures in workrooms should provide reasonable comfort without the need for special clothing. The temperature in workrooms should normally be at least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 Celsius. This may not however ensure reasonable comfort, depending on other factors such as air movement and relative humidity.

These temperatures refer to reading taken using an ordinary thermometer, close to workstations, at working height and away from windows. They do not apply to rooms where it would be impractical to maintain those temperatures i.e. rooms that have to be open to the outside. In such cases the temperature should be as close as possible to those mentioned above.

Where reasonably comfortable temperature cannot be achieved local heating or cooling should be provided. In extremely hot weather fans and increased ventilation may be required.

Thermometers should be available at a convenient distance from every part of the workplace, to enable temperatures to be measured, but need not be provided in each room.

LIGHTING

Lighting should be sufficient to allow people to work, use facilities and move from place to place safely and without experiencing eyestrain. Stairs should be well lit and in such a way that shadows are not cast over the main part of the treads. Local lighting may need to be provided at individual workstations, and at places of particular risk, such as pedestrian crossing points on vehicular traffic routes. External traffic routes used by pedestrians should be adequately lit after dark.

Dazzling lights and annoying glare should be avoided. Lights and fittings should be of a type, and so positioned, that they do not cause a hazard. Light switches should be positioned that they may be found and used easily and without risk.

Lights should not be allowed to become obscured i.e. by stacked goods in such a way that the level of light becomes insufficient. Lights should be replaced, repaired or cleaned as necessary, before the level of lighting becomes insufficient. Fittings or lights should be replaced immediately if they become dangerous, electrically or otherwise.

NATURAL LIGHTING

Windows and skylights should where possible be cleaned regularly and kept free from unnecessary obstructions to admit maximum daylight. Where this results in excessive heat or glare, workstations should be repositioned or the window or skylight shaded.

EMERGENCY LIGHTING

Emergency lighting should be considered where the sudden loss of lighting would present a serious risk or where required by fire risk assessment and/or precautions legislation.

Where it is provided it must be powered from an independent source from the normal lighting.

CLEANLINESS

The standard of cleanliness required depends on the use to which the workplace is put. Avoidance of slipping, tripping, and falling hazards should be complied with in all instances.

Floors and traffic routes should be cleaned at least once a week. Dirt and refuse not in suitable receptacles should be removed at least daily. Apart from regular cleaning there must be arrangements for the removal of spillages or unexpected soiling of surfaces.

Cleaning should be carried out by an effective and suitable method and without creating or exposing anyone to health or safety risk.

MINIMUM SPACE

There should be enough free space to allow people to get to and from workstations and to move within the room. The number of people who may work in a room at any one time will depend not only on the size of the room, but on the space taken up by the furniture, fittings, equipment, and the layout of the room.

Except where people only work for short periods, the workplace should be of sufficient height (from floor to ceiling) to enable safe access to workstations. Obstructions such as low beams should be clearly marked.

The total volume of the room, when empty, divided by the number of people normally working there, should be at least 11 cubic metres. This is a minimum and may be insufficient if much of the room is taken up by furniture, equipment etc.

WORKSTATIONS AND SEATING

Workstations should be arranged so that each task can be carried out safely and comfortably. The employee should be at a suitable height in relation to the work surface. Work materials and frequently used equipment or controls should be within easy reach, without undue bending or stretching.

Workstations, including seating and access to the workstation should be suitable for any special needs of the individual, including employees with disabilities. Each workstation should allow any person who is likely to work there, adequate freedom of movement and the ability to stand upright. Spells of work, which unavoidably have to be carried out in cramped conditions, should be as short as possible and there should be sufficient space nearby to relieve discomfort.

A suitable seat shall be provided for all persons whose work can or must be done sitting down. This should provide adequate support to the lower back and a footrest should be provided for any employee who cannot comfortably place their feet flat on the floor.

CONDITION OF FLOORS AND TRAFFIC ROUTES

Floor and traffic routes should be of sound construction and should have adequate strength and stability, taking account of the loads placed on them and the traffic passing over them. Floors should not be overloaded

The surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface, which is likely to:

- Cause a person to slip, trip or fall.
- Cause a person to drop or lose control of anything being lifted or carried.
- Cause instability or loss of control of vehicles and/or their loads.

Holes, bumps or uneven surfaces resulting from damage or wear and tear should be made good. Until they can adequate precautions should be taken against accidents i.e. by barriers or conspicuous markings. Temporary holes, for example an area where floorboards have been removed should be adequately guarded. Account should be taken of people with impaired or no sight. Surfaces with small holes i.e. metal gratings are acceptable provided they are not likely to be a hazard.

Slopes should not be steeper than necessary. Moderate and steep slopes and ramps used by people with disabilities should be provided with secure handrail.

Surfaces of floors and traffic routes which are likely to get wet, or to be subject to spillages should be non-slip and have adequate drainage points. Where a leakage or spillage occurs, immediate steps should be taken to cordon it off,

mop it up or cover it. Management must ensure that all employees are aware of the spillage procedure. Arrangements should also be made to minimise the effects of snow and ice i.e. gritting.

Floors and traffic routes should be kept free of obstructions, which may present a hazard or impede access. Vehicles should not be parked where they may constitute a hazard.

STAIRCASES

Every open side of a staircase should be securely fenced. As a minimum the fencing should consist of an upper rail of 900 mm or higher, and a lower rail.

A secure and substantial handrail should be provided and maintained on at least one side of every staircase, except at points where a handrail would obstruct access or egress. Handrails should be provided on both sides if there is a particular risk of falling.

FALLS OR FALLING OBJECTS

Secure fencing should be provided wherever possible at any place where a person might fall over 2 metres or where a person might fall less than 2 metres and there are factors that increase the risk of serious injury i.e. where a traffic route passes close to an edge. A minimum fencing should consist of two guardrails at suitable heights. Fencing should be of adequate strength and stability to restrain any person or object likely to fall against it.

The above paragraph does not apply to edges on roofs or to places which there is no general access. Nevertheless, secure, adequate fencing should be provided wherever possible in such cases.

All fencing and any covers should be kept securely in place, except for access and inspection. Any openings should be fenced, as far as possible and secure handholds provided. Any fencing or rail removed should be replaced as soon as possible.

FIXED LADDERS

Fixed ladders should not be provided in circumstances where it would be practical to install a staircase. Fixed ladders or other suitable means of access or egress should be provided in pits, tanks and similar structures into which employees may need to descend.

Fixed ladders with a vertical distance of more than 6 metres should normally have a landing or other adequate resting point at every 6 metre point. Where it is not possible to provide such landings, the ladders should only be used by specially trained people.

Where a ladder passes through a floor the opening should be as small as possible. The opening should be fenced as far as possible and a gate should be provided where necessary to prevent falls.

Where regular access is needed to a roof, suitable permanent access shall be provided with physical safeguards to prevent falls from edges and through fragile material. Any fragile material should be clearly identified.

STACKING AND RACKING

Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability having regard to the loads placed on it and its vulnerability to damage i.e. by vehicles.

WINDOWS, AND TRANSPARENT AND TRANSLUCENT DOORS, GATES AND WALLS

Transparent or translucent doors, gates and walls and partitions should be suitably marked so that people can see them easily, be of suitable material or be adequately protected against breakage, in the following cases:

- In doors and gates, and door and gate side panels, where any part of the transparent or translucent surface is at shoulder level or below.
- In windows, walls and partitions, where any part of the transparent or translucent surface is at waist level or below, except in glasshouses where people there will likely to be aware of the presence of glazing and avoid contact.

This does not apply to narrow panes up to 250 mm wide between glazing beads.

As an alternative, transparent or translucent surfaces may be adequately protected against breakage by use of a screen or barrier. Transparent or translucent surfaces should be marked, where necessary, to make them apparent.

WINDOWS, SKYLIGHTS AND VENTILATORS

It should be possible to reach and operate the controls of opening windows, skylights and ventilators in a safe manner. Where necessary window poles or similar equipment should be available.

Controls should be so placed that people are not likely to fall through or out of the window. Where there is a danger of falling from a height, opening should be limited.

Open windows, skylights or ventilators should not project into an area where persons are likely to collide with them. The bottom edge of opening windows should normally be at least 800 mm above floor level, unless there is a barrier to prevent falls.

Suitable provision shall be made so that windows and skylights can be cleaned safely, if they cannot be cleaned from the ground or other surface i.e. cleaning from the inside, supplying access equipment (cradles) etc.) or safety harness attachments.

ORGANISATION ETC. OF TRAFFIC ROUTES

There should be enough traffic routes of adequate width and headroom to allow people on foot or in vehicles to circulate safely and without difficulty. Consideration must be given to the safety of people with impaired vision or other disability. Traffic routes used by people in wheelchairs must be wide enough to allow unimpeded access and ramps should be provided where necessary.

Sensible speed limits and other measures should be set and clearly displayed on vehicle routes. Where pedestrian and vehicle routes cross, appropriate crossing points should be provided and used.

The need for vehicles with poor rear visibility to reverse should be eliminated, as far as possible, by the use of one-way systems

DOORS AND GATES

Doors and gates that swing in both directions should have a vision panel, except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels. Panels should be positioned to enable a person in a wheelchair to be seen from the other side.

Sliding doors should have a stop or other means to prevent the door coming off the end of the track. Upward opening doors should be fitted with a counter balance or ratchet mechanism to prevent them falling back in a manner likely to cause injury.

Power operated doors should have safety features to prevent people being injured as a result of being struck or trapped.

ESCALATORS

All escalators shall function safely, be equipped with all necessary safety devices and be fitted with at least one emergency stop control. Conspicuous warning/advisory signs should be posted at the upper and lower approaches to each escalator. Pictograms are preferable, with additional text as necessary.

A responsible and adequately trained person shall be appointed to carry out regular checks, including:

- Damage to comb-plates and stair treads.
- Scuff marks and other obvious signs of damage to balustrade skirting.
- Condition and speed of handrails.
- Correct operation of emergency stops.

A competent person shall ensure escalators are regularly maintained with thorough examinations being carried out at least once every six months. Records of the examinations shall be kept available for inspection and audit.

SANITARY CONVENIENCES AND WASHING FACILITIES

Sufficient facilities should be provided to enable everyone at work to use them without undue delay. Minimum numbers of facilities are given below but more may be necessary, if for example, breaks are taken at set times. Any employee with a disability must have access to facilities, which are suitable for their use.

Water closets should be connected to a suitable drainage system and be provided with an effective means of flushing with water. Toilet paper in a holder or dispenser and a coat hook shall be provided. In the case of water closets used by women, suitable means shall be provided for the disposal of sanitary dressings.

Washing stations shall have running hot and cold or warm water and include soap and towels or other suitable means of drying.

Facilities shall ensure adequate privacy for the user. In particular:

- Each water closet shall be situated in a separate room or cubicle, with a door that can be secured from the inside.
- It shall not be possible to see urinals, or into communal showers or bathing areas, from outside the facilities, when any entrance or exit doors opens.
- Windows to sanitary accommodation, showers or bathrooms shall be obscured by frosted glass, blinds, or curtains unless it is not possible to see into them from the outside.
- The facilities shall be fitted with doors at entrances and exits.

Any room containing a sanitary convenience shall be well ventilated. Measures should be taken to prevent odours entering other rooms. This may be achieved by providing a ventilated area between the toilet area and the other room, by mechanical ventilation, fitting the door with a self-closer etc.

Facilities must be kept clean and rooms should be well lit. This will facilitate cleaning to the necessary standard.

Washing stations should have running hot and cold or warm water, and be large enough to allow effective washing of face, hands, and forearms. Showers or baths should also be provided where the work is particularly strenuous, dirty or results in contamination of the skin by harmful or offensive materials.

MINIMUM FACILITIES

The numbers shown below refer to the maximum number likely to be in the workplace at any one time. Where facilities are provided for members of the public, these figures must be increased to ensure employees can use facilities without undue delay.

Where separate accommodation is provided for a group of employees i.e. men and women, a separate calculation should be made for each group.

Number of people at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

In the case of sanitary accommodation used only by men the following table may be used as an alternative. A urinal may be an individual urinal or a section of urinal space at least 600 mm long.

Number of men at work	Number of water closets	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	3
61 to 75	3	3
76 to 90	4	4
91 to 100	4	4

An additional water closet and one additional wash station should be provided for every 25 people above 100 (or fraction of 25). In the case of water closets used only by men, an additional closet should be provided for every 50 men above 100 along with at least an equal number of urinals.

Where work activities result in the heavy soiling of the face, hands and forearms, the number of washing stations should be increased to one for every ten people

Where work activity result in the heavy soiling of the face, hands and forearms, the number of washing stations should be increased to one for every ten people

DRINKING WATER

An adequate supply of wholesome drinking water shall be provided. Where direct mains supply cannot be provided, water shall be supplied in refillable containers.

Either drinking water supplies or non-drinkable cold ware supplies should be marked.

Drinking cups or beakers should be provided unless the supply is by means of a drinking fountain. In the case of cups there should be a facility for washing them nearby.

ACCOMMODATION FOR CLOTHING

Accommodation shall be supplied for clothing which is not worn during working hours and for special clothing worn whilst at work and not taken home. It should allow clothing to hang in a clean, dry warm, well-ventilated place where it can dry out during the course of the working day if necessary. Workrooms may be suitable for such accommodation, a minimum of a separate hook or peg should be provided for each employee.

Where work clothing becomes dirty, damp or contaminated, it should be accommodated separately from personal clothing.

FACILITIES FOR CHANGING CLOTHING

A changing room or rooms must be provided for employees who change into special work clothing and where they remove more than outer clothing. They should be readily accessible from workrooms and eating facilities, if provided.

There should be adequate seating and should contain or communicate directly with, clothing accommodation and showers if provided. They should be constructed and arranged to ensure privacy of the user.

The facilities should be large enough to be used without overcrowding or unreasonable delay. Account should be taken of starting and finishing times of work and the time available to use the facilities.

FACILITIES TO REST AND EAT MEALS

Suitable seats should be provided for employees to use during breaks. In offices and other clean workplaces, work seats or other seats in the work area will be sufficient, provided employees are not subject to excessive disturbance during breaks i.e. by contact with the public. In other cases one or more separate rest areas should be provided.

Rest areas or rooms should be large enough, and have sufficient seats with backrests and tables, for the number of employees likely to use them at any

one time. Rest areas should enable employees to use them without experiencing discomfort from tobacco smoke.

Eating facilities should include a facility for preparing or obtaining a hot drink such as an electric kettle, a vending machine or a canteen. Employees who work during hours or at places where hot food cannot be obtained in, or reasonably near to, the workplace should be provided with means for heating their own food.

Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to sanitary facilities and, where necessary, include the facility to lie down.

SAFETY DIRECTIVE 301 - RISK ASSESSMENT

BACKGROUND

The Management of Health and Safety Regulations 1999 places explicit responsibilities on employers to assess the risks to health and safety to their employees and to others who may be affected by their operations.

Many Managers carry out *de facto* risk assessments on a daily basis but the Regulations require management to carry out a systematic general examination of their work activity and record the significant findings. This is the process of risk assessment.

The purpose of risk assessment is to determine what measures should be taken to eliminate or reduce to an acceptable level the risks to the health and safety of employees and others.

Effective implementation of risk assessment is critical to the establishment of a safety culture and must lead to specific measures to control risks, including physical measures and documented safe working procedures.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that arrangements are in place throughout their area of responsibility for the implementation of the risk assessment process.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Prepare a plan to ensure that risk assessment is carried out throughout their area of responsibility.

ii) Ensure procedures are in place for identifying who will conduct risk assessment and the associated training requirements for assessors.

iii) Implement control measures identified in risk assessments, giving priority to those involving the highest level of risk.

iv) Monitor the implementation of control measures.

v) Review risk assessments every two years or whenever there is a significant change in the circumstances surrounding the activity or risk.

vi) Involve staff and Safety Representatives in the risk assessment process.

2 All Employees will:

i) Co-operate with managers on all issues concerning the risk assessment process including the implementation of control measures.

ii) Highlight to managers any issues that may impinge on risk assessment control measures.

GUIDANCE NOTE 301 - RISK ASSESSMENT

INTRODUCTION

The prime responsibility for accident and occupational ill health prevention rests with management. Accidents and occupational ill health in the main arise from failures in control systems and involve multiple contributory factors. Thus, although the immediate causes may appear to be a human or technical failure, these generally result from organisational failings.

The Management of Health and Safety Regulations 1999 require employers to prepare risk assessments to determine what measures should be taken to eliminate or reduce risks to acceptable levels. This requires a systematic approach to assessing risks and to a progressive programme of risk reduction.

The requirement to conduct risk assessments in this way is a critical legal responsibility and a key factor in the success of the Southwark Safety Management system.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The Management of Health and Safety at Work Regulations 1999 require risk assessments to be suitable and sufficient and focused on the risks that arise out of work activity.

The detail of the assessment should be proportionate to the nature of the work and enable managers to prioritise improvement measures. For dynamic activities or where the work involves peripatetic workers it may be more appropriate to produce a generic assessment focused on the common risks associated with the work activity and develop common control measures supported by appropriate guidance.

REVIEW AND REVISION

Risk assessments should be reviewed:

- Whenever there are significant changes in the nature of the system of work.
- New hazards or risks are identified.
- Following major accidents or incidents.
- Monitoring identifies the current system to be invalid.
- In the absence of any of the above, two years from the date of the assessment.

STRUCTURE OF A RISK ASSESSMENT

1 Identify the significant hazards or risks

- i) A hazard is the potential something has to cause harm, and risk is the likelihood that the harm from a particular hazard will be realised.
- ii) A risk assessment must be focused on the hazards that may result in serious harm or affect a number of people.
- iii) Specific legislation, Approved Codes of Practice, Health and Safety Executive guidance, national and industry standards, and manufacturer's instructions are valuable tools in the process of hazard identification.

2 Address the actual work practices

- i) Find out what actually happens, observe as some employees may tend to take short cuts, ignoring safety rules and procedures, because it is mistakenly perceived that the benefits may outweigh the risks.
- ii) Consider non-routine operations i.e. maintenance operations, loading and unloading, changes in work load.
- iii) Take account of human factors which may arise such as lapses of attention, mistaken actions, mis-perceptions. These generally arise from an overload of conflicting information and limited capacity to analyse the information.
- iv) Assess the risks from the identified hazards and determine whether existing controls are adequately controlled.
- v) Systematically consider risks from machinery, substances, transport, and modes of work, premises and plant, potential sources of violence, environmental factors, and health hazards.

3 Identify who may be harmed

- i) Particular attention should be paid to people who could be at greater risk. These include new or expectant mothers, young workers, inexperienced staff, people with disabilities, peripatetic and lone workers, visitors and contractors.
- ii) If a workplace is shared with different Business Units or external employers, Managers must co-operate to ensure the risk assessments of the different organisations are compatible and taken together do not lead to other risks.

4 Take account of existing preventative measures

- i) Consider whether existing precautionary measures reduce the risk to an acceptable level as far as is reasonably practicable and that they comply with all relevant statutory provisions

- ii) Consider whether adequate information, instruction, information, and training have been given to employees.
- iii) Consider whether existing precautionary measures remain effective and are properly maintained.

5 Decide what further action is required to control the risk

The normal procedure for control measures is:

- i) Eliminate the hazard.
- ii) Substitute the process or chemical with a less harmful one.
- iii) Use barriers to isolate the hazard from the employee or vice versa.
- iv) Limit the time of the exposure to the hazard and/or the number of people exposed to it.
- v) Use warning systems such as signs, labels and instructions.
- vi) The use of personal protective equipment. This may be used as a last resort after all other options to reduce the risk have failed to reduce it to an acceptable level.

RECORDING

A written record of the significant findings of the risk assessment must be produced. These should include:

- i) Hazards identified in the assessment.
- ii) The existing control measures in place and the extent to which they control the risk.
- iii) The population which may be affected by the significant risks.

The form attached as an addendum is suitable for most risk assessments undertaken by managers.

HEALTH SURVEILLANCE

Managers must arrange health surveillance for employees where this is identified in a risk assessment. The following are examples of where health surveillance is required:

- i) Where there are identifiable diseases or health conditions related to the work.
- ii) Valid techniques are available to detect the disease or condition.

iii) There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work.

iv) The surveillance will further protect the health of employees.

The Occupational Health Service should be contacted for information/advice on whether health surveillance is necessary in particular circumstances.

Risk Assessment Form

SAFETY DIRECTIVE 302 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

BACKGROUND

Control of Substances Hazardous to Health Regulations 2002 (as amended) set out the essential requirements and step by step approach for the control of hazardous substances and the protection of people exposed to them.

The Regulations cover any material, mixture or compound used at work or arising from work activities, which is hazardous in the form in which it occurs in the work activity. Categories specifically mentioned include:

- Substances labelled as dangerous (very toxic, toxic, harmful, corrosive, sensitising or irritant) under statutory provisions.
- Substances assigned an Occupational Exposure Standard or Maximum Exposure Level.
- Biological agents.
- Dust of any kind, when present at a substantial concentration in air.
- Any substance creating a comparable hazard.
- Substances that have chronic or delayed effects, i.e. substances that are carcinogenic, mutagenic, or toxic for reproduction.

The Regulations do not cover the following which all have their own specific legislative provision:

- Asbestos.
- Lead.
- Materials producing ionising radiation.
- Substances below ground in mines.

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure compliance with the Control of Substances Hazardous to Health across their area of responsibility.

2Divisional Services Manager/Business Unit Managers/Managers will:

- i) Ensure that appropriate systems and procedures are established and implemented to control hazardous substances, throughout their area of responsibility.
- ii) Ensure that a procedure exists to identify who will conduct COSHH assessments within their area of responsibility and arrange suitable training.
- iii) Ensure that employees are informed of the results of COSHH assessments and receive appropriate training, instruction, and supervision.
- iv) Institute a health surveillance programme if an assessment identifies that one is required.
- v) Where a need for monitoring exposure to hazardous substances is identified, establish procedures to ensure such monitoring takes place in accordance with HSE Guidance Note EH42, Monitoring Strategies for toxic substances.
- vi) Maintain records of all inventories, assessments, results of monitoring and maintenance controls.
- vii) Establish monitoring procedures to determine the effectiveness of controls and review assessments when there is evidence to suggest they are no longer valid or where there has been a significant change in the work to which the assessment relates.

3All Employees will:

- i) Co-operate with their managers on compliance with all controls introduced to control hazardous substances.
- ii) Draw to the attention of managers any concerns arising from the use of substances hazardous to health.

[COSHH Product Inventory](#)

[COSHH Product Questionnaire](#)

[COSHH Work Activity Form](#)

GUIDANCE NOTE 302 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

INTRODUCTION

Employers must not carry on any work which is liable to expose employees to any substance hazardous to health, unless a suitable and sufficient assessment of the risks created by that work to those employees, and of the steps needed to meet the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended).

The assessment shall so far as is reasonably practicable cover any other person likely to be affected by the work i.e. members of the public, pupils, etc.

COSHH ASSESSMENTS

COSHH assessments should follow this process:

Recognise the hazards	What are they?
Evaluate the risk	How can they be reduced?
Control the hazard	Prevent or reduce exposure
Monitor the effectiveness	Inspect, measure and record statistics
Review the assessment	When invalid, after changes or every 5 years maximum

A suitable and sufficient assessment should include:

- An assessment to risks to health.
- A consideration of the practicability of preventing exposure to hazardous substances.
- The steps which need to be taken to achieve adequate control of exposure where prevention is not reasonably practicable.
- Identification of other action necessary (including maintenance of control measures, monitoring, health surveillance and training).

All assessments must be reviewed regularly and whenever there is evidence to suspect it is no longer valid or where there has been a significant change in the work to which the assessment relates.

The initial assessment should specify the maximum period that should elapse before the first review. The length of time will depend on the nature of the risk, the work and the likelihood of change occurring, but in any case should not exceed five years.

PRODUCT IDENTIFICATION

All products used by employees need to be identified

Assessors should identify what harmful effects are possible by:

- Check information on Data Sheet
- Labels will indicate whether very toxic, toxic, corrosive, harmful, or irritant.
- Contact with manufacturer or supplier.

A COSHH product inventory form and a COSHH questionnaire form to list all products with hazardous substances are attached as addenda to this Guidance Note. For each product on the inventory a Hazard Data Sheet should be obtained from the manufacturer or supplier. They have a legal obligation to provide this information.

WORK ACTIVITIES

A COSHH work activity form (copy attached as an addendum) must be completed for each work activity that involves a substance hazardous to health. All harmful substances given off during the activity (dusts, fumes etc.) should be included.

The Assessor should identify who could be affected to what extent and for how long. This must also include persons who are not Southwark Council employees i.e. tenants, pupils, and members of the public.

Each Department must introduce systems where assessments are recorded and actioned This includes the production of COSHH safe working method statements for each product and the necessary instruction and training for employees working with these products.

A suitable system for record keeping must be implemented at Departmental or where more appropriate, Business Unit level.

A COSHH assessment must be completed and appropriate controls implemented before the Council introduces a new product for use.

PREVENTION OR CONTROL OF EXPOSURE

Exposure to substances hazardous to health by any route must be prevented or where this is not reasonably practicable, adequately controlled. Prevention may be achieved by:

- Changing method of work so that exposure is no longer necessary.
- Modifying the process to eliminate production of a waste product

- Substitution by a new substance or a different form of the same substance which presents no risk or less risk to health.

Control of exposure should be achieved, so far as is reasonably practicable, by measures other than personal protective equipment. Environmental requirements must also be taken into account. Control measures could be any combination of the following:

- Totally enclosing the process.
- Systems of work which minimise generation of, or suppress or contain the hazardous dust, fume, biological agent etc. and which limit the area of contamination in the event of spills and leaks.
- Partial enclosure with local exhaust ventilation or sufficient general ventilation.
- Reduction in numbers of people exposed.
- Reduction of period exposed.
- Safe storage and disposal.
- Prohibition of eating, drinking, smoking, in contaminated areas.

OCCUPATIONAL EXPOSURE STANDARDS AND MAXIMUM EXPOSURE LEVELS

A WEL is a Work Exposure Limit that must not ordinarily be exceeded is the concentration of an airborne substance averaged over a reference period, at which, according to current knowledge, there is no evidence that it is likely to be injurious to employees if they are exposed to it by inhalation, day after day, to that concentration.

A WEL is assigned to substances where there are serious concerns over the possible health effects in employees, such as occupational asthma, and a safe level of exposure cannot be determined. A WEL will also be assigned to a substance for which safe levels may exist but control to those levels is not reasonably practicable.

Advice on this issue should be sought from the Departmental Safety Manager.

SAFETY DIRECTIVE 303 - MANUAL HANDLING OPERATIONS

BACKGROUND

More than a third of all industrial injuries are attributed to manual handling activities. Statistics from the last 60 years indicate the trend to be increasing. As a result more than 70,000 British workers are off work each year, for variable periods of time. This amounts to around 30% of accidents reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Manual Handling Operations Regulations 1992 (as amended) apply to all manual handling operations which may cause injury at work. These operations are subject to risk assessment and includes any transporting or supporting of a load by hand or by bodily force, including:

- Lifting.
- Pulling.
- Pushing.
- Putting down.
- Carrying or moving.

The Regulations do not cover movement by mechanical force i.e. handling by crane, lift truck etc.

A load is a discrete moveable object including a person or an animal.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that procedures are in place throughout their area for compliance with the Manual Handling Operations Regulations 1992 (as amended).

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Establish procedures for the undertaking and recording of manual handling risk assessments throughout their area of responsibility.

ii) Ensure that hazardous manual handling operations are eliminated where reasonably practicable, and controls maintained where operations are unavoidable.

iii) Ensure that assessors receive appropriate training, and that employees are provided with suitable training, information, instruction and supervision regarding risks and prevention/protection measures, as indicated in the assessments.

iv) Review and as necessary modify assessments whenever there are developments that suggest they may be no longer valid or there has been a

significant change in the work routine or workplace. Review will also be required if the medical/physical condition of an individual changes.

v) Where a manual handling risk has been identified Managers should ensure that the Occupational Health Service has been informed so this can be considered as part of pre-employment screening.

vi) Ensure that all significant changes are recorded.

vii) Implement and maintain monitoring procedures to determine the effectiveness of the systems adopted.

3All Employees will:

i) Co-operate with their managers to ensure compliance with the Manual Handling Operations Regulations 1992 (as amended).

ii) Advise their manager of any changes to their circumstances, which may affect their individual capability to undertake manual handling operations, including pregnancy and health problems.

GUIDANCE NOTE 303 - MANUAL HANDLING OPERATIONS

INTRODUCTION

The Manual handling Operations Regulations 1992 (as amended) apply to any manual handling operation that may cause injury at work. These operations are identified as part of the risk assessment process.

The Regulations establish the following hierarchy of control measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operation that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.

In general advances in science within the workplace have meant that employees perform fewer manual tasks. However the interface between humans and plant/systems has increased in complexity, resulting in a more frequent occurrence of repetitive strain injuries.

To promote efficient and safe working, it is essential to have an effective system for managing safety that identifies, eliminates or reduces workplace hazards. Manual handling tasks should be designed in accordance with sound ergonomic principles in order to account for human limitation.

RISK OF INJURY

Managers need to establish whether any manual handling operation is likely to create a risk of injury. The general risk assessment should identify this. A judgement is then required on the nature and likelihood of injury. It may not need to go any further if the operation can be avoided or the risk is clearly of a low order.

Managers should determine if any of the following are involved in the operation, thus increasing the risk of injury:

- The load is held or manipulated at a distance from the trunk.
- The handler(s) poor posture.
- The task involves twisting the trunk.
- The task involves stooping.
- The task involves reaching upwards.
- The task involves excessive lifting or lowering distances.
- The task involves excessive carrying distances.
- The task involves excessive pushing and pulling of the load.
- The task involves a risk of sudden movement of the load.
- The task involves frequent or prolonged physical effort, or does not allow sufficient rest or recovery periods.
- There is an imposed rate of work.
- Handling is done seated.

- If two or more people are involved, vision and movement is impaired.
- The load is heavy, bulky or unwieldy.
- Vision is impaired by the load.
- The load is difficult to grasp.
- The load is unstable, or its contents are likely to shift.
- The load is sharp, hot or otherwise potentially damaging.
- There are space constraints preventing good posture.
- There are uneven, slippery, or unstable floors.
- There are variations in floor levels or work surfaces.
- There are extremes in temperature or humidity.
- There are ventilation problems or gusts of wind.
- There are poor lighting conditions.
- The task requires unusual strength, height etc.

Further Guidelines are provided in the guidance on the Manual Handling Operations Regulations (L23) published by the Health and Safety Executive.

ELIMINATION OF HANDLING

Once a possibility of injury from manual handling operations has been identified, Managers should first determine whether it is possible to eliminate the operation in question.

Examples include repairing equipment *in situ* where it is safe to do so or arranging for goods to be delivered to the point of use, rather than a central point.

If the operation cannot be eliminated then the following questions should be asked:

Can the operation be automated?

Can the operation be mechanised (although this may bring other risks).

ASSESSMENT OF THE RISK

Where elimination of an operation is not reasonably practicable a detailed assessment should be carried out. Generic assessments are acceptable (see section on individual capability).

The assessment should cover the following:

- The task.
- The load
- The working environment
- Individual capability.

A model assessment form is attached as an addendum to this Guidance Note.

The assessment should identify in broad terms the problems likely to arise during the operations that can be foreseen and the measures necessary to control them. These measures should include the provision of training to enable employees to cope effectively with the operations they are likely to undertake.

RISK ASSESSMENT RECORD KEEPING

The assessment must be kept up to date. It should be reviewed if new information comes to light or if there is a change in the operation, where either of which may affect the previous findings. The assessment should also be reviewed if a reportable accident occurs.

The significant findings of the assessment should be recorded and retained as long as it remains relevant. However the assessment need not be recorded if:

- It could easily be repeated and explained at any time because it is simple and obvious.
- The operation is straightforward; of low risk and the time taken to record them would be disproportionate.

INDIVIDUAL CAPABILITY

Manual handling injuries are more often associated with the nature of the operation than with variations in individual capability. Therefore, any assessment that concentrates on individual capability at the expense of task or workplace design is likely to be misleading. However, the ability to carry out manual handling in safety can vary between individuals.

As a general rule the risk of injury should be regarded as unacceptable if the operation cannot be performed safely by most fit, healthy employees.

Allowances must be made where an employee has advised her manager of her pregnancy and in the six months following a return to work after childbirth.

Allowances should also be made of any health problem the manager may have been informed of, which might have a bearing on the ability to carry out a handling operation. If there is good reason to suspect an individual's state of health might significantly increase the risk of injury from a manual handling operation, then advice should be sought from the Occupational Health Service.

Once the assessment has identified the risk of injury, managers must take appropriate steps to reduce that risk of injury to the lowest level reasonably practicable. These measures should be monitored to and if necessary the situation should be reappraised.

Appropriate controls may include:

- Improving task layout.
- Changing storage position.
- Using the body more effectively.
- Improving the work routine.
- Avoiding the need to handle whilst seated.
- Introducing team handling.
- Reducing the load.
- Improving the nature and condition of floor surfaces.
- Working on a single level.
- Improving lighting.
- Using personal protective equipment (this should be a last resort, when other controls do not provide adequate protection).

TRAINING

Employees should be given kinetic lifting training as identified in the risk assessment and as part of the overall training needs analysis. Managers must monitor that identified training has been provided particularly where new or changed circumstances have been introduced.

Manual Handling Operations Detailed Assessment Form
Manual Handling Operations Initial Assessment Form

SAFETY DIRECTIVE 304 - DISPLAY SCREEN EQUIPMENT

BACKGROUND

Work with Display Screen equipment is not generally high risk but can lead to repetitive strain injuries, work related upper limb disorders and other physical problems, and eye fatigue. Problems of this kind can be overcome by good ergonomic design of equipment, furniture, the working environment and the tasks performed.

Under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended), employers are required to assess the health and safety risks of workstations used by users and operators. If risks are identified these shall be reduced to the lowest extent reasonably practicable. This must also include the way the work is organised. Employees should be involved throughout this process.

The definition of Display Screen Equipment is any alphanumeric or graphic display screen, regardless of the process involved. It includes cathode tube display screens, liquid crystal and other techniques. Microfiche screens are included but screens showing mainly Television or film pictures are not covered.

Southwark Council is committed to the implementation of the Regulations in order to ensure the health of employees is protected.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) are implemented throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Establish procedures and arrangements for the implementation of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) throughout their area of responsibility.

ii) Determine which of their employees are deemed as users under the Regulations.

iii) Ensure all workstations are risk assessed and any identified risks are reduced to the lowest extent reasonably practicable. All workstations should at least meet the minimum standards set out in the Regulations.

iv) Establish arrangements for the provision of eyesight test for users and new employees who are about to become users.

v) Ensure that activities of users are planned to allow periodical breaks from screen work with a mix of non-screen work

vi) Ensure that employees receive adequate training and information on the use of any workstation they may be required to use, including the findings of the risk assessment.

vii) Establish monitoring procedures to ensure compliance with the Regulations.

3All Employees will:

i) Co-operate with their managers to ensure compliance with procedures and arrangements.

ii) Bring to the attention of their manager any concerns they have regarding their workstation.

iii) Attend necessary eyesight tests.

GUIDANCE NOTE 304 - DISPLAY SCREEN EQUIPMENT

INTRODUCTION

Over the past 25 years Display Screen Equipment has been claimed to be responsible for a wide variety of adverse health effects including radiation damage to pregnant women. Medical research indicates that radiation levels from the equipment does not pose a significant risk to health.

However the range of symptoms which are positively linked relate to the visual system and working posture together with increased levels of fatigue in some instances.

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) are designed to protect employees who habitually use display screen equipment as a significant part of their normal work. No legal definition is given for what percentage of time is significant; therefore Departments must determine their own equation.

The Regulations only apply if a person is officially designated a user. However the general duties of the Regulations in terms of workstation standards are good practice to follow for non-users too.

DEFINITION OF DISPLAY SCREEN EQUIPMENT

Display Screen Equipment means any alphanumeric or graphic display screen, regardless of the display process involved and is not limited to visual display units (VDUs) or computer screens. It also covers conventional (cathode ray tube) display screens, liquid crystal displays and other emerging technology.

It does not apply to the following:

- Driver's cabs or control cabs for vehicles and machinery.
- DSE on board a means of transport.
- DSE mainly intended for public operation.
- Portable systems not in prolonged use.
- Calculators, cash registers or any equipment having a small data or measurement display.
- Window typewriters.

DEFINITION OF A USER

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not

covered by the requirements in the Regulations, except that their workstations should set up in an ergonomic fashion.

ASSESSMENTS

Management in conjunction with the user must carry out a suitable and sufficient assessment of all workstations operated by users (good practice dictates that all workstations should be assessed). The assessor should receive appropriate training before commencing assessments.

The assessment should:

- Be systematic - including non-obvious causes of problems.
- Be appropriate to the likely degree of risk.
- Be comprehensive, covering organisational, job, workplace and individual factors.
- Incorporate information provided by management and the user.

All assessments must take into account the user' requirements. Where one workstation is used by more than one employee it should be assessed in relation to the individuals concerned.

If employees are required to use Council provided DSE at home then an assessment must be made.

A form to conduct DSE assessments is attached as an addendum to this Guidance Note.

The assessment should first identify the hazards, evaluate the risks and their extent, and then lead to corrective actions. Potential hazards and risk include:

- Workstation not meeting required standard.
- Nature of work does not allow for breaks or changes in activity.
- Changes in activity demands similar use of hands and arms or similar posture.
- Eye tests not undertaken when required.
- Insufficient training and information provided on the effective use of the equipment and avoidance of risk.
- Insufficient training on the software in use.
- Unsuitable software in use.

All assessments should be recorded and retained. Risks highlighted in the assessment should be remedied as quickly as possible. The assessment should be reviewed if there is reason to suspect it is no longer valid i.e. if there is:

- A major change of software
- A major change in the hardware (new screen, keyboard etc.).
- A major change in the workstation furniture.
- A substantial increase in the time required to be spent on DSE.
- A new user is employed.

DAILY WORK ROUTINE OF USERS

Managers should ensure that work activities are planned to allow users periodic breaks from the screen to carry out other tasks. A formula of 5/10 minutes in every hour is commonly recommended as short, frequent breaks are more helpful than longer less frequent ones.

Work breaks from DSE activity should:

- Avoid the use of similar hand and arm actions.
- Allow for changes in posture.
- Be away from the screen.

EYES AND EYESIGHT TESTS

Existing DSE users and new employees who are to become DSE users must have an appropriate eye and eyesight test. The cost will be borne by the Council and details of arrangements in place are available through Personnel Officers. Users should be retested at regular intervals.

Special corrective appliances (normally spectacles) must be provided for users where normal corrective appliances cannot be used and the result of the eye and eyesight tests show such provision is necessary.

TRAINING AND INFORMATION

All DSE users must be provided with adequate health and safety training and information covering the following:

- The user's role in recognition of hazards and risks.

- A simple explanation of the causes of risk and the mechanisms by which harm may be brought about.
- User initiated actions and procedures, which will bring risks under control and to acceptable levels.
- Arrangements for solving workstation problems.
- Information on the relevant health and safety legislation and their requirements.
- The User's contributions to assessments.
- The risks from DSE workstations
- The arrangements for DSE use work breaks.
- The need and arrangements for eye and eyesight tests.

WORKSTATION REQUIREMENTS

DISPLAY SCREEN

- Characters well defined and clearly formed, of adequate size and spacing between characters and lines.
- Image on screen stable with no flickering.
- Brightness and contrast between the characters and the background easily adjustable.
- Screen able to swivel and tilt.
- Screen free of reflection liable to cause discomfort to the user.
- Clean and free of dust.
- Operator eye level to be in line with top half of screen.

KEYBOARD

- Tilttable and free from the screen.
- Adequate space in front of the keyboard to provide hand/wrist support.
- Surface in matt finish.
- Arrangement of the keyboard and the characteristics of the keys should be such as to facilitate their use.

- Symbols on the keys should be adequately contrasted and legible.

MOUSE/ INPUT DEVICE

- Suitable for tasks?
- Positioned close to user?
- Support for users wrist and forearm?
- Wrist correctly positioned?
- Any difficulty gripping device?

WORK DESK OR WORK SURFACE

- A large, low reflecting, surface and allow a flexible arrangement of the screen, keyboard, documents and related kit.
- Document holder (where required) should be stable and adjustable and should be positioned so as to minimise the need for uncomfortable head and neck movements.

WORK CHAIR

- Stable and allow the user freedom of movement and a comfortable position.
- Adjustable in height.
- Seat back should be adjustable in height and tilt.
- Footrest provided if needed by the user.

ENVIRONMENT

- The workstation should provide adequate space for the user to move around - particularly under the desk.
- Adequate lighting - room or local (desk lamp) should ensure contrast between screen and the background environment.
- Elimination of reflection and glare. Windows to have adjustable coverings.
- The workstation and environment should not be so noisy as to distract the user's attention or disturb speech.
- Workstation equipment should not produce excess heat that causes discomfort to the user.

- Adequate level of humidity maintained to prevent discomfort.

SOFTWARE

- Software must be suitable for the task.
- Software must be easy to use and where appropriate adaptable to the level of knowledge or experience of the user.
- System must display information in a format and at a pace, which are adaptable to the users.

EPILEPSY

Display screen equipment has not been known to induce epileptic seizures. People suffering from the very rare (1 in 10,000 of the population) photosensitive epilepsy who react adversely to flickering lights find they can safely work with DSE.

Contact should be made with the Occupational Health Service if concerns exist.

[Display Screen Equipment Assessment form](#)

SAFETY DIRECTIVE 305 - ELECTRICITY AT WORK

BACKGROUND

The Electricity at Work Regulations 1989 applies to all places of work and to persons covered by the Health and Safety at Work etc. Act 1974. This includes all Southwark Council workplaces and employees.

The objectives of the Regulations are to prevent danger and injuries from electricity. The onus is on employers to assess the work activities, which utilise electricity or which may be affected by it, and to define all foreseeable risks associated with them.

Hazards of electricity include:

- Electric shock - direct injuries such as burns.
- Electric shock - indirect injuries such as strained muscles from sudden contracting during the shock, or injuries from falling as a result of the shock.
- Electrical arcing - burns and damage to eyes i.e. arc-eye.
- Fire and explosion.

REQUIREMENTS

1Strategic Directors will:

- i) Ensure that procedures are in place throughout their area of responsibility to meet the requirements of the Electricity at Work Regulations 1989.
- ii) Monitor the effectiveness of the procedures and arrangements in place.

2Divisional Services Managers/Business Unit Managers/Managers will:

- i) Identify all electrical equipment/systems within their area of responsibility and ensure that there are suitable maintenance arrangements.
- ii) Assess all work activities which utilise electricity, or which may be affected by it i.e. by virtue of being in the same vicinity etc. and implement identified control measures.
- iii) Establish formal testing and inspection regimes by competent persons working under written safe working procedures. Follow up procedures for remedial actions to be implemented.
- iv) Prohibit the use of unauthorised electrical equipment in workplaces.

v) Monitor the effectiveness of all procedures and arrangements introduced to comply with the Health and Safety Electricity at Work Regulations 1989.

3All Employees will:

i) Co-operate with management to ensure compliance with all procedures and arrangements in respect of electricity at work.

ii) Unless designated as competent refrain from undertaking work on electrical equipment.

iii) Do not bring into work or use unauthorised electrical equipment i.e. not officially provided by the Council.

iv) Bring to the attention of their manager any suspected faulty equipment or other electrical hazard.

GUIDANCE NOTE 305 - ELECTRICITY AT WORK

INTRODUCTION

Precautions must be taken against the risk of death or personal injury from electricity in work activities. The onus is for management to assess the work activities which utilise electricity or which may be affected by it, perhaps by being in the same vicinity etc. and to define all foreseeable risks.

The Electricity at Work Regulations (1989) requires employers to:

- Prevent danger from electricity.
- Prevent injury and ensure avoidance of danger i.e. it is accepted that danger is present but the system of work and physical precautions must enable the persons at risk, to avoid accidents.
- Not to give rise to danger i.e. if equipment, the use of it, or work near it could give rise to danger, then steps must be taken to prevent it.

SYSTEMS

All electrical systems must be constructed and maintained as to prevent danger at all times. Fixed electrical installations should be inspected and tested at intervals of five years or as and when necessary.

The inspection and testing must be carried out by professionally qualified electrical engineer, a contractor approved by the National Inspection Council for Electrical Installation Contracting, a member of the Electrical Contractor' Association, or an electrically qualified person acting on behalf of these. An inspection certificate must be obtained and kept as a maintenance record.

ASSESSMENTS

An assessment of work activities which utilise electricity or which may be affected by it, perhaps by being in the same vicinity etc. must be carried out by management.

The criteria, which should be considered, is whether work on or near electrical systems give rise to danger and/or personal injury. Assessors should have regard to all foreseeable risks.

These should include the suitability, design, construction and installation of electrical systems for specific tasks, the possibility of adverse effects and necessary precautions due to the location of such systems, and the provision of suitable and adequate protection.

It is a legal requirement for work activities to be carried out in such a way as not to give rise to danger (safe system of work). No activity may be carried out on or near any live conductor which gives rise to danger unless:

- It is unreasonable in all circumstances for the conductor to be dead.
- It is reasonable in all circumstances for the work to be carried out on or near the conductor when it is live.
- Suitable precautions are taken to prevent injury including suitable protective equipment.

ELECTRICAL EQUIPMENT

The strength and capabilities (safe working limits) must not be exceeded. Electrical equipment should prevent danger from foreseeable adverse conditions (i.e. weather, dust, and corrosive atmosphere).

Suitably located and efficient means must be provided for protecting against foreseeable excess currents. The most common forms are fuses and circuit breakers, although the manufacture's instructions should be consulted.

Cost effective maintenance of portable electrical equipment can be achieved by a combination of actions applied at three levels:

- Checks by the user.
- Visual inspection by a person appointed to do this.
- Combined inspection and tests by a competent person or by a contractor.

USER CHECKS

The user of the equipment should visually check for signs that the equipment is not in sound condition:

- There is damage to the cable sheath or the plug is damaged.
- There are inadequate joints.
- The outer sheath of the cable is not effectively secured where it enters the plug or the equipment.
- The equipment has been subjected to conditions to which it is not suitable i.e. it is wet.
- There is damage to the external casing or there are some loose parts or screws.
- There is evidence of overheating.

If faults are identified there should be a procedure to ensure that the equipment is not used again until it is repaired or replaced.

FORMAL VISUAL INSPECTION

The most important component of a maintenance regime is the formal visual inspection carried out by a competent person.

In addition to the above user checks, additional checks could include removal of the plug cover and a check of the fuse being used, the cord grip is effective, the cable termination's are secure and correct, including an earth where appropriate and that there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

The competent person may be a member of staff who has sufficient information and knowledge, following appropriate training. Simple written guidance should be produced, summarising what to look for, procedures to be followed when faults are found and when unauthorised equipment is found in use.

The inspections should be carried out at regular intervals. The period between inspections can vary considerably depending on the type of equipment, condition of use and on the environment

All faults found can be used by management to indicate whether:

- The right component is being selected for the job.
- Further protection may be necessary.
- The equipment is being misused.

COMBINED INSPECTION AND TESTS

The checks and inspections outlined above will, if carried out properly, reveal most potentially dangerous faults. However some deterioration of the cable, its terminals and the equipment itself can be expected after significant use.

Additionally, equipment may be misused or abused to the extent that may give rise to danger. Periodic inspection and testing are the only reliable way of detecting some faults and so should be carried out to back up the inspection regime.

Occasions when testing is likely to be justified are:

- Whenever there is reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection).
- After any repair, modification or similar work.
- At periods appropriate to the equipment, the manner and frequency of use and the environment.

The inspection carried out in conjunction with testing should usually include:

- Checking of correct polarity.
- Checking of correct fusing.
- Checking the effective termination of cables and cores.
- Checking the suitability of the equipment for its environment.

Persons carrying out checking of electrical equipment should be trained for the work they are to undertake. There are two levels of competency:

- Where a person not skilled in electrical work, routinely uses a simple pass/fail type of portable appliance tester (PAT), where no interpretation of reading is necessary. The person would have to know how to use PAT correctly.
- Where a person with certain electrical skills uses a more sophisticated instrument, which gives actual readings that, require interpretation. Such a person would need to be competent through technical knowledge or experience, related to the type of work.

The frequency of maintenance is a matter of judgement for Managers, and should be based on an assessment of risk. Advice may be sought from the manufacturer or supplier.

Factors to consider when making an assessment as to the frequency include:

- Type of equipment and whether or not it is hand held.
- Manufacturer's recommendations.
- Initial integrity and soundness of equipment.
- Age of the equipment.
- Working environment or the likelihood of mechanical damage.
- Frequency of use and the duty cycle of the equipment.
- Foreseeable abuse of the equipment.
- Effects of any repairs or modifications to the equipment.
- Analysis of previous records of maintenance, including formal inspection and combined inspection and testing.

Portable Appliance Testing should be conducted on authorised equipment on a cycle of not more than two years.

MAINTENANCE AND TESTING

A suitable log should be kept so that the effectiveness of the maintenance scheme can be monitored and reviewed. It can also be used as an inventory of portable/transportable equipment and a check on the use of unauthorised equipment.

The log should include faults found during inspection. This will help monitor whether suitable equipment has been selected. Entries in a test log can also highlight any adverse trends in test readings that may affect the safety of the equipment, thus enabling remedial action to be taken.

COMPETENCY

No person may be engaged in work involving electricity and electrical equipment unless they possess adequate knowledge and experience. This includes 'minor' maintenance such as changing fuses.

SAFETY DIRECTIVE 306 - NOISE AT WORK

BACKGROUND

The Control of Noise at Work Regulations 2005 was introduced to reduce the damage to the hearing of persons at work from noise generated by work activities. It has been proven that exposure to high levels of noise over a period of time irreversibly damages hearing.

The Regulations specify measures employers must take if employees' personal noise exposure is not to exceed defined legal action levels. The Regulations require employees to co-operate with their employer by complying with all control measures introduced for their protection.

It must also be noted that an employer has a higher duty of care to employees known to have a hearing problem.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that the provisions of the Control of Noise at Work Regulations 2005 are implemented throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Establish procedures and arrangements for compliance with the Control of Noise at Work Regulations 2005 throughout their area of responsibility.

ii) Identify any area where there may be a potential noise problem and arrange for a competent person to measure noise levels for comparison with the 'Action Levels' defined in the Regulations.

iii) If the noise levels measured exceed an 'Action Level', implement measures to reduce noise output, as far as is reasonably practicable, at source.

iv) Where noise levels cannot be reduced below an 'Action level', establish a hearing protection programme.

v) Establish monitoring procedures to check the effectiveness of control in place.

3 All Employees will:

i) Draw to the attention of their manager any concerns that they have about noise levels arising from work activities.

ii) Co-operate with their managers by complying with any measure introduced as part of a noise reduction programme.

GUIDANCE NOTE 306 - NOISE AT WORK

INTRODUCTION

Exposure to noise in moderation is mostly harmless, but if noises generated in the workplace are too loud then hearing can be permanently damaged. At the very least, concentration can be impaired by too much noise.

The health effects of too much noise are incurable and Health and Safety Executive research suggests that as many as 1.3 million people work in conditions that could affect their hearing.

an indicator that there could be a noise problem in a workplace is if people have to shout or have difficulty being understood by someone about 2m away. In these circumstances noise levels should be measured by a competent person.

NOISE ACTION LEVELS

The Regulations define three different levels of noise at which employers must take appropriate measures to protect the health, safety and welfare of their employees:

FIRST ACTION LEVEL

A daily noise exposure of 80 decibels (dB (A)). At this level employers have a legal duty to provide, at the employees request, suitable and sufficient hearing protection.

SECOND ACTION LEVEL

A daily noise exposure of 85 decibels (dB (A)). At this level, employers must take steps to reduce sound levels as far as is reasonably practicable, and provide suitable ear protection.

In addition ear protection zones must be designated, indicating with signs the areas of the workplace where hearing protection must be worn. Employees must also be provided with information and training on the risks to hearing and on the action taken to reduce risks.

PEAK ACTION LEVEL.

Where an employee is exposed to very loud intermittent noise where the peak sound pressure reaches 137 (dB (C)), employers must take steps to reduce noise and provide hearing protection.

Managers must, in the first instance, seek to reduce the risk of damage to hearing of employees from exposure to noise to the lowest level practicable and consider personal protective equipment as a last resort.

ASSESSMENTS

Managers must ensure that when a concern is raised over noise levels, arrangements are made for a competent person to measure noise exposure.

Adequate assessments can be made without detailed measurement of each employee's exposure. Where groups of employees work in an area of uniform noise exposure the assessment can be based on spot noise measurements and the length of time exposed.

Where groups of workers perform similar tasks, representative noise measurement exposures can be used.

Assessments must be recorded and kept until a further assessment is carried out (either to verify the effectiveness of a noise reduction programme or because circumstances have changed).

NOISE REDUCTION PROGRAMMES

An effective noise reduction programme includes:

Identifying noise sources.

Identify steps to reduce noise by engineering means.

Establish priorities for action and ensure that action is taken.

Re-assess exposure.

INFORMATION

The results of the assessment and the noise reduction programme must be produced in a form suitable to communicate with all employees:

Employees must be provided with the following information:

- The risk of damage to the employees' hearing.
- The steps an employee can take to minimise the risks.
- The availability of hearing protectors.
- The employee's obligation under the Regulations.

Consultation must be held with Safety Representatives concerning assessments and noise reduction programmes.

REVIEWS

Noise assessments must be reviewed when there has been a significant change in the work to which the assessment relates or whenever there is reason to suspect the assessment is no longer valid.

SURVEILLANCE

When a risk to hearing has been identified, managers should consider whether it would be appropriate to implement health surveillance in the form of audiometry. Advice should be sought from the Occupational Health Service.

When an employee commences work in an area where a risk to hearing has been identified, consideration should be given to measuring that individual's hearing in order to provide a base reading for later comparison.

PERSONAL PROTECTIVE EQUIPMENT

See [Safety Directive 211](#).

SAFETY DIRECTIVE 307 - FIRST-AID

BACKGROUND

The Health and Safety (First-Aid) Regulations 1981 (as amended) apply to all places of work and to all persons covered by the Health and Safety at Work etc. Act 1974, this includes all Southwark Council workplaces and employees. The extent of the provision should be based on risk assessment.

The aim of first aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor. At all times there must be sufficient first-aid personnel and facilities to:

- Give immediate assistance to casualties with common injuries or illnesses and those likely to arise from specific hazards at work.
- Summon ambulance or other professional help.

The assessment of first-aid provision must also include the requirements peripatetic employees and for anyone who works outside normal hours.

Non-employees do not have a legal right to first aid under these Regulations, but the only way to discharge the overall duty of care is to make some provision available. The amount must be assessed and depend on the risks at the facility. Adequate coverage must be provided as part of a customer care strategy.

REQUIREMENTS

1 Strategic Directors will:

I) Ensure that adequate first-aid arrangements are assessed and provided throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

I) Assess the need for first-aid provision throughout their area of responsibility.

ii) Establish procedures for the appointment and training of first aiders and appointed persons, and the provision of identified first-aid facilities.

iii) Ensure that all employees are informed of first-aid provision and how trained personnel are to be contacted.

iv) Encourage employees to volunteer to become first-aiders

v) Ensure that accident reporting forms are completed following first-aid assistance being given, in the event of an accident.

vi) Monitor the first-aid arrangements to ensure that identified needs are provided.

3All Employees will:

i) Seek the appropriate first-aid assistance in the event of an accident or illness.

ii) Complete an accident reporting form when receiving first-aid assistance following an accident. See [Safety Directive 204](#).

iii) Co-operate with their manager on the appointment of first aiders and appointed persons.

GUIDANCE NOTE 307 - FIRST-AID

INTRODUCTION

An assessment of the first-aid needs of the workplace must be made. The minimum provision for each work site is

- A suitably stocked first-aid container.
- A person appointed to take charge of first-aid arrangements.
- Information for employees on first-aid arrangements.
- First Aid room to be sign posted

A checklist is attached as an addendum to this Guidance Note to assess whether additional provision is necessary.

ASSESSMENT CONSIDERATIONS.

The assessment should take account of:

Nature of the work: The general risk assessment will help in assessing what first-aid provision is necessary should control measures fail. Identifying the likely nature of the accident or injury will help in identifying the most appropriate, quantity and location of facilities and personnel.

Size of work unit: Generally the larger the size of unit, the more provision is needed. However numbers must not be the sole basis for determining first-aid needs. It may be appropriate to share provision between units based at the same location.

Past history and consequence of accidents/incidents: Assessors should consider the number, type, frequency, and consequences of accident/incident that have occurred in the past.

Nature and distribution of the workforce: The particular needs of employees potentially at greater risk i.e. young people, trainees and, on occasions, people with disabilities need to be addressed both as groups and as individuals.

The size or remoteness of the premises: In a multi-floor building consideration should be given to how many first-aiders and appointed persons there should be to give adequate provision on each floor.

The remoteness of the site from emergency services must also be considered.

Peripatetic, remote and lone workers: Assessors must consider the needs of employees working away from their base. The assessment should determine

whether such employees should carry a personal first-aid kit. Where a person works alone means of summoning assistance must be must be considered.

Shared or multi-occupied sites: One occupant can take responsibility for providing first aid based on a full exchange of information about the risks and hazards involved. Written agreements should be provided.

Annual leave and other absences: Adequate provision must be made at all times. Managers must make provision for annual leave and planned absences, as well as unplanned absences, such as sick leave.

Members of the public: Due to the services operated by the Council, it will often be necessary too provide first-aid facilities for the public and the assessment must take this into account. The definition of public should include pupils in schools and visitors and persons in residential or day care accommodation.

The following information gives a guide to the number of first-aid personnel that should be available. The above factors may also identify the need to increase provision.

Risk Category	No of Employees	No of first-aid personnel
Low risk (offices, libraries)	Fewer than 50	At least one appointed person/emergency first aider
	50 - 100	At least one first aider
	More than 100	One additional first aider for every 100 employed
Medium risk (warehousing, light engineering)	Fewer than 20	At least one appointed person/emergency first aider
	20 - 100	At least one first aider for every 50 employed or part thereof
	More than 100	One additional first aider for every 100 employed
High risk (construction, workshops, wood machining)	Fewer than 5	At least one appointed person/emergency first aider
	5 - 50	At least one first aider
	More than 50	One additional first aider for every 100 employed

FIRST-AID CONTAINERS

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. All work sites must have at least one container with sufficient quantities of first-aid materials.

First-aid facilities must be readily accessible to employees at all times and should where possible, be near hand washing facilities. First-aid containers should protect first-aid items from dust and be stocked only with items useful for giving first aid. Tablets and medicines should not be stocked in first-aid containers.

The container should be clearly identifiable with a white cross on a green background.

Any usage of first-aid equipment should be reported to the person responsible for its maintenance, so that stocks may be replenished. All equipment must be routinely inspected to ensure adequate provision and security of items. A record must be kept of all first aid administered and in the event of an accident /incident an accident reporting form is completed.

First-aid containers should contain a sufficient quantity of first-aid materials and nothing else. The following list of items are recommended as a minimum stock, where there are no special risks:

- One guidance card.
- Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
- Sterile eye pads, with attachments.
- Individually wrapped triangular bandages.
- Safety pins.
- Medium sized individually wrapped unmedicated wound dressings (12cm x 12cm).
- Large individually wrapped sterile unmedicated dressings (18cm x 18cm).
- One pair of disposable gloves.

Additional items such as scissors, moist wipes, adhesive tape etc. may need to be included). Plastic disposable bags for soiled or used first-aid dressings should be provided.

Where tap water is not readily available for eye irrigation, sealed containers with 900ml of sterile water or sterile normal saline (0.9%) should be provided.

Travelling first-aid kits should contain:

- Guidance card
- Individually wrapped sterile adhesive dressings.
- Large sterile unmedicated dressing (18 x 18 CM).
- Triangular bandages.
- Safety pins.

- Individually wrapped moist cleaning wipes.
- One pair of disposable gloves.

FIRST-AID ROOMS

First-aid rooms must be provided if the assessment identifies the necessity for one. If this proves to be the case, advice should be sought from the Departmental Safety Managers on its location and the necessary equipment.

SELECTION OF FIRST-AIDERS

Management must authorise the selection of first-aiders. This will depend on a number of factors including the individuals:

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.

TRAINING

Before taking up duties a first aider must hold a valid certificate of competence in first-aid work. Training may be arranged via the Organisation and Development team.

The first-aid certificate is only valid for three years, and refresher training will have to be provided before the certificate expires. Attendance at a refresher course may occur up to three months before the expiry date

Managers must keep records of first-aiders and their certificate expiry dates.

RECORDING FIRST-AID TREATMENT

Records of all cases treated should be made and retained in a suitable place so that they are readily available. The information should include:

- Date, time and place of incident.
- Name and job title of injured or ill person.
- Details of injury/illness and what first aid was administered.

- What happened to the person immediately afterwards i.e. went home/back to work.
- Name and signature of first-aider or person dealing with the incident.

APPOINTED PERSONS/ EMERGENCY FIRST AIDERS

Where the assessment identifies that a first-aider is not necessary, an appointed person/ emergency first aider must be provided at each workplace to take charge of the situation (i.e. call for an ambulance) if a serious injury or illness occurs.

Appointed persons are not first-aiders and should not attempt to give first aid. However, where possible, appointed persons should receive training in emergency first aid.

FIRST-AID PROCEDURE

Managers must ensure (through instruction and training) that all employees are conversant with the procedure to be followed as and when they sustain an injury. The procedure should be clear and easily understood by all employees.

A simple method of keeping employees informed is by displaying first-aid notices, with clear and easily understood information such as the name and telephone number of the local first aider(s).

[Assessment of First Aid Needs Checklist](#)

SAFETY DIRECTIVE 308 - MANAGEMENT OF CONTRACTORS

BACKGROUND

The objective of the Southwark Safety Management System is to promote the highest standards in health and safety performance and the continuing development of a safety culture. This not only applies to internal Council services but also to influence the performance and ideals of contractors engaged by the Council.

The main legal duties that apply to the use of contractors are contained in the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. These require co-operation between occupiers, employers and anyone working in their undertaking or sharing their workplace.

Additionally, employers have a legal duty to assess the risk to the health and safety of their employees and others who may be affected by their undertakings.

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure that contractors are appointed in accordance with corporate procedures.
- ii) Establish Departmental procedures for the management of contractors employed within their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

- i) Monitor the health and safety performance of contractors in accordance with Departmental procedures and initiate any required remedial action.
- ii) Review risk assessments, safety plans, emergency arrangements etc. if it is considered that the presence or work activities of contractors may impinge on their integrity.
- iii) Ensure that where, a construction project is covered by The Construction (Design and Management) Regulations 2015, that all legal requirements are met including the appointment of competent persons for the roles of Principal Contractor and Principal Designer.
- iv) Establish good channels of communication with contractors when they are operating on sites with Council employees still in occupation.

3 All Employees will:

- i) Bring to the attention of their Manager any health and safety concerns arising from the work activities of contractors engaged by the Council.

GUIDANCE NOTE 308 - MANAGEMENT OF CONTRACTORS

INTRODUCTION

The Council as an employer has a legal duty to ensure it protects the health, safety and welfare of its employees and others who may be affected by its activities, including service users, pupils, the public and contractors.

As part of that responsibility the Council, when drawing up approved lists of contractors, carries out assessments of an applicant's health and safety arrangements. In order to be accepted onto either the Council's approved list or the Southwark Direct list a Company has to demonstrate a satisfactory basic level of health and safety arrangements and compliance with legislation.

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 seek to improve the poor health, safety and welfare record in the construction industry. The principal objectives of the Regulations comprise:

- Effectively controlling risks to health and safety
- Identifying hazards as early as possible
- Eliminating hazards where possible and reducing those that remain.
- Managing work to ensure the health and safety of anyone who may be affected by it. This includes the design and construction phases of a scheme.

The Client is required as soon as practicable to appoint a Principal Designer at the planning stage and where more than one contractor is to be engaged a Principal Contractor.

A Principal Designer is required to plan, manage and coordinate the planning and design work.

A Principal Contractor is required to plan, manage and coordinate the construction work

Both appointments must hold the necessary skills, knowledge and experience to identify, reduce and manage health and safety risks.

The PD should be able to identify relevant risks and eliminate or reduce them at the design stage.

The PC should manage the risk during construction on site.

The Health and Safety Executive must be notified by the Client in writing of all construction work expected to last more than 30 working days and have more than 20 workers working simultaneously, and work of shorter duration but expected to exceed more than 500 person days.

The Regulations place substantial duties on Clients, P r i n c i p a l Designers, and Principal and other Contractors.

The new Regulations apply in full to all relevant projects commenced after 6 April 2015. A transitional period for six months applies to relevant projects already in progress before 6 April 2015.

Additional information on the requirements of the Construction (Design and Management) Regulations 2015 can be obtained from Departmental Safety professionals.

MONITORING ARRANGEMENTS

Departments are required to monitor the health and safety performance of contractors in robust manner. The process used must contain procedures for addressing any unsafe conditions or practices with timescales for corrective actions. Feed back on performance must be given as per Contract Standing Orders and related Codes of Practice.

If doubts persist about health and safety issues connected with the activities, the Departmental Safety professional should be contacted for advice.

SAFETY DIRECTIVE 309 - PERMIT TO WORK

BACKGROUND

A permit to work system is a formal safety control system designed to prevent accidental injury to employees, damage to plant and premises, and disruption to service.

The permit to work is essentially a document, which sets out the work to be done and the precautions to be taken. It is a clear record that all foreseeable hazards have been assessed and that all precautions are defined and taken in the correct sequence.

It does not in itself make the job safe, and it is dependent for its effectiveness on specified persons carrying it out conscientiously and with a high degree of supervision, control and training of employees.

Permits to work are appropriate for work involving confined spaces, hot work and work on high voltage systems.

1 Strategic Directors will:

i) Ensure that an assessment has been made of the need for permits to work throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Assess the need for permits to work throughout their area of responsibility.

ii) Ensure appropriate training is given to employees on the operation of permits to work.

iii) Monitor the effective use of permits to work in their area of responsibility including arrangements used by owners of leased buildings.

iv) Maintain records of permit to work usage.

3 All Employees will:

i) Comply with the requirements of permit to work systems

GUIDANCE NOTE 309 - PERMIT TO WORK

INTRODUCTION

Permit to work systems must be formal but simple to operate, so as to ensure the commitment of those who operate it and those who may be affected by it.

In operating a permit to work system, the following principles must be observed:

- The permit must provide concise and accurate information about who is to do the work, the time span over which the permit is valid, specific work to be undertaken and precautions.
- The work instruction in the permit must be considered the principal instruction and, until it is cancelled this instruction overrides all other instructions.
- No one must, in any circumstances, work at a place or on apparatus not indicated as safe by the permit.
- No one must undertake any work whatsoever that is not described in the permit to work. In the event of a change in the work programme, the permit must be amended or cancelled, and a new one issued.
- Only the originator or another person taking over responsibility may amend or ~~cancel~~ the permit. Anyone taking over a permit, either as a matter of routine or in an emergency, must familiarise themselves with and assume full responsibility for the work until they have formally handed the permit back to the originator, or the work is completed.
- Anyone accepting a permit is, from that moment, responsible for the safe work within the limits of the permit. Above all they must not allow themselves to be persuaded to disregard its conditions.
- There must be effective liaison with the controllers of over plant or work areas whose work activities could be affected by the permitted work.
- When work has to be undertaken on part of a site, or on specific plant or equipment, the limits or boundary of the work area must be clearly marked or defined.
- Contractors undertaking specific tasks must be included in the permit to work system, including any briefing prior to commencement. Observance of safety procedures, including the use of permits, should be a condition of contract. Training of contractor's staff may be necessary, together with the provision of advice and assistance in certain cases.

PERMIT TO WORK SITUATIONS

The decision to set permits to work depends on an assessment of foreseeable hazards. A permit to work system should be operated for the following activities:

- Entry into confined spaces, closed vessels, and vessels containing agitators or other moving parts.
- Work involving the breaking of pipe lines or the opening of plant containing steam, ammonia, chlorine, other hazardous chemicals and hot substances or vapours, gasses or liquids under pressure.
- Work on certain electrical systems.
- Welding and cutting operations in areas other than workshops.
- Work in the vicinity of, or requiring the use of highly flammable, explosive or toxic substances.
- Work which may cause atmospheric pollution of the workplace.
- Certain work involving commissioning, particularly pressure testing.
- Certain fumigation activities using dangerous substances in gaseous forms i.e. methyl bromide.
- Work involving contractors in any of the above activities on or about the premise.

OPERATION OF PERMIT TO WORK SYSTEMS

The operation of the system should take place in a number of clearly defined stages as outlined below:

ASSESSMENT

This is the most important stage and should be undertaken by an authorised person, who is experienced in the work. Assessments should consider the work to be done, the methods by which the work can be done and the hazards inherent in the task. The ultimate objective of the assessment is to determine the steps to be taken to make the job safe and the precautions to be adopted during the actual work.

WITHDRAWAL FROM SERVICE

Before plant is prepared for actual work entry, it should be withdrawn from service and clearly designate by notices and/or fences as a permit to work area

This will prevent personnel not covered by the permit opening valves or activating machinery whilst others are inside or working on plant. After withdrawal has been completed, the person in charge of the process must sign to that effect on the permit.

This entry on the permit should also state that all operators concerned have been advised of the situation. Warning notices, as appropriate, should be displayed.

ISOLATION

After withdrawing the plant from service, it should be physically isolated by barriers displaying warning notices, and mechanically or electrically isolated. In certain instances it is appropriate to indicate the stages in the isolation procedure in an attachment to the permit.

However in general the permit to work form should be designed to take the authorised person through a series of logical precautions included on the form. A declaration that the plant has been isolated should then be entered on the permit. It may also be necessary to undertake atmospheric testing, particularly if personnel are to enter a confined space.

CANCELLATION OF A PERMIT TO WORK

When scheduled operations have been completed, the permit to work certificate should be cancelled and returned to the originator, who should ensure that all work has been completed satisfactorily. This person should sign the declaration that all personnel and equipment have been removed from the plant.

RETURN TO SERVICE

The plant should now be returned to service. The person responsible for the plant should first check that the permit has been properly cancelled, and then make the final entry on the certificate accepting responsibility of for the plant.

TRAINING

Training in the operation of the system is necessary for relevant managers, supervisors, engineering staff and operators.

ADMINISTRATIVE PROCEDURES FOR PERMIT TO WORK

The permit to work must be raised by the senior person responsible for carrying out the work or the phase of the work requiring the permit. The authority for issuing permits to work should be limited to specified persons. When senior management is considering the appointment of authorised persons for the purposes of signing permits to work, the following factors should be taken into consideration:

- Experience.
- Training and qualifications.
- Knowledge of plant and process.
- Ability to control the permit to work operation.

Only a limited supply of permits to work should be available at any one time.

Work involving permits should be carefully planned to cause the least possible interference with or interruption of working processes.

DOCUMENTATION OF THE PERMIT TO WORK

The permit to work should be printed in triplicate, self-carbonated and serial numbered (perhaps in different coloured pages). The forms should be distributed as follows:

- The original should go to the person doing the work, and possibly posted at the place of work.
- The first copy should be given to the person responsible for the work area in which the work is to be carried out.
- The second copy should be retained by the originator.

On completion of the work and the final clearance of the permit, all copies should be returned to the originator for destruction, except the second copy which should be kept for a period of not less than two years.

SAFETY DIRECTIVE 310 - PUBLIC HEALTH AND SAFETY

BACKGROUND

The Southwark Safety Management System addresses issues of occupational health and safety but within this framework consideration must also be given to how the Council's operations and activities impact on the general public, neighbours, visitors to Council premises, people in care and pupils.

The Council has a duty of care to each of these groupings and this must be reflected in the health and safety systems and processes adopted by the Council.

Section 3(1) of the Health and Safety at Work etc. Act 1974 states that every employer must conduct their undertakings in such a way as to ensure, as far as is reasonably practicable, that persons not in his/her employment are not exposed to risks to health and safety.

All employees also have a legal duty to take care of the health and safety of other persons (including members of the public) who may foreseeably be affected by their acts and omissions.

REQUIREMENTS

1The Chief Executive will:

i) Include reference to non-employees in his Health and Safety Policy Statement.

2Strategic Directors will:

i) Ensure that systems are in place to meet the Council's legal duty to ensure so far as is reasonably practicable, that persons not in the Council's employment are not exposed to risks to health and safety.

ii) Review the effectiveness of the systems in place and implement any identified remedial measures.

3Divisional Services Managers/Business Unit Managers/Managers will:

i) Manage their operations and activities in such a way as to ensure that persons not in the employment of the Council are not exposed to risks to their health and safety. This will involve the assessment of risk and implementation of associated control measures.

ii) Monitor the effectiveness of systems in place and implement identified remedial actions.

4All Employees will:

- i) Take care of the health and safety of other persons (including non-employees) who may foreseeably be affected by their act and omissions.
- ii) Co-operate with their managers by complying with all measures introduced to protect the health and safety of non-employees.

GUIDANCE NOTE 310 - PUBLIC HEALTH AND SAFETY

INTRODUCTION

The Southwark Safety Management System requires the Council to fully discharge its legal duties in respect of not exposing non-employees to risks to their health and safety. To achieve this each business Unit must conduct risk assessments of its operations and activities and put in place adequate controls, procedures, arrangements, and effective monitoring and review.

At all times Southwark Council workplaces should adopt 'a good neighbour' policy and therefore not be a source of concern to other organisations and residents, either through emissions from the workplace, or act and omissions from employees.

All employees working away from Council premises must receive proper information, instruction, training, and supervision to ensure that they do not expose members of the public to risks to their health and safety.

WASTE DISPOSAL

Arrangements should be made for the safe and environmentally friendly disposal of waste from Council premises. No waste material or refuse should be allowed to accumulate within a working area and an adequate number of containers should be provided at convenient points, together with an external storage and disposal area. Highly flammable waste should be separated and stored in closed metal containers.

ENVIRONMENTAL CONTROL

Control of the workplace environment and the environment outside the workplace are important elements of the Southwark Safety Management System. Each Business Unit must provide a safe and healthy working environment and also ensure that people residing or working in the vicinity of a Council premise are not exposed to health risks or public health nuisances from pollution to the air, land, water, drainage system/watercourse.

DRIVING CONTROL

Employees who drive vehicles as part of their employment must always drive with due care and attention. They must not be allowed to commence work if considered to be under the influence of alcohol or drugs. Constant speeding, unsafe parking and bad driving should result in disciplinary action being considered.

PUBLIC ACCESS TO COUNCIL BUILDINGS AND PROPERTY

All Business Units are responsible for ensuring the cleanliness and maintenance of the workplaces used by their employees and others, in a condition that is safe and without health risk. This includes access and egress.

Where the public are authorised to enter Council property and buildings, provision must be made in the emergency procedures for their safe evacuation in the event of an emergency. See [Safety Directive 208](#).

EMPLOYEES WORKING AWAY FROM COUNCIL PREMISES

Where employees are required to work away from Council premises in the course of their employment, appropriate instruction, training, information and supervision should be given to them to ensure that they take care of the health and safety of other persons (including members of the public), who may foreseeably be affected by their acts and omissions.

This requirement must be considered in the risk assessment process.

Employees should always leave work sites in a safe and tidy condition at the end of their shift or work activity. The provisions of method statements, organisational rules, or permits to work, must be observed at all times.

WORKING DIRECTLY WITH NON-EMPLOYEES

All Departments must draw up safe systems of working and appropriate arrangements and procedures for all their employees who are required to work closely with non-employees (i.e. members of the public, clients, pupils, volunteers, and other organisation's employees).

Training must be given to employees who work with non-employees in techniques for dealing with violence and aggression. See the Council's Violence and Aggression Policy and Procedures. Contact Departmental Safety Manager or Health and Safety Strategy Manager for more information.

SAFETY DIRECTIVE 311 - ASBESTOS

BACKGROUND

Asbestos is a strong, durable, non-combustible material that has been used widely in buildings for a number of years. There are three main types of asbestos:

Crocidolite (BLUE).

Amosite (BROWN).

Chrysotile (WHITE).

Examples of asbestos use include wall and roof linings, partitions, dust and pipe covers and as pipe lagging in plant and boiler rooms.

Legislation has been introduced, governing the safe use and handling of asbestos and Southwark Council has produced a Code of Practice for the Management of Asbestos to be followed by all managers and employees for dealing with issues concerning asbestos in Southwark Council premises.

REQUIREMENTS

1The Chief Executive will:

i) Ensure that the Council's Code of Practice for the Management of Asbestos is reviewed and updated as necessary, on a periodic basis.

2Strategic Directors will:

i) Ensure that the Council's Code of Practice for the Management of Asbestos is implemented throughout their area of responsibility.

3Divisional Services Managers/Business Unit Managers/Managers will:

i) Implement as appropriate the Council's Code of Practice for the Management of Asbestos within their area of responsibility.

ii) Establish local procedures as appropriate to support the Council's Code of Practice for the Management of Asbestos.

iii) Monitor the effectiveness of the Council's Code of Practice and local procedures, and take remedial action as identified.

4All Employees will:

i) Fully comply with the requirements of the Council's Code of Practice for the Management of Asbestos and associated local procedures.

GUIDANCE NOTE 311 - ASBESTOS

INTRODUCTION

Asbestos is the name given to a group of silicate materials which have crystallised into long, thin flexible fibres that are mechanically strong and resistant to stretching, heat, and chemicals.

Asbestos has been used primarily as a fire resistant construction material and as lagging on heating systems and equipment. Three main types of asbestos have been used commercially, all of which are hazardous:

Crocidolite (BLUE)

Amosite (BROWN)

Chrysotile (WHITE)

The Southwark Safety Management System does not differentiate between the types of asbestos and treats them all as hazardous to health in certain conditions.

POTENTIAL DANGERS OF ASBESTOS

Asbestos is responsible for about 3,000 work-related deaths per year in this country. The number of deaths is expected to increase and peak at more than 10,000 in 2025 as a result of past exposure to asbestos fibres.

To cause disease airborne fibres must be small enough to reach the finest parts of the lungs (the alveoli). Once there they are too large for the body's natural cleaning mechanism to be effective. They then rest in the lungs for some years. This may lead in some instances to diseases such as lung cancer and Mesothelioma. It is thought that the shape, length, diameter, and possibly their chemical composition, determine whether or not fibres are harmful or not.

CODE OF PRACTICE FOR THE MANAGEMENT OF ASBESTOS

The Council's Code of Practice for the Management of Asbestos has been drawn up by a Working Party consisting of representation from all Council Departments and Health and Safety Representatives. The Code details the Council's Policy on asbestos management and of the risk classification scheme, sampling arrangements, emergency procedures, legislative requirements, and other relevant procedures. It describes how the Council's duties under the Control of Asbestos Regulations 2012 will be met.

[Southwark Asbestos Policy](#)

SAFETY DIRECTIVE 312 - FIRE SAFETY

BACKGROUND

The primary responsibility for fire safety in premises rests with the Manager or with the person in charge if the Manager is absent. It is their duty to ensure that all employees and service users are fire conscious, the risk of fire is minimised and that correct action is taken should a fire occur.

Each workplace is required under the Regulatory Reform (Fire Safety) Order 2005 to have a current and up to date Fire Risk Assessment.

This assessment will detail:

Fire safety administration, identification and control of hazards, fire safety arrangements and staff/ people at risk/ fire history

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure that a process is in place for fire risk assessment in all workplaces within their area of responsibility.
- ii) Monitor the effectiveness of fire risk assessment and emergency procedures within their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

- i) Managers will ensure that fire risk asses have been conducted in their area of responsibility and that these are regularly reviewed to ensure their currency.
- ii) Ensure that a fire emergency plan is drawn up for all workplaces. See [Safety Directive 208](#).
- iii) Ensure that workplace have fire detection systems, fire control systems, alarms, fire fighting equipment, suitable and sufficient escape routes, as required. See [Safety Directive 208](#).
- iv) Ensure that appropriate training in emergencies is given to all employees; including those allocated special responsibilities i.e. fire marshals. See Safety Directive 208.
- v) Ensure that fire alarms are tested weekly, emergency lighting monthly, fire extinguishers tested annually, and evacuation drills undertaken at least twice yearly. See [Safety Directive 208](#).

vi) Monitor the effectiveness of fire arrangements and procedures within their area of responsibility.

3All Employees will:

i) Comply with all fire instructions and procedures.

GUIDANCE NOTE 312 - FIRE SAFETY

INTRODUCTION

All Southwark workplaces must have a current fire risk assessment. Attached to this Guidance Note as an addendum is a copy of the Council's fire Risk Assessment template for non-domestic purposes. The template is to be only used by competent assessors authorised by Southwark Council.

FIRE FIGHTING AND FIRE DETECTION

The fire risk assessment should identify the extent to which it is appropriate for the workplace to be equipped with suitable fire fighting equipment and with fire detectors and alarms.

Managers should ensure that the requirements of fire risk assessments are being complied with and that no additional risks (including structural changes) have been introduced since the fire risk assessment was completed.

Managers should arrange for a survey to be undertaken by a specialist (usually the Council's approved contractor) to identify the appropriate types and levels of fire fighting equipment, fire detectors and fire alarms.

The survey should be done in conjunction with management to ensure that the measures reflect the nature of the activities being carried on, the size of the undertaking and of the workplace concerned and should take into account persons other than employees who may be present.

EMERGENCY PLANS AND PROCEDURES

See [Safety Directive 208](#).

EMERGENCY ROUTES AND EXITS

Where necessary to ensure the safety of employees in case of fire, routes to emergency exits from a workplace and the exits themselves shall be kept clear at all times. Emergency routes and exits shall lead as directly as possible to a place of safety. In the event of danger, it must be possible for employees to evacuate the workplace quickly and as safely as possible.

The number, distribution and dimensions of emergency routes and exits shall be adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present at any one time. In general the total travel distance between any point in a building and the nearest final exit or protected stairway should not be more than:

- 18M if there is only one exit.

- 45M if there is more than one exit.

Two or more exits are necessary from any room in which more than 60 people work or if any point in the room is more than 12M from the nearest exit.

Emergency doors shall open in the direction of escape. Sliding or revolving doors shall not be used for exits specifically intended as emergency exits. Emergency doors shall not be locked or fastened that cannot be immediately opened by any person who may be required to use them in an emergency.

All emergency routes and exits must be indicated by signs that comply with the Health and Safety (Signs and Signals) Regulations 1996. Emergency routes and exits requiring illumination shall be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

OTHER FIRE PRECAUTION MATTERS

Fire door shutters should be closed as soon as it is no longer necessary for them to be open (except where magnetically held open and linked to the fire alarm) and especially at night. Fire doors must never be held open with hooks, wedges or heavy objects, especially fire extinguishers.

Fire door/shutters should be clearly marked on both sides 'Fire door - Keep shut'. Checks on fire doors should be carried out on a regular basis to ensure they open and close smoothly and fully.

Ramps on escape routes must have anti-slip surfaces and be constructed in an unbroken flight of uniform pitch that should not exceed 1:10. Handrail and balustrade protection is necessary in a similar manner as for staircases. Staircases must be fully enclosed and constructed in such a way that at no point has the enclosure a fire resistance of less than 1/2 hour.

Smoking is not allowed on any of Southwark's sites, see addendum to GN Health Controls.

All electrical equipment must be regularly maintained by a competent person. All repairs must be undertaken by a competent person. Where appropriate, electrical equipment should comply with relevant British Standards. Sockets must not be overloaded. Supply at night, particularly on T.V sets must be isolated. Correct fuses must be used.

High standards of housekeeping are essential. Wastepaper and other combustible material should be put in non-flammable containers that are emptied daily and stored away from sources of ignition.

There should be no storage in corridors, staircases, or where it can obstruct or endanger means of escape. Stationery stores, filing rooms or stores for furniture or other combustible material should be kept locked. Electrical intake rooms must not be used as storerooms. Appropriate signs should be posted.

'No smoking' notices should be displayed in both internal and external areas. See addendum to Guidance Note 205 Health Controls

Cleaner' equipment and materials should be kept in a lockable cupboard and the quantities flammable polishes and chemicals kept to a minimum.

Paper and other temporary decorations should be kept well clear of electric lamps and should not be tied or pinned to electric wiring. Fire retardant paper should always be used.

Cylinders that contain compressed flammable or liquefied gases should be stored in an upright position in the open. If large amounts of cylinders are to be stored, advice should be sought on the location and requirements of storage. Flammable liquids should be stored in designated containers and kept in a flameproof store. Only the minimum amount of flammable liquid should be kept in the working area.

FIRE ALARM SYSTEMS

Where installed these should be tested weekly. It is good practice to undertake this at the same time every week. Different call points should be used. A record of the test must be kept. Where an electrical alarm system is not installed, the provision of hand bells, whistles or manually operated sounders should be considered, as it is essential people are alerted quickly and efficiently.

MAINTENANCE

Where any equipment is provided to ensure the safety of employees in the event of a fire, it shall be subject to a suitable system of maintenance and be maintained in an efficient state, in efficient working order and in good repair.

[Fire Risk Assessment Template for Non-domestic Premises](#)
[Corporate Fire Safety Policy](#)
[Appendix 1 to Fire Policy](#)

SAFETY DIRECTIVE 313 - WORKPLACE EQUIPMENT

BACKGROUND

Work equipment should not give rise to risks to health and safety irrespective of its age or place of origin. The Provision and Use of Work Equipment Regulations 1998 requires risks to people's health and safety from equipment they use at work to be prevented or controlled.

In general terms the Regulations require that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction, and training.
- Accompanied by suitable safety measures i.e. protective devices, markings, warnings.

In addition to the requirements of this set of Regulations, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Generally any equipment which is used by an employee is covered i.e. hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles. Similarly if employees are permitted to provide their own equipment, that too will have to comply with the Regulations.

Examples of uses of equipment which are covered by the Regulations include starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that the requirements of the Provision and Use of Work Equipment Regulations (1998) and the Lifting Operations and Lifting Equipment Regulations 1998 are implemented throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Ensure that systems and procedures are in place to meet the requirements of the Provision and Use of Work Equipment Regulations 1998 and the Lifting

Operations and Lifting Equipment Regulations (1998) throughout their area of responsibility.

ii) In selecting work equipment Managers shall consider the working conditions and risks to health and safety in the workplace that the equipment is to be used, and any additional risk the equipment may pose.

iii) Introduce inspection, maintenance and monitoring regimes to ensure equipment remains in efficient working order and good repair. See also [Safety Directive 202](#).

iv) Maintain appropriate records of assessments, inspections, testing, maintenance etc.

v) Provide suitable information, training, instruction and supervision on the use of equipment they are expected to use at work.

3All Employees will:

i) Comply with all systems, procedures and controls introduced by managers for the safe use of workplace equipment.

ii) Draw to the attention of management all instances of defective or untested equipment.

GUIDANCE NOTE 313 - WORKPLACE EQUIPMENT

INTRODUCTION

Management has a legal duty to ensure that all equipment provided at work meets the requirements of the Provision and Use of Work Equipment Regulations 1998. Managers should ensure that equipment is:

- Suitable for use and the purpose and conditions in which it is used.
- Maintained in a safe condition for use so that people's health and safety is not at risk.
- Inspected in certain circumstances to ensure that it is, and continues to be safe for use. All inspections must be carried out by a competent person. See [Safety Directive 202](#).

SELECTION

When selecting work equipment, management must ensure that it is suitable by design, construction or adaptation for the actual work it is provided to do. The following aspects must be considered

- Initial integrity.
- The place where it will be used (i.e. is it to be used in a wet environment).
- The purpose for which it is to be used.

The selection of suitable work equipment makes it possible to reduce or eliminate many risks. Risk assessment will assist in determining suitability.

Managers are required to assess the location in which work equipment is to be used and to take into account any risks that may arise from the particular circumstances - for example, is the equipment to be used in a wet environment?

Managers should also take into account the fact that work equipment itself can sometimes cause risks to health and safety in a particular location which otherwise would be safe i.e. a petrol generator discharging exhaust fumes into an enclosed space.

Managers should ensure that when equipment is first provided for use it complies with EC Directives. Where appropriate, the equipment should bear a CE mark and the Manager should ask for a copy of the EC Declaration of Conformity.

MAINTENANCE

All work equipment must be maintained so that its performance does not put anyone at risk. The extent and complexity of maintenance will vary enormously from simple checks on hand tools to a substantial inspection for plant.

Equipment should be checked frequently to ensure that safety related features are functioning correctly. Again the frequency is dependent on the equipment itself. It may be each day, each week, every three months or longer. Management must determine the frequency.

Maintenance work must only be done by those who have received adequate information, instruction and training pertinent to that work. A record of all maintenance should be retained.

INFORMATION, INSTRUCTION AND TRAINING.

Health and safety information must be made available to employees who use work equipment or who manage/supervise the use of work equipment. Employees should have easy access to such information and instructions and be able to understand them.

Information can be in writing or verbal where this is considered sufficient. Management need to take into account the skill of the employees involved, experience, previous training, degree of supervision and complexity of the job.

Manufacturers and suppliers have a duty to provide certain information such as details on the correct installation, safe operation and maintenance. Managers should ask or check that these are provided. Instructions such as maintenance details provided by the manufacturer must be passed to the relevant personnel.

The information and written instructions should cover all the health and safety aspects of use that will arise and any limitations on those uses, together with foreseeable difficulties that could arise and the methods to deal with them.

All information and instructions should be clearly presented in all languages necessary to ensure full comprehension. They should be in a logical sequence with good illustrations, where appropriate. Special consideration should be given to employees with language difficulties or with disabilities or with disabilities that may impede their receipt of information.

In considering the extent of training that will be necessary, management need to consider the shortfall between the employee's existing competence and that necessary to use, supervise or manage the use of equipment.

Account should be taken of the circumstances in which the employee is to work i.e. alone, under close supervision or in a supervisory or management capacity.

DANGEROUS PARTS OF MACHINERY

Effective measures must be taken to prevent contact with dangerous parts of machinery. This can be achieved either by preventing access to the dangerous part or by stopping movement of the part before anyone can reach it.

The general risk assessment should have identified hazards presented by work equipment as well as the nature of a potential injury, its severity and likelihood of occurrence.

Measures taken to control risks should be in accordance with the following hierarchy of measures:

- Fixed enclosing guards.
- Other guards or protection devices.
- Protection appliances (jigs, holders, push sticks).
- Provision of information, instruction, training and supervision.

The selection of the appropriate combination will need to take account of the requirements of the work, the evaluation of the risks and the technical features of possible safeguarding. Advice can be sought from Departmental Managers.

Most machines present more than one mechanical hazard, and the risks associated with these will need to be dealt with. The risk assessment should not just deal with the machinery in its normal operating mode but should also cover activities such as maintenance and cleaning. Certain parts of the machine may not be dangerous in normal use because they are not accessible, but this may change during maintenance etc.

NOTE: To be effective measures provided may need to be used in a particular way and not abused. Employees are under a legal requirement to use such a measure appropriately.

SPECIFIED HAZARDS

Managers must ensure that the following hazards are prevented or, where not reasonably practicable, controlled to eliminate or reduce risk to employees using work equipment. These will have been identified as part of the risk assessment process:

- Materials falling from equipment.
- Materials held in the equipment being unexpectedly thrown out.
- Any article or substance falling or being ejected from work equipment i.e. loose board falling from scaffolding).

- Rupture or disintegration of parts of work equipment i.e. collapse of scaffolding.
- Work equipment overheating or catching fire.
- The unintended or premature discharge of any article or any gas, dust, liquid, vapour or other substance which, in each case, is produced, used or stored in the work equipment.
- The unintended or premature explosion of the work equipment or any article or substance produced, used or stored in it.

HIGH OR VERY LOW TEMPERATURE

All equipment should, where possible provide protection against the risk the risk of injury from contact with cold or very hot parts or articles and substances in the equipment. The risk of contact should be reduced by engineering methods i.e. insulation and guarding. Engineering protective measures i.e. reducing surface temperatures should be applied in preference to personal protective equipment.

CONTROLS

Start, stop and emergency stop controls are not generally appropriate where work equipment has no moving parts. Similarly they are not appropriate where the risk of injury is negligible i.e. battery operated clocks and solar powered calculators.

Some types of equipment are powered by human effort and although their use involves a risk of injury, their physical characteristics and the fact that they are under close human control makes the provision of controls inappropriate. Examples include the following when they only use human power; guillotines, hand drills, and lawn mowers.

Each piece of equipment needs to be assessed to determine what controls, if any, are appropriate. This should be done at the time of purchase and prior to installation. In practice most individual items of equipment are likely to be provided with appropriate controls when supplied.

Where appropriate, one or more controls should be provided to start equipment. The operator should only change the function of the machine by means of a conscious, positive action and unused parts of the machine should not start unintentionally.

All equipment, where appropriate, must be provided with control(s) that may bring it to a safe condition in a safe manner. The stop control should override the effect of any operating or start control.

An emergency stop control should be provided where the other safeguards are not adequate to prevent risk when some irregular event occurs. This is not

a substitute for necessary safeguarding. Where provided, the controls should be easily reached and activated. All controls should be clearly identifiable.

ISOLATION FROM SOURCES OF ENERGY

There should be a suitable means of isolating the equipment from the sources of energy and ensuring reconnection is not possible. For some equipment this can be achieved simply by removing the plug from the electrical supply socket. For other equipment an isolating switch or valve may have to be locked off in the off or closed position.

If work on isolated equipment is being done by more than one person, it may be desirable to provide a locking device with multiple locks and keys.

OTHER CONSIDERATIONS

Any equipment that might fall over, collapse or overturn should be stabilised, tied or otherwise fastened. Most machines used in a fixed position should be bolted or fastened.

Any place where a person uses work equipment should be suitably and sufficiently lit. Ambient lighting may be sufficient. If you are in doubt about the suitability of the lighting, contact the Departmental Safety Adviser.

Warnings and warning devices may be appropriate where health and safety risks remain after all other available measures have been taken. They can be incorporated into systems of work and can reinforce instructions and training. Examples of warnings are 'hard hats must be worn' and 'not to be operated by anyone under 18 years'.

Warning devices can be audible (reversing alarms on vehicles) or visible (light indicating machine failure). They must be easily perceived and understood, and unambiguous.

SCAFFOLDING

The Council has produced the corporate scaffolding Code of Practice for contractors to follow where the erection of scaffolding is necessary for work on Council owned properties or where the Council has landlord responsibilities.

[Southwark's Scaffold Code of Practice](#)

SAFETY DIRECTIVE 314 – ARRANGEMENTS FOR HOME WORKING

INTRODUCTION

Southwark council wishes to encourage the use of new and innovative working arrangements where these contribute to the aims of the Council and enhances service delivery.

One such innovation is the practice of allowing employees to work from home either as a predominant proportion of their working week or on a routine or occasional basis.

In all such instances employer responsibilities under health and safety legislation requires the provision of a safe working base and safe systems of working. The need for suitable and sufficient risk assessments is not negated for employees working from/at home.

REQUIREMENTS

1 Strategic Directors and Divisional Service Managers will:

i) Ensure that procedures are in place in to fully consider health and safety aspects of activities where the introductions of home working arrangements are being considered.

2 Business Managers/Managers

i) Identify work activities that may be completed by a team or individual through the introduction of home working.

ii) Ensure that a suitable and sufficient risk assessment is carried out to determine the measures to be taken to eliminate or reduce to an acceptable level the risks to the health and safety of employees and others.

iii) Monitor the implementation of control measures and home working arrangements and review the risk assessment no greater than a period of every two years or whenever there is a significant change.

iv) Maintain appropriate records of assessments and all relevant inspection, testing or maintenance of Council supplied equipment.

v) Provide suitable instruction, information, training and supervision to employees engaged in home working.

3 All Employees will:

i) Comply with all systems, procedures and controls introduced for safe and healthy home working arrangements.

ii) Draw to the attention of Managers all issues that impinge on control measures introduced as a result of risk assessment such as defective equipment or threats to personal security

GUIDANCE NOTE 314 – HOME WORKING ARRANGEMENTS

INTRODUCTION

The introduction of home working arrangements supports Southwark Council's aim of introducing new and innovative forms of working in order to:

- Improve and enhance service delivery
- Achieve greater efficiency through management of time and accommodation
- Promote work life balance and enhance the recruitment and retention of employees.

The practice of employees working at or from a home base does not in any way negate or reduce the legal duties of the Council or indeed employees as detailed in health and safety legislation and the requirements of the Southwark Safety Management System.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The Management of Health and Safety at Work Regulations 1999 require risk assessments to be suitable and sufficient and focused on the risks arising from the work activity. The assessment must consider the location of the activity whether on Council premises, off site or in this instance a private home being used as a work base.

The detail of the assessment should be proportionate to the nature of the work and enable Managers to prioritise identified control measures. Home working arrangements for a team or an individual should not be approved until this process has been conducted and identified risks are eliminated or reduced to an acceptable level.

Risk assessments for home working should be conducted by a competent person who has undertaken Council approved training.

Risk assessments for home working should be reviewed

- Whenever there are significant changes in the nature of the system of the work.
- New hazards or risks identified.
- A new medical condition is diagnosed or notification of pregnancy
- Following a major incident
- Monitoring identifies the current system to be invalid
- In the absence of any of the above, no greater than two years from the date of the assessment

Further information on risk assessment techniques see [Safety Directive](#) and [Guidance Note 301](#).

Addendum one

DEFINITIONS

Certain posts or activities are more compatible to the introduction of home working arrangements than others. Management will determine the appropriateness of introducing home working arrangements where practicable with the agreement of the individual(s) concerned.

The three basic categories of home working may be defined as follows:

Predominant Home Working – where an employee works predominantly at home or from their home (if peripatetic) as the major part of their regular working week. Only occasionally attends Council premises i.e. personal development activities, team meetings, training events, case conferences etc.

Regular Home Working – Where an employee has a main work base on Southwark premises but by agreement spends a minority of their contracted hours working at home on a regular basis i.e. a set number of hours or days on a fixed or consistent schedule/framework.

Occasional Home Working – Where an employee occasionally works at home on an *ad hoc* basis by agreement with management to accommodate a service requirement.

The definitions may be applied equally to both full and part time employees.

USE OF DISPLAY SCREEN EQUIPMENT

One of the main work activities for the majority of employees engaged on home working will be the use of Display Screen Equipment. Southwark Council has a legal duty to ensure that the DSE used by home workers is safe and does not affect the user's health.

See [Safety Directive](#) and [Guidance Note 304](#) for information on the protocols/standards for the management of Display Screen Equipment.

Whether or not the workstation equipment is provided by the Council the DSE Regulations 1992 as amended in 2002 apply and a risk assessment is mandatory. However it is not always practicable to send a risk assessor to conduct a DSE assessment so home workers must be trained in how to conduct a self-assessment that will be reviewed by the local manager to evaluate the controls in place and whether further work is required.

A self-assessment form and guidance is provided as addendum 1 to this Guidance Note.

In addition to training in self-assessment potential home workers must be given instruction/training in safe use of DSE such as good posture and standards on taking breaks from screen work.

All workstation equipment used in the home must be suitable and meet legislative and Southwark Council requirements for a safe workstation.

Where Southwark Council provides equipment for the home worker relevant inspection and monitoring/maintenance regimes will be conducted to the same frequency as if the equipment was located in Council premises. Protocols for reporting defects must be communicated to the home worker.

Where a home worker is a new or expectant mother or has a disability the appropriate manager should review the controls in place, in consultation with the departmental safety team.

USE OF ELECTRICAL EQUIPMENT

Where a home worker is using electrical equipment provided by Southwark Council as part of their work, then the Council is responsible for installation, testing and maintenance arrangements to the same standard as if the equipment was on Southwark Premises. Protocols for reporting defects must be communicated to the home worker.

Electrical sockets and other parts of the home worker's domestic electrical system are their own responsibility.

See [Safety Directive](#) and [Guidance Note 305](#)

MANUAL HANDLING

See [Safety Directive](#) and [Guidance Note 303](#)

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

See [Safety Directive](#) and [Guidance Note 302](#)

FIRST-AID

Under the First-Aid Regulations 1981 employers need to ensure that they assess and supply appropriate first aid provision.

In respect of home-based peripatetic employees this may be the issue of a travelling first-aid kit.

See [Safety Directive](#) and [Guidance Note 307](#).

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

The Council's arrangements for the reporting of incidents and accidents apply to all employees including those engaged on home working.

See [Safety Directive](#) and [Guidance Note 204](#).

STRESS

The Council's Policy for the Management of Stress in the workplace will be fully applicable to home workers and the arrangements in place for their health and well-being. See [Safety Directive 205](#) and [Addendum 1 to Guidance Note 205](#).

The following protocols must be established for home workers particularly those who are predominantly based at home:

- Induction, appraisal, communications and access to learning/career development opportunities equal to that available to non-home workers.
- Clear work objectives/ work plans through the appraisal/supervision process.
- Appropriate contact and supervision arrangements including effective two-way communications.

Home working may be less stressful to employees by reducing journey and travel burdens, which could contribute to regular late working and a negative impact on work life balance.

However individuals may respond differently to the practice and some may be adversely affected through a reduction of interaction of colleagues and perceived sense of isolation. Managers must monitor arrangements to ensure that all adverse affects are identified with corrective strategies implemented.

PERSONAL SAFETY

A full assessment must be completed on the personal safety risks associated with the work activities being undertaken by the home worker including lone working arrangements.

See the [Council's Policy, Procedure and Guidance documents on Violence and Aggression](#).

These issues will be of key importance for the risk assessment of peripatetic home workers visiting service users etc. in their homes. Control measures including tracking and monitoring should be no less robust than for those of office-based employees making similar off site visits.

EMPLOYEE RESPONSIBILITIES

Managers must make employees aware of both their legal duties and their responsibilities through the Southwark Safety Management System. This equally applies to all protocols and systems introduced to ensure safe and healthy home working activities.

See [Safety Directive and Guidance Note 105](#).

SAFETY DIRECTIVE 401 - HAZARD REPORTING SYSTEM

BACKGROUND

An important feature in the monitoring of the Southwark Safety Management System is the operation of an effective hazard reporting system. Under such a system any employee (or contractor, visitor, service user etc.) should be encouraged to report any sub-standard condition or practice, they consider may constitute a hazard to health and safety.

The reporting of hazards, in the main should be done verbally, but where the situation warrants a more formalised response, this could also be done on a dedicated form.

REQUIREMENTS

1 Strategic Directors will:

- i) Ensure that there is a hazard reporting system throughout their area of responsibility.
- ii) Monitor the effectiveness of the hazard reporting systems.

2 Divisional Services Managers/Business Unit Managers/Managers will:

- i) Establish a hazard reporting system within their area of responsibility.
- ii) Ensure all employees are aware of the system for reporting hazards.
- iii) Will respond to all reports either verbally or in writing, where appropriate.
- iv) Monitor the effectiveness of the hazard reporting system.
- v) Maintain records of hazard report forms.

3 All Employees will:

- i) Report all suspected hazards to their manager, either verbally or on the form provided.

[Condition Hazard Form](#)

GUIDANCE NOTE 401 - HAZARD REPORTING SYSTEM

BACKGROUND

The reporting of hazards can help in preventing accidents and incidents. The Southwark Safety Management System requires the reporting of hazard observed in the workplace. In order to achieve this all Business Units should establish a hazard reporting system including the facility of using a dedicated form when an employee expects a formal response.

The system must allow for feedback to be given to the employee where this has been requested, giving information on the action to be taken and the priority assigned to it.

Monitoring of the system adopted can provide useful information on the reliability of equipment, maintenance regimes and other trends.

HAZARD REPORTING FORMS

Wherever possible reports to managers may be verbal, but where the employee wishes to record this in writing and requires a written response, a dedicated form should be available.

An example of a model form is attached as an addendum to this Guidance Note.

Hazard reporting forms should contain space for the name and location of the person making the report, a description of the hazard, acknowledgement of remedial actions and the priority assigned to them.

All employees must be informed of the system and where they find blank forms on which to make a report. It is recommended that the maximum time, which should elapse between receiving a report and responding to the reporter, is three working days.

Having undertaken an assessment of any remedial actions and estimated a completion date, the second part of the form should be completed and distributed as follows:

- Copy to originator.
- Copy to Departmental Safety Manager.
- Original retained on Unit file.

Management must retain a copy of the response sent to the employee and the signing off, of the completed actions. Reports must be retained on file for monitoring and audit purposes.

SAFETY DIRECTIVE 402 - ENVIRONMENTAL MONITORING

BACKGROUND

The key to preventing exposure to substances, which could be hazardous to health, depends upon two steps:

- Recognition of the hazard or potential hazard.
- Evaluation of the extent of the hazard.

An important part of the evaluation is measurement to determine the extent of the threat. The generic term for these techniques is Environmental Monitoring.

Management must assess the necessity for the use of Environmental Monitoring and if a need is identified commission competent persons to carry out the monitoring.

Results arising from Environmental Monitoring should be fed back into local procedures and control measures.

REQUIREMENTS

1 Strategic Directors will:

- i) Approve Environmental Monitoring techniques when a need is identified.
- ii) Receive reports on Environmental Monitoring programmes from their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

- i) Arrange for Environmental Monitoring to take place, where a need has been identified.
- ii) Implement remedial actions identified from Environmental Monitoring.
- iii) Maintain records of Environmental Monitoring conducted in their area of responsibility.

3 All Employees will:

- i) Co-operate and assist as required with Environmental Monitoring programmes.

GUIDANCE NOTE 402 - ENVIRONMENTAL MONITORING

INTRODUCTION

The health effects of exposure to toxic substances can be acute or chronic and therefore strategies are required to firstly recognise the hazard or potential hazard, and secondly to evaluate the extent of the hazard.

An important means of evaluation is measurement to determine the extent of the threat and take appropriate measures to eliminate or control that threat.

All Departments must assess the need for such measurements, which are collectively known as Environmental Monitoring.

MANAGEMENT TECHNIQUES

The health effects of toxic substances can be acute or chronic. It is therefore necessary to distinguish the appropriate types of measurement:

- Long term measurements assess the average exposure of a person over a given period.
- Continuous measurements capable of detecting short term exposure to high concentrations of contaminants, which cause an acute exposure.
- Spot readings can be used to measure acute hazards if the exact point of time exposure is known and the measurement is taken at that time. Chronic hazards may be assessed if a statistically significant number of measurements are made.

DEFINITIONS OF POTENTIAL HAZARDS

- Dusts are solid particles suspended in the air, which will settle under gravity. They are generated usually by manual handling processes. They can be organic or inorganic in origin. Particle size lies between 0.5 and 10 microns.
- Fumes are solid particles formed by condensation from the gaseous state i.e. metal oxides from volatilised metals. They can flocculate and coalesce. Their particle size is between 0.1 and 1 micron.
- Mists are suspended liquid droplets formed by condensation from the gaseous state or by break-up of liquid in the air. They can be formed by splashing, foaming or atomising. Their particle size lies between 5 and 100 microns.
- Fogs are fine mists comprised of suspended liquid droplets at the lower end of the particle size range.

- Vapours are the gaseous forms of substances that are normally in the solid or liquid state i.e. sodium vapour in luminaries. They are generated by decrease from normal pressure or temperature increase.
- Gases are any substances in the physical condition of having no definite volume or shape but tending to expand to fill any container into which they are introduced.
- Aerosol is a term used to describe airborne particles that are small enough to float in air. These can be liquids.
- Smoke contains incomplete combustion products of organic origin. The particle size range between 0.01 to 0.3 microns.

NB a micron is a unit of length corresponding to one millionth of a metre.

MEASUREMENT TECHNIQUES

The more common air quality monitoring techniques are:

- Grab sampling.
- Long term sampling.
- Dust sampling.
- Direct monitoring.
- Hygrometers.

Measurement of other environmental hazards include Geiger counters for radiation, sound meters for noise, and meters for microwave energy.

Measurement of wave and particle energy including noise normally requires special equipment and training on how to use it correctly and produce useful results. Advice should be sought from the Departmental Safety Adviser on the use of Environmental Monitoring.

SAFETY DIRECTIVE 403 - MONITORING PROCEDURES

BACKGROUND

Measurement and evaluation are essential elements of monitoring and improving health and safety performance. The Southwark Safety Management System requires that all Safety Directives and associated procedures be monitored in order to ensure successful compliance with standards.

To achieve success in health and safety activities, performance must be measured against pre-determined standards, assessing effectiveness and the need for remedial action, as identified. Monitoring arrangements also signal management commitment to health and safety objectives in general, and help in developing a positive health and safety culture.

REQUIREMENTS

1 Strategic Directors will:

i) Ensure that health and safety monitoring procedures are adopted throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

i) Establish appropriate monitoring procedures within their area of responsibility.

ii) Provide feedback to their Strategic Director on the results of monitoring arrangements.

iii) Implement remedial actions where improvements have been identified.

3 All Employees will:

i) Co-operate with managers conducting monitoring exercises and provide feedback, as requested.

GUIDANCE NOTE 403 - MONITORING PROCEDURES

INTRODUCTION

The Southwark Safety Management System requires effective monitoring procedures to be in place across all Business Units in order to measure performance against established standards. The feedback provided through monitoring assists Managers in ensuring compliance is achieved and to implement identified remedial actions or modify standards.

Two types of systems can be used to achieve this:

- Active systems which monitor the achievement of objectives and the extent of the compliance with standards.
- Reactive systems which monitor accidents, ill health, incidents, and other evidence of deficient health and safety performance, such as hazard reports.

ACTIVE MONITORING SYSTEMS

Active monitoring provides essential feedback on performance before an accident, ill health, or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work, not to penalise failure.

The various forms and levels of active monitoring include:

- Procedures to monitor the achievement of objectives allocated to managers or sections by means, for example, of monthly or quarterly returns or reports.
- The periodic examination of documents to check that standards are complied with i.e. reviewing that all training needs have been assessed and recorded.
- The systematic inspection premises of premises, plant, and equipment, to ensure the continued effective operation of hardware controls.
- Environmental monitoring and health surveillance to check on the effectiveness of health control measures and detect early signs of harm to health.
- Safety Tours.
- Audits.
- Regular reports to management meetings.

REACTIVE MONITORING SYSTEMS

Reactive systems monitor accidents, ill health and incidents. They require the recognition and reporting of:

- Injuries and reporting of ill health.
- Other loss events i.e. damage to property.
- Incidents (including all those which had the potential to cause injury, ill health, or loss.
- Hazard reporting.
- Weaknesses or omissions in performance standards.

SAFETY DIRECTIVE 501 - CORPORATE SAFETY AUDIT PROGRAMME AND PROCEDURE

BACKGROUND

Safety audit is the systematic measurement and valuation of an organisation's management of its health and safety programme against a series of specific and attainable targets.

Each year the Chief Executive will commission a corporate safety audit programme to systematically measure the Council's health and safety performance. On a two yearly cycle, audits will be conducted in all Departments to evaluate the implementation of the Southwark Safety Management System, using the Quality Safety Audit tool, developed by the Royal Society for the Prevention of Accidents.

In alternate years the corporate programme will consist of specific topic audits examining subjects identified as appropriate. This could include reviewing compliance with legislation in one or a number of Departments.

Auditors conducting corporate audits will use the procedure contained in this Safety Directive and Guidance Note.

REQUIREMENTS

1The Chief Executive will:

- i) Commission an annual corporate health and safety audit programme.
- ii) Designate the Health and Safety Strategy Manager to be responsible for the conduct of the programme.
- iii) Receive the findings of corporate audits and associated action plans.

2Strategic Directors will:

- i) Co-operate and support the conduct of corporate audits within their area of responsibility.
- ii) Develop action plans in response to the findings of corporate audits.

3Divisional Services Managers/Business Unit Managers/Managers will:

- i) Co-operate and provide whatever necessary assistance for the conduct of corporate audits within their area of responsibility.
- ii) Ensure that actions identified from corporate audits are implemented within their area of responsibility.

4All Employees will:

- i) Co-operate fully with auditors conducting corporate health and safety audits.

GUIDANCE NOTE 501 - CORPORATE SAFETY AUDIT PROGRAMME AND PROCEDURES

INTRODUCTION

Health and safety auditing enables Southwark Council to ensure that policy is being carried out and is having the required effect. Auditing complements monitoring programmes and evidence indicates that a systematic evaluation of performance in health and safety aids efforts to provide a healthier, safer, working environment.

The Southwark Safety Management System requires that an annual corporate audit programme is agreed by the Chief Executive and is organised through the Health and Safety Strategy Manager. The two main objectives of a corporate audit are:

- To ensure compliance with the standards and objectives set out in the Southwark Safety Management System and/or legislation.
- To provide information to justify continuation of the same strategy or to recommend a change of direction.

Health and safety auditing should be viewed as an ongoing process aimed at ensuring effective health and safety management.

CORPORATE AUDIT PROGRAMME

The Chief Executive will commission the annual corporate programme to be conducted under the direction of the Health and Safety Strategy Manager. The programme will include a two yearly systematic evaluation of the Southwark Safety Management System, using the Quality Safety Audit tool, developed by The Royal Society for the Prevention of Accidents.

In alternate years, specific topic audits will be undertaken of subjects giving rise for concern. These audits may address a specific piece of legislation or a particular management practice or technique, and may cover one than more Departments.

SAFETY AUDITORS

The corporate health and safety audit programme will be conducted by competent persons i.e. health and safety professionals with a safety audit qualification.

QUALITY SAFETY AUDIT TOOL

The Quality Safety Audit tool has been developed by the Royal Society for the Prevention of Accidents. The package is widely used by Local Authorities and industry. The objectives of the tool are:

- To assess health and safety management performance against the general duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- To assess the degree to which organisations have their health and safety risks under control by testing the structure of their health and safety management system against recognised best practice i.e. Health and Safety Executive guidance and the principles of Total Quality Management.
- To provide a quantified result that can be used to measure the continuous improvement of the organisations safety performance and for benchmarking purposes.
- To provide a snapshot, commending good practice and highlighting the need for corrective action.
- To provide a mechanism whereby an organisation can apply to the Royal Society for the Prevention of Accidents for accreditation of its safety management system.

CORPORATE SAFETY AUDIT PROCEDURE

The following procedure will be adopted for corporate safety audits:

- Corporate audit programme published on an annual basis giving dates and locations for corporate audits.
- The Strategic Director of the facility being audited will be designated as the auditee.
- One month before the commencement date of the audit, the lead auditor will write to the auditee setting out the scope of the audit.
- Two weeks before the commencement date the auditee will provide the lead auditor with a draft work programme for the audit. The auditee must ensure that managers and employees are available for interview at agreed venues and times.
- On day one of the audit an opening meeting will be held between the lead auditor and the auditee and his/her management team.
- Proposed changes to the work timetable will be by agreement only.

- The auditor(s) will examine the evidence provided to them and will interview nominated managers and employees. The onus is on the auditee to demonstrate compliance with systems and standards, and not for the auditor to assume the role of a detective sifting for clues.
- A close out meeting will be held with the auditee on the last day of site work, to provide preliminary feedback on the findings of the audit.
- The audit report will be dispatched to the auditee within two weeks of the close out meeting. The auditee will respond to the auditor with an action plan, within three weeks of the receipt of the report.
- The audit report findings and the action plan will be presented to the Chief Executive at an appropriate forum.
- It shall be the auditee's responsibility to monitor progress on the implementation of the action plan as part of the management review process for his/her area of responsibility.
- The Health and Safety Strategy Manager will retain a complete record of all corporate audit reports and auditors should consult previous audit reports from the area concerned as part of their audit preparation.

SAFETY DIRECTIVE 502 - LOCAL SAFETY AUDITS

BACKGROUND

All Departments are required to have an annual health and safety plan. As part of the annual review of that plan, audits should be conducted of their systems, procedures and practices.

Locally conducted audits can complement the corporate audit programme and provide invaluable information to management on progress made on implementing the health and safety programme. The feedback gleaned may be used to help improve performance in areas where deficiencies have been identified.

It should be noted that audits differ from physical conditions inspections, and focuses on the examination of documents and records, employee knowledge, and the verification of whether systems are operating effectively.

REQUIREMENTS

1 Strategic Directors will:

- i) Establish an annual health and safety audit programme as part of the review arrangements, for their area of responsibility.
- ii) Ensure appropriate local audit procedures are implemented throughout their area of responsibility.

2 Divisional Services Managers/Business Unit Managers/Managers will:

- i) Co-operate and provide whatever assistance necessary to local audits
- ii) Respond to the findings of local audits, and develop action plans.
- iii) Monitor the progress of the implementation of audit findings and associated corrective actions.

3 All Employees will:

- i) Co-operate with persons conducting local audits.

GUIDANCE NOTE 502 - LOCAL SAFETY AUDITS

INTRODUCTION

Monitoring and review are key elements in the Southwark Safety Management System. Safety Audits are an important technique used in the review process and should be actively employed both at the corporate and local levels.

Each Department should draw up a local audit procedure and establish an audit programme as part of the review process to examine systems, procedures and standards. Local audit programmes should complement the corporate audit programme and the same basic principles for conducting audits should apply.

LOCAL SAFETY AUDIT PROGRAMME.

Departments must determine the size and scope for their audit programme. Local audits may examine the success of Southwark Safety Management System implementation in particular units or sections. They might also address specific topics or generic issues i.e. first aid provision, training arrangements, risk assessment, etc.

Local audits should also focus on the achievement of objectives contained in the annual health and safety plan.

LOCAL SAFETY AUDIT PROCEDURE

Departments must implement a procedure for the conduct of local audits. The principles set out in Safety Directive and Guidance Note 501 can be broadly adopted.

The objective of audits is to review systems i.e. policies, standards, procedures, records, employee understanding rather than physical conditions i.e. housekeeping, defective equipment, obstructions.

LOCAL SAFETY AUDITORS

Departments shall designate the personnel to conduct local safety audits. These may be health and safety professionals, managers, supervisors or others allocated the task. Training must be given to all persons conducting local audits in the skills and techniques necessary to perform the task. The scope and objectives of local audits must be made clear to all involved in the process.