

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 11 December 2006

REPORT ON: Council Health and Safety Policy

REPORT BY: Council Health and Safety Co-ordinator

REPORT NO: 697-2006

1 PURPOSE OF REPORT

1.1 The purpose of the report is to seek approval of the attached policy.

2 RECOMMENDATION

2.1 It is recommended that the Council Management Team approves the policy to enable the Council to further improve the management of health and safety.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 The revised policy will help ensure that health is protected by creating safe, clean, pleasant environments, wherever possible, in which employees work.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6 BACKGROUND

6.1 The Corporate Health and Safety Plan 2006/07 identified the need to review the Health and Safety Policy by October 2006. The policy has been revised to improve the management of health and safety, and to meet the legal requirement to keep the policy under review. The revisions of the Health and Safety Policy was accepted by the Council Management Team in August 2006.

6.2 The revised policy further enhances the need for consultation during the risk assessment process, and ensures that safety representatives are consulted at an early stage, increasing the likelihood that risk controls will be followed by employees, and reducing the likelihood that injury and ill health will occur.

6.3 The policy supports the need for effective health and safety communications. The policy promotes the need to train employees in safe working practices developed through risk assessment.

- 6.4 The policy supports the need for a positive health and safety culture through the use of various communication strategies to promote risk control in the workplace.
- 6.5 Health and Safety notice boards are to be introduced and managed to provide relevant corporate and departmental health and safety information in the workplace.
- 6.6 The policy also requires health and safety inspections to be conducted on an annual basis, through the use of the inspection checklist provided in the Health and Safety Toolkit.
- 6.7 The policy is to be kept under review on an annual basis with a complete revision every 3 years.

7 **CONSULTATION**

- 7.1 All Departments have been fully consulted in the preparation of this policy through the Health and Safety Co-ordinators Group.
- 7.2 The Trade Unions have been consulted in the preparation of this policy through the Council Health and Safety Committee.

8 **BACKGROUND PAPERS**

- 8.1 None.

Neil Doherty
Council Health and Safety Co-ordinator

(DATE)

DUNDEE CITY COUNCIL

GENERAL STATEMENT OF HEALTH & SAFETY POLICY FINAL DRAFT

CHIEF EXECUTIVE

NOVEMBER 2006

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1. GENERAL STATEMENT

Dundee City Council is committed to ensuring effective health and safety management and performance throughout all Council Departments, and requires that health and safety matters be given appropriate consideration with equal status to other service demands.

The Council recognises its responsibilities for the health, safety and welfare at work of its employees, and the health and safety of others who may be affected by the Council's work activities. The Council also recognises the valuable role of Trade Unions in representing their members' interests and the statutory rights afforded to Safety Representatives.

All employees have an individual responsibility to take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their acts or omissions. Employees must carry out their work as trained, and in accordance with the instructions they receive to enable them to work safely. Employees must co-operate with the Council in complying with any statutory requirement. They must report any work situation that it is reasonable for them to consider an immediate and serious risk to health and safety, and must notify any perceived shortcomings in health and safety arrangements to line management even when no immediate danger exists.

Successful health and safety management with high standards of health and safety performance are inseparable from efficient management practice, and are recognised as essential objectives integral to service delivery.

Effective health and safety management will be achieved by:

- (a) Creating and maintaining a positive health and safety culture which seeks to secure health and safety commitment, and co-operative effort at all levels within the organisation.
- (b) Recognising that legal requirements are a minimum standard which should, so far as reasonably practicable, be exceeded.
- (c) Understanding that effective health and safety management is not "common sense" but is based on a common understanding of hazards, risks and their controls brought about through planned and systematic professional management.
- (d) Taking appropriate action to secure, so far as is reasonably practicable:
 - The provision and maintenance of plant, equipment and systems of work, which are safe, and without risk to health.
 - Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
 - The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
 - The maintenance of any place of work, and means of access or egress under the Council's control in a condition that is safe and without risk to health.
 - The provision and maintenance of a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work.

- (e) Identifying and, so far as is reasonably practicable, avoiding or eliminating work-related hazards, and thereafter assessing and suitably controlling any residual risks.
- (f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing suitable performance standards.
- (g) Monitoring and reviewing performance on a regular basis to ensure compliance with the relevant standards.
- (h) Assessing and evaluating contractors' health and safety competence and resources prior to appointment and monitoring their performance thereafter.
- (i) Ensuring appropriate workforce consultation, consultation with appointed safety representatives, and the provision of reasonable facilities and assistance to enable safety representatives to carry out their function.
- (j) Allocating appropriate resources for implementation of the Council's Health & Safety Policy.

2. ORGANISATION

This Health & Safety Policy statement is supported by supplementary policies that detail the organisation and arrangements made by individual Departments to ensure that the aims of this Policy are being met. The following is therefore only an outline of the Chief Executive and Chief Officers' responsibilities for health and safety implementation.

The Chief Executive has overall responsibility for the Council's health and safety performance, and will achieve this by ensuring that the appropriate organisation and arrangements necessary for policy implementation, monitoring and review are developed and suitably detailed. The nature of the Council's operations is such that, from an operational point of view, the work is carried out by separate Departments. Each Director/Chief Officer retains executive authority for matters of health, safety and welfare, and is responsible for defining the detailed organisation and arrangements required for policy implementation, and health and safety management within their Department.

3. CHIEF OFFICER FOR HEALTH AND SAFETY

The Assistant Chief Executive (Management) has been designated by the Chief Executive as the Chief Officer for Health & Safety having responsibility for the development of corporate health, safety and welfare policies, and for co-ordinating corporate monitoring of Health & Safety Policy implementation and performance. The Chief Officer for Health and Safety will ensure that health and safety remains an active issue by submitting regular reports for the consideration of Dundee City Council Management Team.

4. HEALTH AND SAFETY ASSISTANCE

Competent health and safety advice and assistance within the meaning of Regulation 7 of the Management of Health & Safety at Work Regulations 1999 shall be provided to the Council and its Departments by a Health & Safety Section within Personnel and Management Services. The Council's Health and Safety Co-ordinator and the Corporate Health and Safety Officers will also have the authority of the Chief Executive to stop or suspend unsafe work practices. The appointment of such competent Health & Safety persons does not relieve Directors or Chief Officers of their responsibilities for health and safety under the Health & Safety at Work etc. Act 1974 and other relevant statutory provisions.

The Council's Health & Safety Co-ordinator shall be consulted in relation to all communications between the Council and the Health and Safety Executive. In many cases where Departments do not have a health and safety officer, this will require the Council's Health & Safety Co-ordinator to liaise directly with the Health and Safety Executive on behalf of Council Departments.

5. GUIDANCE NOTES

As required, guidance and procedures designed to achieve compliance with appropriate health and safety standards will be prepared and adopted as supplementary to this Policy. The guidance notes will be communicated to all Departments, to assist management in risk control.

6. PLANNING - RISK MANAGEMENT AND CONTROL

The management of health and safety risks is a senior management responsibility in all departments. Each department must produce a plan detailing how health and safety risks are to be assessed, eliminated, controlled and managed. Each Department shall provide a clear written risk assessment strategy for undertaking risk assessments, and for implementing suitable and sufficient risk controls. All plans are to be reviewed within 6 months from the date of this policy, and must include details of how trade union safety representatives are to be consulted during the risk assessment process. The risk assessment process needs to be practical to take account of the views of employees and their safety representatives who will have a practical knowledge to contribute. Trade union safety representatives should also be consulted in the planning and review of risk assessments.

Reviews of risk assessments are to be submitted and recorded at Departmental Health and Safety Committees. Council Departments will follow risk management principles in identifying occupational health and safety hazards, in order to pursue progressive improvements that will bring about a reduction in the frequency and severity of injury and ill health incidents, and will reduce the likelihood and severity of accidents to employees and others affected by the Council's work activities. A key aspect of risk control is ensuring that employees who are required to follow risk control procedures have received adequate instruction, information and training in the procedures to be followed. Departments are to retain records that such information, instruction and training has been received and understood. Departmental management are to actively monitor implementation of risk controls which will reinforce compliance with risk control procedures.

Fundamental to such risk management is the need for hazard identification and appropriate risk assessment and control. The Corporate Health & Safety Section will provide risk assessment training. Departments shall ensure that sufficient trained personnel are involved in the risk assessment and control process that may be supported as necessary by the Health & Safety Section. Each Department is responsible for ensuring that all relevant health and safety risk assessments are completed and reviewed to identify and implement the necessary controls. Senior management must ensure that sufficient resources are allocated to this task, and all supplementary policies will contain a strategy statement detailing how the task of undertaking risk assessments is to be allocated. (Further guidance on conducting specific risk assessments eg. Fire, COSHH, Stress, DSE, Manual Handling etc. will be contained in separate guidance). In all cases the hierarchy of risk control is to be adopted namely: eliminate the hazard at source; reduce the hazard at source; remove the person from the hazard; contain hazard by enclosure, reduce employee exposure; provide safe system of work; personal protective equipment.

Departmental Health & Safety Officers are to be involved in undertaking risk assessments where specialist skills or knowledge are required eg. vibration and noise risk assessments. The Corporate Health & Safety Section will however undertake noise and vibration assessments for departments that do not have their own health and safety officer. Each Department will however be responsible for identifying situations or work activities that may require such risk assessments. Departments should seek specialist advice from the Corporate Health & Safety Section when required.

The Council will also produce a Corporate Health & Safety Plan to address the needs of the Council. Safety representatives will be consulted during its development. The implementation of the Corporate Health & Safety Plan and the plan will be monitored by the Corporate Health & Safety Section.

7. MANUAL HANDLING RISKS

The Manual Handling Procedures contained in Section 7 of the Health & Safety Toolkit are to be followed for the purpose of undertaking manual handling risk assessments and controlling risks. Those delivering Manual Handling Risk Assessor Training should be authorised by the Corporate Health & Safety Section, in Personnel. The trainer should also be actively participating in a continuing Professional Development Scheme (CPD). Those undertaking manual handling risk assessments must be competent, and authorised by the relevant Department to undertake this task. Re-fresher training will be provided by the Personnel Department for competent risk assessors.

It is important that Departments make suitable arrangements to train employees in the correct moving and handling techniques that remain following risk assessment. The persons delivering such manual handling should be competent and actively participating in a CPD scheme.

8. HEALTH & SAFETY INDUCTION

Health and safety induction training is to be delivered by Departments within the first week of employment. The induction training will include fire safety arrangements, health and safety hazards and controls, health and safety communications, specific risk assessments relating to the work activities and roles. Other aspects that need to be also covered include: first aid arrangements, accident reporting procedures, welfare arrangements as well as the arrangements detailed in the Departmental Health and Safety Policy. In all cases fire safety training must be given on the first day including all temporary employees. Those who are required to use display screen equipment, as part of their normal duties must also receive training in the operation of display screen equipment. Records of all training administered must be retained by Departments. The Council's health & safety induction package is contained in the Health & Safety Toolkit.

9. PROPERTY MAINTENANCE AND EQUIPMENT

The workplace and work equipment requires to be maintained in an efficient state, efficient working order and in good repair. Property maintenance is the responsibility of each Department to manage but to facilitate this responsibility certain maintenance procedures are being arranged at a corporate level, and those arrangements will be detailed in a separate document, produced by the Director of Economic Development, a summary of which is contained in Appendix 2. Each Department will still be responsible for ensuring that the arrangements are adequate, and will be responsible for establishing additional maintenance procedures to ensure that the workplace and equipment is being adequately maintained. Additional maintenance procedures and arrangements must be detailed in the supplementary Departmental Health & Safety Policies.

10. ELECTRICAL OPERATOR CHECKS

All employees are required to be instructed in the correct operation of the electrical equipment they are required to use, and shall be informed not to use damaged or defective items. Employees should visually examine the equipment before connecting to supply voltage, and defective equipment should be immediately withdrawn from service and suitably marked as defective until repaired. Employees should ensure that any such defective equipment is reported to their line manager for repair following the Department's own internal procedures.

(See Appendix 1 for details of User Checks.)

11. EMERGENCY PROCEDURES

Appropriate emergency procedures to deal with foreseeable situations that may present serious and imminent danger will be established. These procedures will set out the role and responsibilities of competent persons nominated to implement any detailed actions and will ensure that all employees are familiar with such emergency procedures. Where necessary such procedures shall consider any persons requiring special attention or assistance. Fire and bomb threat procedures have been produced for implementation at workplaces.

12. ACCIDENT RECORDING, INVESTIGATION AND REPORTING

(a) Investigation

Every accident will be investigated by the injured person's supervisor and a report submitted to the Corporate Health & Safety Section on the Council's Incident Reporting Form that must state, where practicable actions/recommendations to prevent a recurrence. The investigation needs to take account of the views of employees and their safety representatives who will have a practical knowledge to contribute.

(b) Notification and Recording

Every employee who suffers personal injury at work must give notice of any accident as soon thereafter as is practicable. The injured employee must ensure that details of the accident are entered in the Accident Book BI 510. Employees have the right to advise their safety representative, of such accidents in the workplace, to enable safety representatives to consider whether they wish to investigate.

To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995), the following will apply:-

(c) Appointment of Responsible Persons

The Assistant Chief Executive (Management) will designate responsible persons within his/her department who will notify the Health and Safety Executive (HSE) of accidents, dangerous occurrences and occupational diseases which are within the scope of RIDDOR 1995 and who will keep records of them.

(d) Action Required in the Event of a Death, Specified Major Injury or Condition, or a Dangerous Occurrence

If any person, as the result of an accident arising out of or in connection with the work of the Council, dies or suffers a specified major injury or condition, or where there is a dangerous occurrence, the Head of Department will notify the Corporate Health & Safety Section without delay. The Corporate Health & Safety Section will thereafter notify the HSE. (Departments with their own Safety Officer must investigate the notify the HSE directly, with a copy of the investigation and F2508 being forwarded to the Corporate Health & Safety Section)

(e) Action required if, as a result of an accident at work, an employee is off work for more than three consecutive days

If, as a result of an accident at work, an employee is off work for more than 3 consecutive days (excluding the day of the accident but including days which would not have been working days), the departmental responsible person will send a report of the accident to the Corporate Health & Safety Section as soon as possible. The Corporate Health & Safety Section will then report the accident to the HSE within 10 days of the accident becoming reportable. The Corporate Health & Safety Section will retain one copy of the F2508 form for a period of 3 years and one copy will be sent to the Department for retention. (Departments with their own Health & Safety Officer must the HSE themselves, with a copy of the F2508 form being forwarded to the Corporate Health & Safety Section).

(f) Action required in the event of a minor accident

The departmental responsible person will ensure that an appropriate internal incident report form is completed for each incident that occurs in his/her area of control. One copy will be retained by the responsible person and one copy will be sent to the Corporate Health & Safety Section.

(g) Action required when an employee is known to be suffering from a reportable occupational disease

On receipt of a written diagnosis from a doctor (e.g. on a medical certificate) which specifies that an employee is suffering from an specified occupational disease listed in Schedule 2 of the Regulations, the responsible person must ascertain if the employee's current job involved the corresponding work activity specified in the schedule. The Corporate Health & Safety Section must be informed as soon as practicable as the Council must notify the HSE on the statutory form, F2508A. The Corporate Health & Safety Section will retain one copy of the F2508A form for a period of three years and one copy sent to the Department for retention. (Departments with their own Health & Safety Officer must notify the HSE themselves, with a copy of the F2508A being forwarded to the Corporate Health & Safety Section).

13. SAFETY REPRESENTATIVES AND HEALTH AND SAFETY COMMITTEES

The Council will consult trade union safety representatives and representatives of employee safety, with regard to the measures taken to ensure health and safety at work, and compliance with Council and Departmental Health & Safety Policy. Formal consultation will take place at regular intervals through the Council's Health & Safety Committee. Departmental Health & Safety Committees shall be formed as appropriate and in line with Council guidance on Health & Safety Committees and Regulation 9 of the Safety Representatives and Safety Committees Regulations 1977. A member of the Corporate Health & Safety Section will be invited to attend each Departmental Health & Safety Committee meeting.

Safety Representatives have the right to be consulted in good time with regard to: the introduction of any measure at the workplace that may affect the health and safety of employees, arrangements for appointing competent persons, any health and safety information required to be provided to employees, the planning and organisation of health and safety training to employees and the consequences of the introduction of new technology; the review of risk assessments.

Appropriate facilities and assistance will be extended to recognised safety representatives as may be reasonably required to carry out their functions. This shall include allowing access to relevant health and safety documentation and publications held by Departments.

Management shall encourage recognised safety representatives to carry out workplace inspections at agreed intervals (normally not more than once every three months) and will co-operate in accident investigations. The Corporate Health & Safety Section will also offer training to enable safety representatives and representatives of employee safety to enable them to fulfil their roles.

14. HEALTH & SAFETY CO-ORDINATORS GROUP

The Council will establish a Group comprising Health & Safety Co-ordinators from each Department that will meet on a regular basis to encourage and promote effective health and safety management throughout the Council. The purpose of the group will be to:-

- (a) Deal with corporate health and safety issues referred to the group.
- (b) Ensure a consistent approach to compliance with Council policies
- (c) Brief Departments on guidance being prepared and to give advice on the implementation of health and safety guidance.
- (d) Develop methods for implementing and improving health and safety performance throughout the Council.
- (e) Provide a forum for developing solutions and obtain corporate guidance on strategic issues to improve health and safety standards within the Council.

15. HEALTH & SAFETY COMMUNICATIONS

The effective communication of health and safety information is an essential aspect of risk control. It is primarily the manager's and supervisor's responsibility to ensure that there is an effective flow and exchange of health and safety information throughout the workplace. It is an integral part of a manager's role to ensure that the findings of risk assessments and risk controls are communicated to the relevant employees. This may take the form of written communications; the display of notices; verbal briefings; a formal meeting; a toolbox talk or a training session. Managers need to consider the most appropriate form of communication for each situation.

Health and Safety should be a standing item on all senior management team meetings. This will not however replace the need for, or be seen as, an alternative to organising a departmental health and safety committee. A health and safety notice board is to be established at each identifiable workplace. Senior management must appoint a named person to manage, and ensure, that such a notice board is kept up to date and relevant to the departmental health and safety issues. The Health & Safety Law Poster should form part of the notice board, and other information such as the minutes of the latest Departmental Health & Safety Committee; the names of approved first-aiders; the fire evacuation plan for the premises; hazard reporting arrangements; health & safety inspection reports; etc should be displayed.

16. SUPPLEMENTARY POLICY STATEMENTS

Chief Officers are responsible for ensuring health, safety and welfare performance within their respective Department. The detailed nature of this duty extends to:

- (a) Preparing and revising as often as necessary, a supplementary health and safety policy which is consistent with the requirements of the Council's safety policy. This will set out the Department's general policy and the detailed organisation and arrangements for complying with that policy. It will incorporate sufficient detail to reflect the particular nature of work performed and tasks undertaken by the Department (in larger, more diverse Departments it may be necessary to detail supplementary safety policy, organisation and arrangements on a single establishment, or service provision basis).

- (b) Detailing the specific arrangements for:
- Undertaking risk assessments and implementing controls
 - Delivering health and safety induction training
 - Considering health and safety competence during recruitment procedures
 - Producing safe systems of work
 - Maintenance and repair
 - Emergency
 - Safety of plant, equipment and machinery as required by the requirements of the Provision & Use of Work Equipment Regulations.
 - Examination and testing of pressure vessels
 - Personal protective equipment
 - The maintenance of transportable electrical equipment
 - Auditing, inspections and testing
 - Storage and use of hazardous substances
 - Management of change (including changes in management systems and organisation, systems of work, new plant and equipment, introduction of new substances or work practices)
 - First aid
 - Accident investigation, recording and reporting
 - Information, instruction, training and supervision
 - Health & Safety Notice Boards
 - Welfare facilities
 - Control of contractors/visitors
 - Monitoring and review
- (c) Ensuring that adequate resources are made available to enable implementation of Council and Departmental Policy.
- (d) Demonstrating a commitment to achieving high standards of health and safety performance within Departments and developing a positive attitude to health and safety matters among all employees and at all management levels.
- (e) Implementing appropriate health and safety management systems to ensure identification of hazard and assessment and control of risk by effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control risks.
- (f) Evaluating and reporting on the health and safety performance within the Department, including the provision of an annual report.
- (g) Chief Officers shall designate a member of their Senior Management Team as the Departmental Health & Safety Co-ordinator to support and assist Chief Officers in the day-to-day management, development and implementation of Health & Safety Policy and practice. The role of the Health & Safety Co-ordinator is to promote and monitor the management of health and safety within their Department and to provide a direct communications link between the Health & Safety Section and Chief Officers. The Health & Safety Co-ordinators are to support Directors to enable health and safety to be incorporated and managed as an integral component essential to service delivery.

17. MONITORING

The effectiveness of health and safety management and practice will be monitored in the following ways:

(a) **Analysis of accident statistics**

Accident reports shall be examined by the Corporate Health & Safety Section, and accident statistics produced and reported on, with a view to determining and eliminating accident causes. The above does not relieve line management of their primary duty to consider incidents/accidents at work with a view to preventing a recurrence.

(b) **Audit**

The Corporate Health & Safety Section conducts auditing of Department's health and safety performance. The auditing will take a variety of forms and on occasions will focus on a specific area of risk. Departments will be required to make a written response within 2 months of receiving an audit report. The Corporate H & S Section will revisit within 6 months from date of receipt of the department's action plan in relation to the audit.

(c) **Workplace Inspection**

Systematic workplace inspections will be carried out by line management to ensure that the requirements of statute, Council and Departmental Health & Safety Policies are being met. The Health & Safety Accident Prevention Checklist, as found in Section 4 of the Toolkit, is to be completed on an annual basis at each site where more than 25 employees or service users are based or high risk activities take place. Active management of risk control will also be examined during an audit.

(d) **Annual Report**

The Council will produce an Annual Health & Safety Report, to promote health and safety management and practice.

18. REVIEW

This Policy and any revision of it will be brought to the attention of every employee of the Council. Documents produced under or supplementary to this Policy will be brought to the attention of those employees to whom they relate.

This Policy and its accompanying supplementary documentation shall be kept under review each year when the annual health and safety report is produced. A full revision of the policy will be completed every three years or sooner following any major alteration.

ELECTRICAL EQUIPMENT USER CHECKLIST

Before connecting electrical equipment to supply voltage, a visual inspection should be made to the under noted items. Defective equipment should be immediately withdrawn from service, appropriately marked and reported for repair.

ITEM	PASS CONDITION
1. Mains Socket Outlet	<ul style="list-style-type: none"> (a) in good condition with no obvious cracks or defects (b) securely fixed (ie not loose). (c) if switched, switch in off position.
2. Plug	<ul style="list-style-type: none"> (a) in good condition with no obvious defects, cracks, burnt or bent pins etc. (b) cable clamp securely grips outer sheath of cable (ie coloured inner cables not visible).
3. Mains Lead	<ul style="list-style-type: none"> (a) no obvious mechanical or heat damage, cuts, exposed inner cables or bare conductors. (b) no taped joints. (c) is secured at entry point to equipment cabinet by grommet or suitable male/female connectors.
4. Equipment Cabinet	<ul style="list-style-type: none"> (a) in good condition with no obvious defects. (b) no holes or other access to live internal conductors.

Most electrical equipment used in offices will be of normal domestic or commercial construction, and should be safe in normal use if adequately maintained. Flexible cables, extension leads, plugs and sockets are the items most likely to suffer damage, and care should be taken to ensure that these items are in good condition before using equipment. Mains leads are most likely to suffer damage at entry points into the plug or equipment cabinet. Extension leads are particularly susceptible to mechanical damage, and leads showing any sign of damage such as compressed (flattened) cables, or deterioration to outer cable sheath, should not be used. Trailing leads should be routed so as to reduce tripping hazards, and where necessary protected from risks of mechanical damage.

**CORPORATE PROPERTY DATABASE AND HEALTH AND SAFETY
CONTRACTS**

GUIDANCE NOTE FOR CHIEF OFFICERS PART 1

This document contains advice to Chief Officers on how to comply with duties in respect of the Corporate Property Database (GVA) and the Corporate Health and Safety contracts (H&S contracts). It is not intended as a substitute for professional expertise from engineers, surveyors and professional premises management practitioners.

All Chief Officers must ensure provision of their service is done in such a way as not to expose persons to risks to their health and safety and all activities are carried out in accordance with a safe system of working. Individual Chief Officers do have choices in the context of how they effectively manage health & safety, and in the areas of what can, and should, be delegated. The Duty Holder is the person who assesses and manages the risks to all persons using the property and for the maintenance of the property and the equipment within it.

Chief Officers should however be aware that they ultimately hold responsibility and accountability for the health and safety performance of their Department. Should an untoward incident occur, a Chief Officer must demonstrate that maintenance has been undertaken to a reasonable standard. This can only be successfully done by producing complete and accurate documents. Both personal and corporate liability may follow and Chief Officers will be liable for all reasonably foreseeable consequence.

Chief Officers should ensure that the Corporate Property Database (GVA) records details of the assets and associate risk assessment's control measures within each property. GVA will provide the majority of relevant information required for the management of health and safety matters associated with the properties, allowing for the continually monitor of risk assessment's control measures and improvement of health and safety performance.

The Corporate Health and Safety contracts (H&S contracts) are to assist in the management of the health and safety risks associated with properties. Chief Officers must ensure that suitable arrangements are in place that allows compliance with the risk assessment's control measures. The existing arrangements must be maintained until the Chief Officer is confident that the Corporate Health and Safety contracts (H&S contracts) satisfy the Department's Health and Safety regime.

This guidance is generic and is not intended as a checklist for individual properties – each property should be assessed and a management strategy prepared specifically for that property and it's current services and use.

CHIEF OFFICERS' ROLES AND RESPONSIBILITIES

KEY ISSUE	EXAMPLES	COMMENTS
Identify and adhere to legislative responsibilities together with requirements for maintenance and repair.	Management of Health and Safety at Work Regulations. Testing, inspection and / or maintenance regime. Construction (Design and Management) Regulations.	GVA & H&S contracts can provide evidence of legislation compliance.
Maintain knowledge of statutory, legal and other requirements.	Testing, inspection and / or maintenance regime. Support work force training.	These are likely to change – so any training and risk assessments must be reviewed as and when required.
Ensure maintenance, operation and planning is up to date, accurate, current and efficient, including details relating to the Health and Safety contracts and GVA.	Encourage staff to contribute to the data held by GVA and to interrogate the facilities available and the details of the Health & Safety contracts to ensure the service provider's requirements are met.	Inform Economic Development of any additions and / or alterations.
Keep testing, inspection and / or maintenance records to verify maintenance for statutory obligations and appropriate accountability.	Monitoring of testing, inspection and / or maintenance records for maintenance policy and it's effectiveness and to observe performance trends, assist with diagnosis. Maintenance records that also initiate corrective action where necessary and provide financial statistical information on past needs to assist in forecasting future maintenance costs.	Maintenance records may demonstrate that maintenance has been carried out to a reasonable standard.
Integrate the corporate initiatives into the Department's testing, inspection and / or maintenance strategy to monitor and review progress and achievements and ensure the process is achieving the overall aims and contributing to the service provision.	Asset Management Plan.	Other review issues such as environmental impact, maintenance work cycles anticipated requirements of the property, changes in use, anticipated disposal / demolition would be included to achieve "Best Practice".

KEY ISSUE	EXAMPLES	COMMENTS
Maintain a list of emergency information.	Layout drawings showing essential services and shut off points; contact details e.g. Key Holders / Utilities / Contractors; site access.	GVA & H&S contracts can provide up to date information. GVA can provide immediate access to this information.
Provide Economic Development with details of the assets and associate risk assessment's control measures within each property.	Inventory of portable appliances, kitchen equipment, lifts, extraction systems, hand tools washing station and sanitary accommodation services.	Ensure testing, inspection and / or maintenance regime complies with the details of the appropriate risk assessments. Inform Economic Development of any additions and / or alterations.
Advise Economic Development of changes to building usage, details of any additions and / or alterations to installations.	Design and commissioning details.	Risk assessments and management strategy to reflect any such additions and / or alterations.
Ensure remedial works is carried out and the installation is certified as being satisfactorily compliant with current relevant legislation. Ensure priority 1 work greater than £5,000 and priority 2 , 3 and 4 work is completed or alternative course of action is implemented.	Work identified by the Health and Safety contracts or new and /or additions and / or alterations. Inform EDD of action taken.	The Contract Administrator shall issue an instruction for priority 1 work less than £2000 per topic per building or (after obtaining permission from EDD) issue an instruction for priority 1 work between £2000 and £5000. EDD shall audit all reported remedial work against target completion dates and performance criteria. Resultant audits that identify failure to address a particular issue will be reported to the Chief Executive.
Be aware that there may be properties that have been tested and a particular system is functioning. However, no compliance certificate can be issued, as the installation does not comply with current requirements.	Fire Alarms and Emergency Lighting priority 1 remedial work but with an estimate cost of over £5000.	Chief Officers will have been (and will continue to be) informed of this necessary remedial work – they must instruct action to resolve the relevant matter. EDD shall audit all reported system failures against target completion dates and performance criteria. Resultant audits that identify failure to address a particular issue will be reported to the Chief Executive.

KEY ISSUE	EXAMPLES	COMMENTS
Ensure that Economic Development receive the original (or where agreed a copy) of any Compliance Certificate for recording and monitoring.	Landlord's Gas Certificate, Houses in Multiple Occupation licence, Fuel Tank licence / compliance certificate .	Chief Officers that have an agreement to carry out testing, inspection and / or maintenance for topics in their Department's properties (e.g. DCS and Leisure & Communities Swimming Pools only) - must ensure this is done to the specified standard. The subsequent compliance certificates and records must be sent to Economic Development for recording and monitoring.
Allow safe and secure access where necessary to contractors. Ensure co-operation with assessments and surveys required.	Disabled Discrimination Act, asbestos, glazing and the like assessments.	The conclusions of these assessments are intended to assist Departments develop a management strategy. They are not intended to be a substitute for any such management strategy, which the Chief Officers must ensure is in place and being adhered to. These assessments may also be used to provided Statutory Performance Indicators and Asset Management Plan data.
Ensure Performance Indictors, benchmarks and reports are tailored to suit your requirements.	Construction Industry key performance indicators, Statutory Performance Indicators, Asset Management Plan	GVA can provide performance indicators for costs incurred (e.g. Small Works and Maintenance partnership with DCS) as evidence of "reasonable practicable".
Deal with property related Health and Safety matters not included in the GVA & H&S contracts.	Operation and maintenance manuals including sections dealing with equipment isolation and emergency procedures, waste disposal / management, environmental impact assessment, confined spaces, noise at work, personal protective equipment.	EDD will manage the principal copies of written records including Health and Safety files – copies will be instantly available from GVA.

KEY ISSUE	EXAMPLES	COMMENTS
Ensure all manual forms of logbooks are maintained and contain a schedule of plant and equipment requiring testing, inspection and / or maintenance; instructions on testing, inspection, planned maintenance tasks and guidance on execution and frequencies of these tasks.	Logbooks that record the outcome of the testing, inspection and / or maintenance, signatures, any changes to control set points, subsequent action required and details of work done.	Logbooks to be held safely and security on site and be readily available for any interested party. EDD shall audit such systems. Resultant audits that identify failure to address a particular issue will be report to the Chief Executive.
Making available health and safety-related information to interested parties including contractors, designers and the like.	All information that a Department has or could reasonably be expected to have or to obtain about the existing property and its assets must be made available.	Properly managed maintenance and installation projects have a key role in ensuring that hazards and risks are dealt with competently.
Co-operate and co-ordinate the work to ensure a safe environment is maintained for the property users and contractors.	Ensure sufficient time is allowed to do the work.	Maintain a method of recording contractors working in the property.

CORPORATE PROPERTY DATABASE AND HEALTH AND SAFETY CONTRACTS

GUIDANCE NOTE FOR CHIEF OFFICERS – PART 2

HEALTH and SAFETY TOPICS – COMPLIANCE

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
1. Fixed Electrical Testing	Each relevant property.	As detailed on compliance certificate and alterations.	Not Required	As fitted drawings, operation & maintenance manual, critical spares list, warranties.	Compliance period to suit age, type and use of installation
2. Electrical Testing - Portable Appliances	Each relevant property.	Maximum annual – some variation based on risk assessment.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Operation & maintenance manual, critical spares list, warranties.	Visual inspection required before use. Includes microwave equipment (e.g. ovens).
3. Gas Appliance/ Soundness Testing	All property with gas.	Maximum annual or when altered– some variation based on risk assessment	Compliance certificate for each item of equipment.	As fitted drawings, operation & maintenance manual, critical spares list, warranties.	Compliance period may require to be reduced to suit age, type and use of installation
4. Water Chillers	Where applicable.	Annual	Required to record service visits and repairs / replacements.	Contractor's installation and call out arrangements.	Co-ordinated with water quality regime.

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
5. Landlord's Gas Certificate { Gas Safety (Installation and Use) Regulations }	All residential property provided for rent.	Annual	Required to record service visits and repairs / replacements.	Record of each safety check – copy issued to existing tenant.	Records retained for at least 2 years.
6. Asbestos Survey	Property where no asbestos has been positively confirmed.	Not required.	Not required.	Survey report and conclusions including all material test data.	
	Property where asbestos has been confirmed.	Annual or when property is refurbished or altered.	Required - Asbestos register.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	A management strategy is required to be developed and adhered to. The inspection is to check condition of the asbestos and update risk assessment.
7. Water Quality/ Legionella	Each relevant property.	Annual or when property is refurbished or altered.	Required.	Risk assessments, record drawings, photographs, survey report and conclusions including all test data. Notification of cooling tower and evaporative condenser.	

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
8. Glazing Surveys	Each relevant property.	Annual or when property is refurbished or altered.	Not required.	Survey report and conclusions, record drawings, photographs.	
9. Disabled Access	Each relevant property.	When property is refurbished or altered.	Not required.	Survey report and conclusions, record drawings, photographs.	Annual Public Access Assessment to be carried out. A management strategy is required to be developed and adhered to.
10. Fire Risk Assessment	Each relevant property.	Annual or when property is refurbished or altered.	Not required.	Survey report and conclusions, record drawings, photographs	A management strategy is required to be developed and adhered to.
11. Houses in Multiple Occupation	3-year licence for each house.	Annual survey or when property is refurbished or altered.	Required to cover all relevant topics within the house.	Survey report and conclusions, record drawings, photographs	Departments to arrange for licence as required and forward details to Economic Development for recording and monitoring.
12. COSHH Legislation in relation to building fixtures	As required by risk assessment and dependant on substance.	As required by risk assessment and dependant on substance.	As required by risk assessment and dependant on substance.	As required by risk assessment and dependant on substance.	No specific Health and Safety contract – specific requirements included in other topics.
13. Boiler Servicing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	Energy management and environmental impact considerations.

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
14. Electric Lift Maintenance	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	
15. Hoist Maintenance	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	
16. Hydraulic Lift Maintenance	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	
17. Fire Alarm Servicing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	A property's system may be tested and functioning but no certificates can be issued, as the installation does not comply with current requirements.

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
18. Emergency Lighting Servicing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	A property's system may be tested and functioning but no certificates can be issued, as the installation does not comply with current requirements.
19. Fire Extinguisher Servicing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	
20. Fire Drills	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs and survey report.	Annual audit to ensure compliance.
21. Intruder Alarms	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
22. Pressure Vessel Testing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements. Written scheme of examination. Compliance certificate for each item of equipment.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	Compliance with insurance company's details and requirements. Including unvented hot water systems
23. Window Cleaning Cradles	Each relevant property.	Every 6 months or when property is refurbished or altered.	Required to record service visits and repairs / replacements. Written scheme of examination. Compliance certificate for each item of equipment.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Compliance with insurance company's details and requirements.
24. Anchor Point Testing	Each relevant property.	Every 6 months or when property is refurbished or altered.	Required to record service visits and repairs / replacements. Written scheme of examination.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Compliance with insurance company's details and requirements.
25. Fume Cupboard Testing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report operation & maintenance manual, critical spares list and warranties.	

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
26. Pulley Beam Testing	Each relevant property.	Annual or when property is refurbished or altered.	Not required.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Topic includes Pulley Beam Testing for lift installation, which is included in the lifts Health and Safety contract(s).
27. Septic Tank Testing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits (e.g. water levels, desludging activities, air vents inspections) and repairs/replacement	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Includes safe and environmentally sound emptying.
28. Structural Visual Inspections	Each relevant property.	3-year visual or when property is refurbished or altered.	Not required.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Health and Safety contract includes only for a non-intrusive 3-year visual examination of each property. City Engineer will advise of other relevant inspections dependant upon the property's individual requirements.
29. Lightning Conductor Testing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions plus material test data.	
30. Sprinkler Systems	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
31. Kitchen/ Catering Equipment	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Compliance period may vary to suit age, type and use of installation and equipment.
32. Medical Baths, including Medical Lifting Equipment	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Compliance period may vary to suit age, type and use of installation and equipment.
33. Canopies/ Duct Cleaning/ Extract Ventilation/ Insecticutors	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Compliance period may vary to suit age, type and use of installation and equipment. To included smoke extraction systems and COSHH safe systems.
34. Air Handling Units and Air Condition Units	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	
35. Heating & Ventilation Controls	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Energy management and environmental impact considerations.

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36. Kilns	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	To include inspection and testing of electrical and gas installations.
37. Technical Equipment (i.e. Hand Tools, etc)	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Compliance period may vary to suit age, type and use of installation and equipment.
38. Health & Safety Files CDM Regs	N / A	N / A	N / A	Health and Safety file	EDD manage health and safety files.
39. Air Compressor Tests	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	
40. Fuel Tank Checks	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	The Environmental Health & Trading Standards Petroleum Officer licenses petrol tank installations. Topic included other types of fuel tanks.
41. Petrol/ Interceptor Check	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	

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42. Roller Shutter Door Servicing	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	
43. Swimming Pool Equipment	Each relevant property.	Annual or when property is refurbished or altered.	Required to record, treatment, service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report & conclusions including all material test data.	To include annual inspection and testing of electrical installation.
44. Local Exhaust Ventilation Examination	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	To included smoke extraction systems and COSHH safe systems.
45. Washing Station and Sanitary Accommodation Services	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	Services would include all cubicle services (e.g. sanitary disposal, toilet roll and soap dispensers, hand towel dispenser, disposal of nappies and air freshening equipment).
46. Fan Convectors	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	3 types – “wet” type supplied from a gas-fired boiler, storage heater type and warm air type.

TOPIC	COMPLIANCE CERTIFICATE	COMPLIANCE CERTIFICATE TO BE RENEWED	TEST & INSPECTION LOG BOOK	DESCRIPTION OF OTHER RECORDS TO BE HELD	COMMENTS
47. Door Access Control	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	
48. Automatic Doors	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	
49. Toxic Gas Monitoring	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Required - to included inventory of equipment. Compliance certificate for each item of equipment.	Includes Carbon Monoxide detection.
50. Inland Waterways	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs / replacements.	Risk assessments, record drawings, photographs, survey report and conclusions including all material test data.	The appropriate brief and agreed responsibilities shall establish any necessary contracts.
51. Storage of Gas	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits and repairs/ replacements. Written scheme of examination.	Risk assessments, record drawings, and photographs.	
52. CCTV	Each relevant property.	Annual or when property is refurbished or altered.	Required to record service visits/ repairs replacement	Record drawings, photographs and survey report.	Data Protection Act is likely to apply.