



Doncaster Council

Corporate Health & Safety Management System

2016/17

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Section 1 - Introduction, Organisation and Responsibilities

1.0 Introduction

Legislation requires that employers with complex undertakings have in place management systems to control the risks in the work that they and their employees perform.

The purpose of this document is to describe how Doncaster Council meets its minimum statutory obligation by the implementation and maintenance of a Doncaster Council wide Health and Safety Management System and to highlight the essential elements and operation of this system.

This document applies to ALL Doncaster Council staff and managers at ALL levels. This document also applies to ALL Doncaster schools staff and managers, and other organisations (Doncaster Children's Services Trust Limited) staff and managers who use this document as their umbrella Health & Safety Management System.

Compliance with, and commitment to this system, is mandatory. The system is designed to help everyone meet their Health and Safety responsibilities, avoiding accidents and subsequent criticism. It is auditable and it provides the means for us to confirm what we do, do what we say and prove that we have done it.

Where applicable all Doncaster Council Policy Statements and Health & Safety Arrangements will be driven by HSE Legislation, Guidance and other relevant best practice. For further detail on implementation and/or how these policy statements affect your Directorate or Service Area contact the Corporate Health & Safety team on 01302 736903 or follow the links provided within Policy Statements.

This document comprises of the following four sections;

Section 1 – Specifies how Health and Safety is managed and arranged with Doncaster Council, emphasising responsibilities and associated arrangements.

Section 2 - Sets out Doncaster Council policy statements for Health and Safety issues that are applicable to Council activities.

Section 3 – Sets out specific Core Health and Safety arrangements that detail how Doncaster Council meets certain Health and Safety requirements.

Section 4 – A comprehensive list of all Health and Safety Arrangements, Guides, Forms, and examples that specifically apply to Doncaster Council and will be available on the Councils intranet or directly from the Corporate Health & Safety team.

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1.1 Statement of Safety Policy

The Council recognises that people are its key resource. Consequently, at all management levels, including the most senior, it is committed to ensuring the health, safety and welfare of its employees, contractors, members of the public and anyone else that comes into contact with its work activities.

It also recognises that such a stance contributes to overall business performance by reducing injuries and ill health and therefore reducing unnecessary losses and liabilities. The achievement of a good health and safety record is just as important as other business objectives. This will be met by:

- Ensuring that each Director and commissioned service providers signs up to this statement and commits their Directorate to complying with the Corporate Health & Safety Management System
- Providing suitable and sufficient training for all employees on health and safety as identified by statute, line management, staff appraisal as defined in the Corporate Health & Safety Management System
- Appointing a Director with special responsibility for co-ordinating health and safety (as Health and Safety Champion)
- Employing competent advisors via the Corporate Health & Safety team
- Ensuring the provision of adequate financial and physical resources for safety purposes
- Ensuring the competence of all employees through the recruitment process, provision of training and professional development
- Recognising that legal requirements define the minimum level of achievement in the organisation's management of health and safety
- Committing to continuous improvement regarding the management of health and safety and a reduction in the number and severity of accidents and incidents
- Conducting, amending and reviewing risk assessments for all workplaces and work activities and their subsequent use to manage, inform and improve safety
- Encouraging near miss reporting recognising their value
- Communicating with all employees and trades unions on all health and safety issues as appropriate
- Developing and implementing an annual corporate health and safety audit programme
- Producing an annual performance report
- Undertaking proactive and reactive measures to improve performance
- Reviewing this policy statement at least annually

All employees, contractors/service providers and volunteers are instructed to comply with the Council's systems. Employees are encouraged to contribute to our objectives individually, via Directorate Liaison Groups and the Council's Joint Safety Committee.

This statement will be prominently displayed to be viewed by employees, contractors, service users and visitors and posted on the Council's intranet web site.

Signed:



Jo Miller
Chief Executive

Date: 20 April 2016

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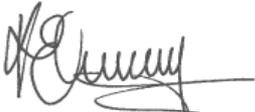
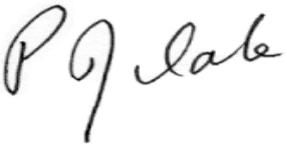
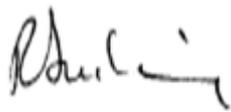
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1.2 Statement of Commitment to the Policy signed by all Directors

Directors recognise and accept their critical role in providing for the Health and Safety of their staff and anyone who comes into contact with the undertakings of their Directorate.

Consequently, the undersigned confirm their commitment to the Doncaster Council Safety Policy Statement and the compliance of their Directorate with the Corporate Health & Safety Management System.

DIRECTORATE	DIRECTOR	SIGNATURE
Adults, Health and Wellbeing (Interim)	Kim Curry	
Learning & Opportunities	Damien Allen	
Finance & Corporate Services	Simon Wiles	
Regeneration & Environment	Peter Dale	
Public Health	Rupert Suckling	

Date: 20 April 2016

The author of this document is Doncaster Council's Corporate Health & Safety team.

Comments, suggested amendments etc. should be addressed to the Corporate Health & Safety Manager, contact number 01302 736095.

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1.3 Responsibilities

Chief Executive

- Has ultimate responsibility for ensuring that the risks encountered in Doncaster Council are properly managed.
- Must ensure that the Health and Safety Champion has the necessary competence, resources and the support of other board members to carry out their functions.
- Must ensure that other directors understand and accept that the role of the Health and Safety Champion does not detract from their responsibilities for specific areas of Health and Safety management, or from the Health and Safety responsibilities of the board as a whole.
- Require all staff to comply with the provisions of the Health and Safety Management System.
- Ensure that Health and Safety is placed on the agenda of board meetings to consider, review, amend and approve new and amended policy and actions.
- Ensure that Health and Safety issues are considered when making strategic decisions or specific plans.
- Ensure that sufficient resources are made available to allow Health and Safety to be adequately managed.
- Consider feedback on actual performance and instigate any remedial action to overcome deficiencies.

Health and Safety Champion (Nominated Director)

The Health and Safety Director will ensure that the board's Health and Safety responsibilities are properly discharged by:

- Ensuring that Doncaster Council's Health and Safety performance is regularly reviewed.
- Ensuring that the Health and Safety Policy Statement reflects current board priorities. (The statement will be considered at the same time as the review of Health and Safety performance, or when the matters to which it relates change e.g. management restructures.)
- Ensuring that management systems provide for effective monitoring and reporting of the organisations Health and Safety performance.
- Being kept informed about any significant Health and Safety failures and the outcome of investigations into their causes.
- Ensuring that the Health and Safety implications of all decisions are addressed.
- Ensuring that Health and Safety risk management systems are in place and remain effective. (Periodic audits will provide information on their operation and effectiveness.)

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Directors

- Appoint Building Managers with the instruction to them to set up a Building Manager's file.
- Maintain a current list of Building Managers taking into account promotions, transfers, retirements etc.
- Ensure the display of copies of the current Doncaster Council Safety Policy Statement in all their buildings.
- Ensure that all their staff; work to the arrangements of the Health and Safety Management System as it exists and as it is developed through the population of the Arrangements Section and direction given.
- Ensure that their directorate has sufficient resources and competent people to secure compliance with Health and Safety needs.
- Ensure that all the foregoing paragraphs are complied with.
- Agree and sign the statement confirming commitment to Doncaster Council's Safety Policy Statement.

Managers

The law sees a manager as being anyone who has (or should have) to any extent, control at work over people, places, procedures, plant and equipment or products. The key to deciding whether or not someone is a manager; is not in their job title, but in the expectation that they will have control.

The law allows managers at all levels to devolve tasks to competent persons but not to devolve responsibility.

The Health and Safety Management System defines the specific responsibilities of managers and staff at all levels. Further it defines the extra duties of those in control of premises (Building Managers).

Note: Building Managers will usually be a person holding that title or the most senior Doncaster Council employee on site e.g. a head teacher, care home manager, the most senior officer at a depot.

All managers are expected to:

- Ensure that all their subordinates are briefed on the purpose (Overview Section) of the Health and Safety Management System and precisely where they can access and see copy(s) of the whole system
- Brief subordinates on the contents of the system as they apply to them
- Re-brief subordinates on the above periodically but especially when new or amended sections are produced and distributed
- Ensure that risk assessments and safe working practices are produced for all their subordinates work activities. These activities may be job specific or be as a result of instructions or guidance given in the Arrangements Section of the system
- Ensure that they recruit and employ competent people or take action to ensure that they achieve competence through training, coaching etc.
- Ensure by supervision or inspection that safe working practices are being adhered to and put corrective actions in place to overcome deficiencies
- Arrange training for staff on appointment, as identified by risk assessments, as specified in the system and refresher training where people are observed as not being able to comply with identified requirements

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- Include Health and Safety on the agenda of team meetings to allow briefings to be given and solicit input from participants
- Fully investigate accidents/incidents reported to them by their immediate staff
- Flag up safety issues that would benefit a wider audience by discussion or implementation
- As required, undertake Senior Managers' Safety Tours using provided checklists.

Building Managers

A Building Manager is somebody holding that title or the most senior Doncaster Council employee on site e.g. head teacher, care home manager or the most senior officer at a depot.

Building Managers will be appointed for each site where Doncaster Council manages people work at work. A record should be kept of these building managers and, the sites for which they are responsible. These records must be kept up to date.

Note: Care must be taken to avoid sites having no identified Building Manager; this can result from changes in staff, of places of work or in areas of responsibility.

Each Building Manager should ensure that

- Any training provided for Building Managers is attended by the Appointed Persons as a mandatory requirement
- There is a maintained file containing centrally specified items including Health and Safety Management System sections
- Ensure that any delegated tasks are only given to persons who are competent to carry them out. Responsibility for their successful completion cannot be delegated
- Brief their employees on respective responsibilities as part of building management.

Employees

ALL employees at ALL levels have a duty to:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts and omissions at work (within their levels of competence).
- Use all work items correctly, in accordance with the training and instructions that they have received.
- Cooperate with Doncaster Council to enable it to meet its statutory duties.
- Not misuse anything provided in the interests of Health and Safety.
- Immediately report to the employer any work situation which might represent a serious and imminent danger.
- Notify the employer of any shortcomings in his Health and Safety arrangements, even when no immediate danger exists.
- Co-operate with their managers in the production of risk assessments and safe working practices applicable to their jobs.
- Undertake training identified in risk assessments or contained in the Health and Safety Management System.
- Work to documented safe working practices, regulations, codes of practice etc. as directed.
- Report accidents/incidents or near misses, no matter how minor.

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The Health & Safety Manager / Corporate Health & Safety team

- Formulating and developing Health and Safety policies.
- Promoting a positive Health and Safety culture to secure the effective implementation of the policy.
- Planning for Health and Safety including the setting of objectives and deciding priorities.
- Identifying hazards, assessing risks and identifying suitable means of control.
- Implementing plans and monitoring control measures employing active and reactive techniques.
- Maintain adequate information systems on relevant law.
- Maintain adequate information systems on safety management practice.
- Interpret the law and identify the implications for Doncaster Council.
- Assist in the establishment and maintenance of risk control standards relating to “hardware” (such as places of work, plant and equipment/tools and substances).
- Assist in the establishment and maintenance of risk control standards relating to “software” (such as procedures, systems and people).
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and cases of ill health.
- Establish and maintain adequate and appropriate active monitoring and auditing systems.
- Establish professional relationships at all levels in Doncaster Council and with outside organisations (e.g. Health and Safety Executive, Trade Associations).

Occupational Health

Our objective is to work with all stakeholders to pro-actively maintain a healthy workforce by meeting the needs of individual employees, managers and the Council.

We deliver this through:

- pre-employment screening to ensure the medical suitability of candidates.
- support to employees and managers in the managing attendance process, including, where appropriate:
 - case conferences to support employees back into work
 - advice on adaptations and/or modifications within the workplace
 - support and/or recommendations regarding phased returns to work
- driver clearance to ensure employees are fit to drive
- immunisation programs using risk assessment models to identify your needs
- health monitoring to protect the health of employees
- workplace assessments for employees returning to work from long-term sickness absence to ensure their health is not compromised by their workplace environment
- assess employee's suitability for ill-health retirement
- advice to managers and employees on health related matters
- a self-referral stress counselling service
- easy online access to frequently asked questions, employment questionnaires, Med 10's and ill-health retirement forms
- lifestyle advice which can help prevent diseases such as obesity, coronary artery disease, strokes, diabetes, cancer and mental illness.

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Mayor / Elected Members

- Current Advice

Current advice is that where any decision is that of a committee as a whole, Portfolio Holders within the Cabinet may be considered to be more individually accountable for decisions than a Committee Chair or Committee Member.

- Legal Position

The HSE's (Health and Safety Executive's) solicitor advises that the fluidity of the decision making process in councils means that elected members may make decisions in advance of the committee process, which have Health and Safety implications.

Where this occurs, it is recommended that the Council has systems in place to ensure that any decision is in line with the Council's own policies and procedures as they relate to Health and Safety (Doncaster Council's Health and Safety Management System).

Elected Members could be prosecuted under Section 36 of the Health and Safety at Work etc. Act 1974, but this would be a matter for the Courts to decide.

- Assistance

Through their Health and Safety consultant, the Employers' Organisation for Local

Government can help councils ensure that embedded within their decision making process is a mechanism which allows for the Health and Safety implications of any decision to be given appropriate and proper consideration.

More information on the help available from the Employers' Organisation can be accessed by contacting the National Safety Policy Advisor, Local Government Employers Association on 01254 761075.

1.4 Joint Consultative Committee – Safety

Doncaster Council is legally obliged as an employer to consult with its employees on all matters relating to Health & Safety.

- The Health & Safety at Work Act 1974
- The Safety Representatives and Safety Committee Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

Doncaster Council has long established the **Joint Consultative Committee - Safety** to comply with the appropriate legislation.

Note: *The Joint Consultative Committee- Safety is not a Committee of the Council for the purpose of Sections 101 and 102 of the Local Government Act 1972.*

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1.5 Health & Safety Liaison Groups: Directorate

Although an employer may communicate with all its employees directly, the Council considers the most practical method of meeting this legal obligation is through the creation of Directorate Health and Safety Liaison Groups (H&SLG). They should liaise and communicate with the Joint Consultative Committee - Safety with information flowing back and forth

These are normally chaired by senior manager (director or assistant directorate) and have management, employee representatives and health & safety advice from Corporate Health & Safety.

1.6 Health & Safety Forums

Health & Safety Forums may be established where directorates judge appropriate. These forums may be necessary in larger directorates as an extra level of communication. They should liaise and communicate with directorate H&SLGs with information flowing back and forth. They are attended by managers, employees, employee representatives and Safety Advisors as requested.

1.7 Specialist Topic Groups

Each directorate (or some case cross directorate) have set up specialist safety groups where and when they are judged appropriate on topics such as

- Depots e.g. Depot User Group
- Electrical Safety Issues e.g. Highways Electrical Forum
- Stress e.g. Stress Steering Group

1.8 Management and Operational Team Meetings

All management and operational team meetings should have health and safety as a standard agenda item.

1.9 Electronic communication and documents

Intranet/internet

A comprehensive source of all available information on health & safety in the Council can be found on the [Corporate Health & Safety](#) intranet site. Note: certain information may be placed within other departmental intranet sites, e.g. pages where information on Occupational Health and Stress is presented.

Health & Safety information may also be sourced directly from the [Health & Safety Executive](#) internet site.

Email, Factsheets and Safety Alerts

The choice of method and media used will depend on what information is needed to be communicated and to whom it is to be sent. The Corporate Health & Safety Manager in consultation with interested parties will advise on the most appropriate communication message and method used.

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Informal methods

- Management walkabouts
- Toolbox talks

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Section 2 - Core Health and Safety Arrangements

2.0 Risk Assessment and Safe Working Practices

Introduction

Risk assessment is an important part of the risk management process and in many cases simple, straightforward measures can be effective in controlling risks.

Risk management is about taking practical steps to protect people from real harm - based on practical measures and not paperwork alone.

The process is about identifying significant, foreseeable risks. Insignificant risks may be ignored.

Legislation

In addition to more general requirements under the Health and Safety at Work Act 1974, it is a requirement under the Management of Health and Safety at Work Regulations 1999 that employers carry out a suitable and sufficient assessment of all risks to the health and safety of employees and others, arising from their work activities.

The law does not expect employers to eliminate all risk, but to protect people as far as 'reasonably practicable'. It is not possible to make any activity absolutely safe, and a totally risk averse environment is neither practical nor desirable.

Reasonably Practicable

"Reasonably practicable" means that the degree of risk that may be present in a situation or activity safety must be balanced against the time, trouble and cost of implementing control measures, assuming that the technology for putting measures in place exists."

Responsibilities

Managers

Managers with day-to-day responsibility for people, places, plant, equipment etc... must ensure that risk assessments are completed for all significant hazards.

Managers must ensure that the significant findings arising from risk assessments are communicated to all employees affected by those work activities including contractors and that risk assessments and associated safe systems of work are reviewed, as appropriate, to ensure their relevance and effectiveness.

Employees

It is the responsibility of employees to ensure that they understand the risk assessment, are aware of and comply with, the findings of risk assessment/s.

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Employees should also carry out continual “dynamic” risk assessment whilst carrying out their duties, and be aware of changing circumstances or conditions, which may affect the procedures or methods adopted.

Corporate Health & Safety

The Corporate Health & Safety team are responsible for formulating and reviewing the risk assessment policy, and for the provision of risk assessment templates.

Advisers from the Safety team are available, on request, to provide support and assistance in the risk assessment process.

A range of [generic risk assessments](#) have been made available on the intranet (including a range of assessments designed for schools), which may be useful as a starting point.

Competence to carry out Risk Assessments

It is important that people engaged in preparing risk assessments recognise their limitations, request assistance or training if required, and do not carry out risk assessments for which they are not competent.

It may, at times, be appropriate for managers to delegate duties relating to risk assessments.

It is important that those tasked with carrying out assessments are competent and are confident in their ability to carry out effective assessments. Assessors should be familiar with the activities and processes being assessed.

They should be provided with the appropriate information, training and support to enable them to effectively carry out this role. Training is available whilst support and guidance is available from the Corporate Health & Safety team.

It is recommended, where possible, that the risk assessment process is collaborative, as a joint effort involving colleagues will generally produce superior assessments. It may also be appropriate for more experienced colleagues to coach and assist less experienced risk assessors.

There may be occasions when it is necessary to engage further advice and assistance relating to specialist or technical matters.

Communication

It is important to involve those who are engaged in the activity being assessed in the risk assessment process and that the contents of risk assessments are communicated to all who may be affected.

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The Risk Assessment Process

The process can be broken down into five steps, in accordance with guidance from the Health and Safety Executive.

- *Step 1 Identify the hazards*

A hazard is something with the potential to cause harm. For working at height activities, these could include fall from height, objects falling from height, contact with overhead electrical cables/equipment etc...

- *Step 2 Decide who might be harmed and how*

It is necessary to identify who may be at risk. This may be employees, members of the public, other site users / contractors, children or young people etc...

- *Step 3 Evaluate the risks and decide on precautions*

Risk is the likelihood of an accident occurring, taking into account the potential seriousness. The risk should be evaluated and a conclusion drawn i.e. High, Medium or Low. After this Initial Risk Rating has been assessed, control measures are put in place, and then the risk is re-evaluated to give a Final Risk Rating. If the final risk rating remains High, the assessment and control measures will need to be reassessed.

When implementing control measures, existing precautions should be considered, and the general principles of control should be applied.

- *Step 4 Record your findings and implement them*

The findings should then be recorded and the control measures put in place. Risk assessments should be signed and dated, to demonstrate their validity.

- *Step 5 Review your assessment and update if necessary*

Risk assessments should be reviewed if there is a reason to believe that they may no longer be valid, or there has been a significant change in the matters to which they relate. Examples include the introduction of new procedures or equipment, relevant changes in legislation etc.

It is also recommended that risk assessments are reviewed annually and following an accident or near miss.

Suitable and Sufficient

It is important that risk assessments meet an acceptable standard, and can be deemed "suitable and sufficient". This means, in practice, that they should:

- Identify all significant hazards
- Apply appropriate control measures
- The level of detail in the risk assessment should be proportionate to the risk.

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Note: It is the quality and attention to detail (proportionate to the risk) that determines whether a risk assessment is adequate and not the volume of paperwork that is produced.

Specific Risk Assessments

There is a requirement in certain situations, or to satisfy specific legislation, for specific risk assessments to be carried out. Examples of specific risk assessments include

- New and Expectant Mothers
- Young Persons
- Lone Working
- Display Screen Equipment users
- Manual Handling operations
- Control of Substances Hazardous to Health (COSHH)
- Control of Noise
- Control of Vibration, and
- Fire Risk Assessments.

This is not an exhaustive list.

There may be some areas of a risk assessment for which specialist advice is required; for example risks which require specialist knowledge such as a particularly complex or technical process or technique.

Controlling Risks

When controlling risks an assessor should look at, in order of preference:

Elimination - Establish whether it is possible to avoid the risk altogether (e.g. requesting a delivery service to an office instead of reception to prevent staff from manual handling.)

Reduction – e.g. reduce the extent of exposure to noise or vibration.

Isolation - Combat risks at the source and prevent access to the hazard (e.g. guarding machinery or premises security).

Control – Can additional engineering controls be introduced to reduce exposure to hazard.

Safe Systems of Work – including method statements or permits to work to help ensure safe procedures and rules are followed to minimise risks.

Personal Protective Equipment, - Generally the final control measure to be implemented and only after all other measures have been put in place.

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Safe System of Work

Doncaster Council as an employer has a general duty under the Health and Safety at Work Act 1974 to provide systems of work that are safe and without risks to health, so far as is reasonably practicable.

Safe systems of work (SSOW) (also known as Safe Working Practice (SWP) or by variety of other names e.g. method statements, work manuals, work instructions etc.) must be devised and maintained to cover all the hazards of all the processes in which the council is engaged and be capable of controlling those hazards.

A safe system of work is defined as a formal procedure which allows a specific task/activity to be carried out safely or managed effectively. Safe systems of work are developed after systematic examination of tasks/activities have identified and eliminated all associated hazards or devised controls to minimised risk.

Therefore 'safe systems' are required when hazards cannot be eliminated and some residual risk remains. A Safe System of Work can be a written procedure or a physical arrangement or layout or both, e.g. The Highway Code is a written procedure but is also a physical arrangement.

A permit to work system (PTW) is the most rigorous form of Safety System of Work, they are used when a significant risk remains after all risk control measures have been considered e.g. hot works, working in confined spaces.

Further assistance concerning the creating and implementing of safe systems of work can be sought from the Corporate Health & Safety team.

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2.1 Control of Contractors

Introduction

Doncaster Council frequently uses contractors/service providers to deliver services on its behalf, in doing so departments or employees assume the role of 'Contract Manager' or in some cases the 'Client' and will be responsible for ensuring work they commission is delivered safely.

These responsibilities are both strategic as well as operational and are influenced by corporate policies in areas such as Procurement, Quality Assurance and Financial Regulation.

The expectation is that all its employees responsible for contracts/services and contractor/service provider management need to:

- Select contractors/service providers with health and safety performance as a significant criterion.
- Ensure contractors/service providers employed are CHAS registered or a member of an equivalent SSIP scheme.
- Specify the health and safety requirements in the contract/service.

Co-operation is needed to make sure all parties can meet their obligations.

The council's services are often provided by contractors/service providers from in-house teams, it is therefore a 'client' duty to treat both external contractors/service providers and in-house teams in an identical way. Where Doncaster Council in-house teams are not CHAS registered, part of the equivalent competence can be demonstrated by a clear understanding and implementation of the Corporate Health and Safety Management System. Competences specific to the required task/service must then be sought as with external contractors.

There is a necessity for staff that are responsible for the controlling of operational services to be competent in contract management at the level required by the complexity of the work/service requirements.

Contract Manager

Every contract/service provider is to have a Contract/Service Provision Manager, who will be a Council Officer with responsibility for ensuring that all parties understand their obligations under the contracting process, and fulfil them as efficiently and effectively as possible. The Contract Manger will implement the Contract Management/Service Provision Plan.

A contract/service provision manager in relation to the scope of this policy can fall under the responsibility of varying roles within Doncaster Council. The following roles could have the responsibility of contract/service provision manager, where they have commissioned the contracted work:

- Client
- Budget Holder
- Building Manager
- Department Manager
- Contract Manager

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- Service Provision Manager
- Project Manager
- Manager
- Supervisor
- Head teacher

Contractor

A contractor/service provider can be defined as any person (including a client, principal contractor, consultant, supplier of services or other person) who, in the course or furtherance of a business, carries out or manages work for and on behalf of Doncaster Council.

The Contract Management Plan

A contract management/service provision plan is an important tool for ensuring that the client identifies and addresses all relevant issues through the life of the contract. It is a dynamic document which is created during the contract formation stage and modified throughout the life of the contract/service provision.

Contract Management/Service Provision Plans are essential where:

- The contract/service provision is fundamental to the operation of the authority
- The contract/service provision has a significant public profile
- The consequences of contract/service provision failure are serious or extreme
- The contract/service provision contains complex terms and conditions
- The contract/service provision has a high financial value

The Contract Management/Service Provision Plan should detail:

- Contract/Service Provision Structure
- Contract/Service Provision Measurement
- Contract/Service Provision Management
- Contract/Service Provision Review
- Risk Management

Responsibilities

Corporate Health & Safety

The Corporate Health & Safety team will carry out planned Health and Safety Audits of contractor/service provider activity within Doncaster Council. Where required the Corporate Health & Safety team will also advise on or attend tender assessments and long term / framework contract/service provision reviews.

Contract Manager

The Contract/Service Provision Manager must ensure that any contractor/service provider that is employed to fulfil a task for Doncaster Council is adequately competent to fulfil the task as well as ensuring CHAS registration or equivalent.

The Contract/Service Provision Manager must ensure that all relevant health and safety information is supplied to the prospective contractors/service provider at the tender stage

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and appropriate health and safety information is received, including evidence of CHAS registration or equivalent and any other relevant professional bodies.

The contract/service provision manager must satisfy themselves that the contractor/service provider who is successful in attaining the tender offer is appropriately competent to fulfil the required task safely.

Contract/Service Provision Manager should consider using Contractors/Service Providers Checklist, to identify any Health and Safety issues prior to the start of the tendered task ensuring the appropriate arrangements are in place and hazards identified. Not all of the items on the list will be applicable to all contractor/service provision activity and in this instance 'N/A' should be ticked. Where 'No' has been ticked further action/s will be needed. This list is taken from the CDM 2015 regulations and is not exhaustive. Before the start of the provision of a non-construction related services a pre start service specific checklist may be needed.

All aspects of the work to be completed by the contractor/service provider must be clearly identified by the Contract/Service Provision Manager and communicated effectively and within reasonable timescales.

Doncaster Council Employees

All Doncaster Council employees must where they are tendering for and managing contractors/service providers follow the instructions within this policy. Where any Doncaster Council employee observes what they consider to be bad practices being carried out by a contractor/service provider the incident must be reported firstly to the Contract/Service Provision Manager and to the Corporate Health & Safety team.

Contractor Selection

It is Doncaster Council policy to select contractors/service provider that are CHAS registered or a member of an equivalent '[Safety Schemes In Procurement](#)' (SSIP) scheme. Note: if the Corporate Health & Safety team considers that another form of assessment is appropriate with regard to the circumstances; and is proportionate to the level of risk another form of assessment may be used. In both circumstances, it is up to the contract/service provision manager to satisfy themselves that any equivalent SSIP schemes or other methods of assessment meet the same standard as CHAS, as a minimum.

In some instances CHAS do recognise other Health and Safety Assessment Schemes and will fast-track these applications providing adequate evidence is provided, where possible this should be encouraged as part of the tender specification.

Contractors Health and Safety Assessment Scheme (CHAS)

The CHAS website can be used to verify registration of the contractors

[Contractors Health and Safety Assessment Scheme \(CHAS\)
\(secure.chas.co.uk/default.asp\)](https://secure.chas.co.uk/default.asp)

- **User ID:** DMBCSUB
- **Password:** Rovers

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Selecting a contractor/service provider with CHAS or equivalent registration does not guarantee competence in health and safety management. The contract/service provision manager must also satisfy themselves that contractors are competent to do the job safely and without risk to health and safety. This can be demonstrated through;

- tender presentations for the required task/service,
- additional references,
- assessing risk assessments/method statements for the tendered task/service,
- membership of professional bodies specific to the tendered task/service,
- additional evidence of previous similar completed jobs/services,
- evidence of up to date staff training specific to the tendered job/service,
- HSE enforcement notices or prosecutions.

The above is not exhaustive and will differ in relation to the specific job/service being tendered. It is the responsibility of the contract/service provision manager to satisfy themselves that the appropriate level of competence is met.

Construction Skills Certification Scheme (CSCS Cards)

CSCS cards identify that individual construction contractors have passed a health and test to meet the requirements of their specific trade/skill. CSCS cards can be a requirement where the contract manager specifies it in the tender agreement or where the contract activity involves high risk activities.

Sub-Contracting

Where further sub-contracting is being carried out by the main/principal contractor/service provider, it is the responsibility of the contract/service provision manager to be satisfied that the procedures to ensure competency implemented by the main/principal contractor/service provider are adequate, this should be considered at the tender stage.

The main/principal contractor/service provider is responsible for any monitoring during subcontractor activity and ensuring that all health and safety documentation/procedures are in place and adhered to at all times. The main/principal contractor/service provider must ensure that any sub-contractors abide to Doncaster Council site/service rules, where applicable.

Self-Employment

From 1 October 2015, if a contractor/service provider is self-employed and their work activity poses no potential risk to the health and safety of other workers or members of the public, then health and safety law will not apply to them. However, in practice in the majority of instances when the Council employs a self-employed contractor the work activity/service will require the contractor to follow health and safety law.

The Health & Safety law will apply if the contractor/service provider is:

- an employer
- their work activity/service is specifically mentioned in the regulations, this includes work in construction, agriculture, railways or work with gas, asbestos or genetically modified organisms
- their work/service activity poses a risk to the health and safety of anyone else.

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Monitoring Contractors

In the pre-contract/service provision discussion, the aspects of monitoring the work should have been discussed in detail by the client/contract/service provision manager and the contractor/service provider, as this is the main means whereby Health and Safety Issues, and the progress of work is assessed.

Monitoring is crucial so that Health and Safety issues can be detected before they occur and so that this inbuilt review process is seen to be a guidance facility rather than a controlling concept and so tarnish the working relationships.

Both formal and informal monitoring types are needed to examine the contract work/service provision in progress is proceeding according to plan and is being carried out in a safe manner. The frequency would depend on the nature of the contract and/or the services being provided. This would depend on a number of criteria such as the;

- Size of the contract/service provision in terms of scheduled time and numbers of contractors/service providers employees on the premises.
- Level of risk of the work that is being performed.

Once the inspection and review of work in progress is completed this information should be recorded with agreed follow up action/s.

Reviewing Work

At the final review of the work performed by the contractor/service provider, the formal assessment will have the following two principal purposes.

1. The contractor's/service provider's performance and an evaluation of the job recently completed.
2. A review of all parts of the job to decide which aspects might be carried out better in the future.

This information with the changes in work procedures recommended should be recorded for future reference. If the contract was successful then a decision should be made as to add, retain or delete the contractor/service provider in question.

Long Term Contracts

Where long term contracts/service provisions are put in place, review meetings should be prearranged on determined dates with the appropriate managers. Timescales of the review meetings should be related to the level of risk of the contractor/service provider activities. These meetings should cover all aspects of health and safety in relation to the contract/service provision activity and previous safety related performance.

References

[Managing Contractors: A guide for employers – HSG 159 \(www.hse.gov.uk/pubns/books/hsg159\)](http://www.hse.gov.uk/pubns/books/hsg159)
[Use of Contractors: A joint responsibility – INDG 368 \(www.hse.gov.uk/pubns/indg368\)](http://www.hse.gov.uk/pubns/indg368)
[What the laws says about the Self Employed \(http://www.hse.gov.uk/self-employed/what-the-law-says\)](http://www.hse.gov.uk/self-employed/what-the-law-says)

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2.2 Health and Safety Audits

Introduction

Auditing is one of the final steps in the Health and Safety Management control system. An audit embodies the 'feedback loop', which will enable Doncaster Council to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the Corporate Health and Safety Management System.

The majority of the audits will be organised as outlined in the audit process below, the exception would be when management (or the Corporate Health & Safety manager) requests a systematic sampling of particular dangerous activities, processes or areas. In these circumstances Corporate Health & Safety may be required to make unannounced visits to observe and audit the work activities.

Responsibilities

Health & Safety Manager

The Health & Safety Manager will manage and co-ordinate the health and safety audit policy, producing annual audit programmes to be implemented within Doncaster Council's departments and activities.

Corporate Health & Safety

Corporate Health & Safety will prepare the scope and conduct all the audits to be carried out in-line with the audit programme prepared by the Health & Safety Manager. Corporate Health & Safety will give reasonable and sufficient notice of when the audits will be carried out, the scope and all other details/information required during the visit.

Building/Department Manager

The Doncaster Council building manager or department management taking part in the audit process must ensure that they follow the scope and details issued by the auditors therefore providing all the information requested within the set timescale. They must also inform all other parties that will be required to take part in the audit their role within the process and what information or evidence will be required.

Doncaster Council Employees

Any Doncaster Council employees who are being interviewed as part of the audit process must answer the questions within the scope of the audit and provide any additional evidence requested. Doncaster Council employees who become inadvertently involved within the audit will answer any questions to the best of their knowledge or redirect to the building/department manager.

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Instructions

Audit Process

Pre-audit Requirements

- The duration of the audits will be pre-determined by Corporate Health & Safety taking into account; size of the department/site, number of subject areas to be covered and local requirements.
- Prior to the audit Corporate Health & Safety will allocate safety advisor/s who will review the subject areas to be audited allocating duties and identifying any specific areas to be prioritised. Where one safety advisor will be carrying out the audit the above will be agreed with the Corporate Health & Safety Manager.
- Approximately 2 weeks in advance of a scheduled audit the building manager or department management will be contacted to discuss the scope and details of the audit.
- Where possible a preliminary list of individuals to be interviewed will be prepared in consultation with building/department management and must be agreed prior to the start of the audit.

The Audit

- An opening meeting will be held at the premises/area to be audited. This meeting will be attended by the auditor/s, department or building manager and any other required attendees.
- The opening meeting will confirm the scope and the planned schedule of the audit, resolving any operational issues that may have arisen. Accompaniment on the audit and access to specified areas will also be agreed.
- The auditor/s will use pre-determined questions covering the agreed subject areas. Auditors can also make working notes making reference to compliance or non-compliance or note a need to verify elsewhere or return to an alternative source for confirmation of supplied information.
- If the audit is not completed to the pre-determined schedule or within the set timescale, a date and time to re-visit the audit must be agreed at the closing meeting.
- On conclusion of the audit the auditor/s will review the objectives ensuring that the pre-determined targets have been met. A summary of the audit highlighting any significant findings will be presented at the closing meeting.

Closing Meeting

- The closing meeting will be chaired by the auditor/s with the building manager, department managers and any other interested parties in attendance.
- The auditors will explain the audit trails taken, observations made (positive as well as negative) and raise items of non-conformance found for discussion.
- Building or department managers will be responsible for the closure of any non-conformances, which must be prioritised according to the audit findings.

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Audit Report

- The audit report is generated and will be issued to all relevant parties normally within one week of the closing meeting.
- The report could either quote a percentage score (and / or quote a stated level i.e. unsatisfactory, satisfactory etc.) of conformance and non-conformance in relation to the audited subject areas.
- The Health & Safety Manager will use his/her discretion when considering if other relevant or interested parties need to receive copies of the report.
- The audit report will produce a list of prioritised non-conformances that require action and who will be required to complete or monitor the closure of that action.
- The building or department managers are responsible for monitoring the progress towards completion of all corrective actions.

Follow up assessment

- Corporate Health & Safety will periodically review the closure rates of corrective actions and carry out a follow up assessment where required.

References

[Successful Health and Safety Management HSG65 \(www.hse.gov.uk/pubns/books/hsg65\)](http://www.hse.gov.uk/pubns/books/hsg65)

Occupational Health & Safety Management Systems - BS 8800:2004

Occupational Health & Safety Management Systems – BS OHSAS 18001:2007

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2.3 Accident and Incident Reporting

Introduction

Accidents and incidents to employees or non-employees occurring within the working environment have to be reported to the employer and depending on the nature and circumstances of the accident or incident a report is then sent to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are made under the Health and Safety at Work etc. Act 1974 (HSW Act). They apply a single set of reporting requirements to all work activities in Great Britain and in the offshore oil and gas industry. The main purpose of the Regulations is to generate reports to the Health and Safety Executive (HSE) and to local authorities (enforcing authorities). The reports alert the enforcing authorities to individual incidents. They also provide data, which is used to indicate where and how risks arise and to identify national and local trends.

Reporting

Any accident / incident to employees or non-employees '**arising out of or in connection with work**' must be reported to Corporate Health & Safety as instructed within this [guidance](#).

Note: A thorough investigation of all accidents and incidents (including near misses) by the 'Responsible Person', in the first instance, is an essential part of the reporting process.

However this should not delay the reporting of any accident or incident within the appropriate deadlines, investigations can be continued after the initial reporting.

Accidents/Incidents regarding persons not at work

Accidents that involve people who are not at work, can still be regarded as '**arising out of or in connection with work**' of the Council. As a result, if there is a fatality or an injury which results in them being taken to a hospital for treatment, the death or injury would also become RIDDOR reportable:

Where an accident does not "**arise out of or in connection with work**" it may be prudent to retain a local record. (Doncaster Council's AIR1 form can be used for this purpose). In this instance the accident / incident will not be allocated a unique reference number.

It may be necessary to keep local records to meet OFSTED (schools) or National Care Standards (social care) requirements. They can also be useful to identify trends in bullying, slips, trips and falls or potential issues at a particular premise.

Responsible Person

The responsible person is the immediate manager of the person(s) involved in the accident or incident (fire, violence and aggression, dangerous occurrence, near miss or occupational disease) or of the plant and equipment or premises involved.

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If the accident / incident happens to a non-employee; the responsible person is the person having day to day control of the person/s involved in the accident or of the plant and equipment or premises involved.

Accident / Incident Reporting Classifications

The following category definitions are how adverse events are to be categorised and reported to the Corporate Health & Safety.

<i>Near Miss</i>	An event that, while not causing harm, has the potential to cause injury, ill health or loss (a near miss can be reported anonymously if preferred).
<i>Accident</i>	Any unplanned event that results in injury or ill-health to people, or damages equipment, property or materials but where there was risk of harm
<i>Occupational Disease</i>	Occupational Disease as defined under RIDDOR includes Hand-arm Vibration, Legionella, Occupational Asthma and Occupational Dermatitis.
<i>Dangerous Occurrence</i>	Dangerous Occurrence as defined under RIDDOR and includes the collapse, overturning or failure of any load bearing part of specific lifting equipment, collapse of scaffolding, an incident involving overhead electric lines and the failure of a pressure system.
<i>Violence and Aggression</i>	ALL acts of violence and aggression must be reported. However, for an act of violence and aggression to be reportable to HSE it has to be an act of non-consensual physical violence done to a person at work and results in either over 7 day absence, major injury or death.
<i>Road Traffic Collision</i>	A road traffic collision is reportable where it arises out of or in connection with Doncaster Council's work activities; and includes locations on both public and private roads.
<i>Fire</i>	All and any size of fire/s in relation to Doncaster Council's activity, property and premises must be reported to the Corporate Health & Safety on the AIR1 form.
Note: A full schedule of reportable accident/incidents can be found in the guide to RIDDOR approved code of practice or by contacting the Corporate Health & Safety for advice.	

Responsibilities

Managers

Managers must ensure employees are made aware that all accidents and incidents (fire, violence and aggression, dangerous occurrence, near miss or occupational disease) must be reported to them, as soon as possible after the occurrence and no later than 24 hours after the occurrence.

The [accident / incident form \(AIR1\)](#) must be completed and the original sent to the Corporate Health & Safety within 5 working days.

Managers must ensure that the AIR1 form is FULLY completed forthwith after an accident / incident and relevant information detailed on the form is telephoned to Corporate Health & Safety.

If an accident or incident is not reported within the appropriate deadline it will not necessarily be accepted without further supporting evidence, normally a written statement from the responsible person explaining the delay.

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Managers must complete the investigation section of the AIR1 form in all instances.

A copy of the AIR1 form will be retained and filed in a secure place by the Corporate Health & Safety and the Responsible Person. The completed form is a legal document which can be used in an investigation or a claim against the Council. The reason for this timescale is to ensure Corporate Health & Safety meets its legal obligations under RIDDOR.

On receiving the accident / incident report the Corporate Health & Safety will determine whether a more detailed investigation is required, see accident and incident investigation guidance.

Employees

It is the responsibility of the employee to immediately inform their manager of an accident/incident. It is also the employee's responsibility to request their line manager notifies their recognised Union Safety Representative, if applicable.

Instructions

All injuries to people and damage to equipment, plant or premises occurring as a result of an accident / incident must be reported to the immediate person in charge, i.e. supervisor/line manager or department head.

Accidents can involve employees, contractors working on Doncaster Council's premises, and non-employees, e.g. members of the public, pupils, students and residents in care. If the accident has arisen out of or is in connection with work, then a report on Doncaster Council's accident / incident form AIR1 is required.

Where a near miss has been reported anonymously the Corporate Health & Safety will identify the 'Responsible Person' required to identify any potential remedial action/s required or any departmental trends. Therefore the location of the 'near miss' **must** be identified on the AIR1 form.

When an accident or incident (fire, violence and aggression, dangerous occurrence, near miss or occupational disease) occurs the responsible person must ensure that the Council's AIR1 form is completed and all relevant information specified on that form is reported by phoned to Corporate Health & Safety, 01302 736903.

The information being received will be immediately entered on the accident / incident reporting database (ACCRAS) by the appointed person/s (Corporate Health & Safety), and the accident / incident will be given a unique reference number. The manager must record the number on the AIR1 form. Any further communication regarding this accident / incident will be with regard to this unique accident number.

Note: A copy of the form AIR1 is available electronically on [the Corporate Health & Safety intranet site](#).

On receiving information about an accident / incident from the employee or the immediate manager the Corporate Health & Safety will determine the level of onward reporting necessary. The relevant manager will be contacted if any further information or action is required.

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Internal Email Address: [Accident / incident Reporting](#)

External Email Address: A&IReporting@doncaster.gov.uk

Postal Address: Corporate Health & Safety
Floor 4
Civic Office
Waterdale
DONCASTER
DN1 3BU

Note: It is an offence not to report a RIDDOR accident/incident. An employer's only defence for non-reporting is that he was not aware of the accident / incident in question. This defence can only be cited if the employer (Doncaster Council) can adequately demonstrate that all employees have been informed that they must report ALL accidents, cases of ill-health or near misses, etc.

Data Protection and Security of Information

RIDDOR allows organisations to keep accident records in any form they wish.

However, the Data Protection Act requires all organisations to protect the information they retain about any person in any format (paper/electronic etc.).

Therefore the responsible person reporting any accident or incident should ensure accident information is protected in an appropriate way, and the security of the information contained within the AIR 1 forms is maintained.

References

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR 2013\)](#)

The Social Security (Claims and Payments) Regulations and Social Security Administration Act 1992 require an employer to record all accidents at work regardless of their severity.

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2.4 Health and Safety Training

Introduction

Doncaster Council recognises that training is an essential part of providing safe systems of work to protect the Health, Safety and Welfare of its employees and others who may be affected by its activities.

Doncaster Council undertakes to provide suitable and sufficient information, instruction, training and supervision to its employees in the relevant work activities at all of its locations.

All Doncaster Council Directors

- Ensure all Corporate Leadership Team (CLT) decisions reflect the organisation's Health and Safety policies, taking into account the need to plan for the provision of training, information and instruction.
- Ensure the performance and the effectiveness of Health and Safety training is reviewed on a regular basis by CLT and actively seek current information regarding Health and Safety training matters within Doncaster Council.
- Ensure Health and Safety training matters are properly represented and addressed at both senior level and throughout the organisation.
- Give a full commitment to Health and Safety training throughout Doncaster Council by setting a personal example.
- Ensure adequate resources are considered and made available to fulfil the Health and Safety Training Policy.

All Doncaster Council Managers/Supervisors

- Ensure that health and safety training needs are appropriately identified within their service area.
- Promote health and safety training as an objective towards improving quality and competence throughout their service area.
- Prepare, implement and review departmental/service area health and safety training plans.
- Consult employees within their control on all Health and Safety training issues.
- Carry out a gap analysis of health and safety training within their department/service area on a regular basis and where reasonable on request, present the results to the appropriate Liaison Groups.

Organisational Development

Organisational Development will:

- Source, organise and arrange all corporate health and safety training for Doncaster Council.
- Provide and publish a comprehensive fiscal calendar of corporate health and safety training dates and venues is published in consultation with Joint Safety Committee.
- Collate and manage corporate health and safety training records and evaluation information
- Provide corporate health and safety training statistics and identify trends to the Joint Safety Committee

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NB. Health and safety training that is specific to service areas / departments must be sourced and arranged by that service area / department. However OD will provide guidance and assistance to service areas / departments where possible.

Corporate Health & Safety

Corporate Health & Safety will:

- Provide advice and approve the content of health and safety training, taking into account current legislative requirements.
- Provide bespoke health and safety training when the particular subject, context or expertise cannot be sourced elsewhere.
- Conduct audits on a regular basis (and on request) to measure compliance with this policy.
- Identify any positive or negative trends and reporting the results to relevant departments and committees/meetings.
- Consult with Organisational Development / relevant personnel to ensure necessary changes are implemented where a review (or a change in legislation or work practices or industry guidance) suggests there is a need to amend training course material.

Managers/Supervisors

Managers/Supervisors are responsible for implementing these arrangements within their department. They are expected to ensure, so far as is reasonably practicable, that all those in their direct control are competent to carry out their work safely, that they put their training into practice and work within their skill levels. They must also ensure that Health and Safety Training is an item on all team meetings, looking at needs and provision. Managers and supervisory staff should identify those individuals with specific Health and Safety functions.

Induction

In line with the Council's policy on 'new employee induction' all employees must receive instruction as soon as reasonably practicable. The [Corporate Induction intranet pages](#) references details relating to health and safety and the introduction to health and safety eLearning module is available on [Doncaster's Learning Zone](#) (Note: employees need to register to use this software).

When joining Doncaster Council (or as soon as reasonably practical thereafter) or when moving between departments, all employees must receive more in depth induction training that is relevant to their role. This includes any specific safety training applicable to their role too*. It is the responsibility of the manager and supervisory staff to ensure this is completed, including making special arrangements for the training of non-site based staff

*The content of local (service specific) safety inductions must be based on job descriptions, task based risk assessments and any other safety related information for the posts involved. The service area / department must keep appropriate records and be made available to Human Resources on request.

Localised departmental/service area safety inductions must be carried out as soon as reasonably practicable for all new starters and internal departmental transfers. The content of local safety inductions must be based on job descriptions, task based risk assessments and any other safety related information for the posts involved. Appropriate records must

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also be kept by the department/service area and records made available to Human Resources on request.

Managers and staff should refer to Appendix 1 of this document for details of mandatory corporate and other health and safety training

Temporary and contract staff will be provided with induction and Health and Safety training appropriate to the planned length of their appointment and the scope of work they will be expected to carry out. It is the responsibility of the manager and supervisory staff to ensure this is completed, including making special arrangements for the training of non-site based staff.

The planned training must be based upon the hazards identified from a current risk assessment for the identified role.

Sub-contractors will be provided with appropriate site specific induction training and site safety information appropriate to the nature of their contract and the scope of work they are appointed to conduct, by the Building/Project Manager or other appropriate manager.

Department/Service area

In addition to using corporate induction and service specific induction to help identify and address training needs, managers must also assess and analyse their department / service area training needs on a regular basis. This can be via team meetings, regular review of job descriptions and a review of department / service area training plans.

The dissemination of health and safety training issues/information from relevant Council meetings and other external sources will be an important information source to help managers to assess the training needs and identifying any potential training gaps. Task specific skills will be identified through risk assessment as part of Doncaster Council's risk assessment process.

All training needs will be periodically reviewed following any changes in work practices or technology.

Training needs must be specifically addressed in employee's Performance Development Review (PDR) as part of Doncaster Council's PDR process. Training needs should be discussed on a regular 1:1 basis with individuals.

Training Provision

With regards to corporate mandatory health and safety training that is determined by the Corporate Health & Safety team, OD will work with Corporate Health & Safety to ensure that the provision of such training is suitable and sufficient to meet the current needs of Doncaster Council. Refer to the [Learning and Development Calendar](#) on the intranet and the Training Record and Booking option on the [HR Portal](#) for details of Corporate Health and Safety training available.

With regards to health and safety training that is specific to service areas / departments, managers and supervisors must ensure that the provision of such training for employees under their control is suitable and sufficient. Employees must be given reasonable notice of dates and venues for required training.

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Where an employee is unable to attend health and safety training or cancels their place, the reason for non-attendance or cancellation must be recorded. This applies to both corporate courses and service specific arranged events. Attendance on the health and safety training must then be rescheduled as soon as possible, to a set timescale and recorded on the training plan accordingly.

Health and Safety Training relevant to Doncaster Council will be conducted at the expense of Doncaster Council and wherever possible will be carried out during normal work hours.

Training needs as result of Accidents / Incidents and/or Emergencies

In the event of an accident, incident, near miss or emergency the responsible manager must carry out an investigation as specified within the Councils Accident Incident Reporting policy.

This investigation must take into account training undertaken in relation to activities involved and identify any additional health and safety training that may be required. Any additional training identified must be implemented to a set timescale, in consultation with affected employees.

Monitoring, Review and Evaluation

Organisational development will collate, monitor, review and evaluate all corporate mandatory health and safety training and report findings to relevant parties. This will be carried out in consultation with the support of the Corporate Health & Safety team.

For health and safety training that is specific to service areas / departments, it is the responsibility of managers in those areas to collate, monitor, review and evaluate all health and safety training that has been arranged on a local basis. This will be carried out in consultation and with the support of Organisational Development and the Corporate Health & Safety team.

Refresher training / Retraining

It is recommended that all training is refreshed on at least a 3 year period, unless advised that a short time period is mandated by statute, best practise or risk assessment.

Where appropriate a manager may require employee(s) to undergo retraining on a shorter timescale, as identified as a recommendation of an accident / incident investigation or operational audit or site inspection (i.e. by an internal or external enforcement entity). This requirement would need to be implemented to an agreed timescale, and in consultation with affected employee(s).

Records

From April 2013, all corporate training records are held by the training record and booking facility on the HR Portal. For corporate training carried out prior to this date. Organisational Development retains the records.

With regards to service specific training, service areas are responsible for keeping and maintaining their own records of attendance within their own service area of any events they organise. The Organisational Development Team can provide support with this where requested.

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Managers should then supply these details to OD on request, e.g., for inclusion on health and safety training reports to relevant parties.

In all cases, training records must be held throughout an employee's employment with Doncaster Council and following a person's employment ending. Records must be kept in line with the Council's Record's and Retention policy.

Attachments

Appendix 1 – Corporate Mandatory Health and Safety Training

Appendix 2 – Appointment and Competency of Trainers.

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Section 3 - Health and Safety Policies

3.0 Management of Health and Safety

The Council is committed to ensuring that a high level of health and safety performance is established, maintained and promoted throughout the Council.

The Council's Corporate Health & Safety team have and will continue to develop, produce and implement a [Corporate Occupational Health and Safety Management System](#) that will include Strategic Assurance Standards and Strategic Assurance Monitoring Standards and set out how the Council will manage health and safety with regard to:

- Policy (the Council's written policy with regard to health and safety, including organisational arrangements in place to implement the policy)
- Planning for health and safety (including for hazard identification, risk assessment and risk control)
- Implementation and operation arrangements for the policy and occupational health and safety management system
- Checking and corrective action (including measurement of performance arrangements to ensure that the policy, organisational, planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Council).
- Management review of the holistic management of health and safety.

Directorates and Services are required to endorse and implement the Council's Corporate Occupational Health and Safety Management System and produce Operational Occupational Health and Safety Management Systems (i.e. risk assessments, and where required safe working practises, COSHH Assessments etc.).

The Council's Corporate Health & Safety team will establish, maintain and implement a programme of health and safety audits and also advise Directors and their management teams on procedures for monitoring work activities. This auditing system will also apply to Partners and Contractors of the Council. Audits will be based on a proportional risk model.

The Council recognises the statutory duty of managers and others in a supervisory role to manage health and safety. The Council's Corporate Health & Safety team will produce an appropriate Occupational Health and Safety Management System and other associated guidance to assist managers in discharging this duty in a suitable and sufficient manner.

[Managing for health and safety \(www.hse.gov.uk/managing/\)](http://www.hse.gov.uk/managing/)

3.1 Risk Assessment

The Council is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient. See Health & Safety Arrangements Section of this document for specific guidance related to Doncaster Council.

[Risk Assessment \(www.hse.gov.uk/risk/risk-assessment\)](http://www.hse.gov.uk/risk/risk-assessment/)

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3.2 Manual Handling

The Council is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

Managers will be responsible for identifying all activities within their work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Managers must also make provisions for those employees who carry out manual handling activities on an occasional basis.

A Manager's first requirement with regard to manual handling is to avoid the need where reasonably practicable.

Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

[Musculoskeletal Disorders \(www.hse.gov.uk/msd\)](http://www.hse.gov.uk/msd)

3.3 Consultation with Employees

The Council is committed to complying with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The Council will consult with the recognised trade unions and employees' representatives (both trade union and non-trade union) on the appointment of safety representatives and representatives of employee safety, and the formulation of Safety Committees.

Such consultation is to take place e.g. [Joint \(Consultative\) Safety Committee](#) and directorate health & safety liaison groups, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees represented by the safety representatives.

[Health and safety representatives \(www.hse.gov.uk/involvement/hsrepresentatives\)](http://www.hse.gov.uk/involvement/hsrepresentatives)

3.4 Information, Instruction and Training Arrangements

Health and safety information, instruction and training form an integral part of the overall training within the Council. This is particularly important with regard to induction training, which is arranged for all new employees entering the Council by their Manager, and completed within the first month of their employment start date using the Council's Induction Guide as a template.

The health and safety information, instruction and training needs of employees should be the subject of periodic review by Directors, Assistant Directors, Heads of Service and managers and supervisors and any necessary refresher training carried out. Employees should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner.

Managers shall ensure that all health and safety training provided to employees is recorded. A list of mandatory and other available Health and Safety Training courses can be found on the Human Resources, [Learning and Development intranet pages](#).

[Provide training and information \(www.hse.gov.uk/simple-health-safety/provide\)](http://www.hse.gov.uk/simple-health-safety/provide)

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3.5 Legionella

The Council is aware of and supports the contents, requirements and intentions of the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Control of Legionella Bacterial in Water Systems Approved Code of Practice 2000 and associated UK regulations and requirements.

The Council will assess, prevent and control risks associated with the legionella bacteria and subsequent development of Legionnaires Disease from work activities and water systems on its premises.

[Legionella and Legionnaires' disease \(www.hse.gov.uk/legionnaires/\)](http://www.hse.gov.uk/legionnaires/)

3.6 Legislation

The Council is committed to complying with all relevant health and safety and associated legislation, Approved Codes of Practice (ACOPs) and guidance. The Council will, via the Corporate Health & Safety team, keep abreast of current developments in health and safety practice.

[Guidance \(www.hse.gov.uk/guidance/\)](http://www.hse.gov.uk/guidance/)

3.7 Lifting Operations and Lifting Equipment

The Council is committed to complying with the legislative requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

The Council will ensure that all lifting operations are planned and managed appropriately and that all lifting equipment is inspected and tested to at least the legal minimum requirement.

[LOLER 1998 \(www.hse.gov.uk/work-equipment-machinery/loler\)](http://www.hse.gov.uk/work-equipment-machinery/loler)

3.8 Noise

The Council is committed to complying with the legislative requirements of the Control of Noise at Work Regulations 2005.

The Council will ensure that where necessary noise assessments are carried out by a competent person and appropriate control measures introduced.

[Noise at work \(www.hse.gov.uk/noise/\)](http://www.hse.gov.uk/noise/)

3.9 Workstation or Display Screen Equipment (DSE)

The Council is committed to complying with legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 1992.

The Corporate Health & Safety team have produced both [Workstation \(DSE\) guidance](#) and a [workstation self-assessment form](#). The Corporate Health & Safety team will provide advice on workstation assessment and continue to review and update the above documents as and when necessary.

[Display Screen Equipment \(DSE\) \(www.hse.gov.uk/msd/dse/\)](http://www.hse.gov.uk/msd/dse/)
[Workstation \(DSE\) guidance](#)

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3.10 Fire and Emergency Arrangements

The Council's Building Manager/s will undertake a fire risk assessment for their relevant Council owned premises as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.

Doncaster Council has its own [fire risk assessment document](#) which includes guidance notes.

Building Managers will ensure regular periodic evacuation drills are carried out in all premises that they are responsible for. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures ([Personal Emergency Evacuation Plan](#), PEEP). All such evacuation drills are to be recorded in the building's Fire Log Book.

Fire and emergency procedures are in place within the Council with Fire Marshals holding responsibility for implementing these procedures in Council occupied premises. All means of escape, fire detection/alarm systems and fire equipment are to be fully maintained.

All persons who undertake design work for or specify or undertake alterations to premises that may affect the premises' fire precautions (including procedures) must:

- Consult the Corporate Health & Safety team regarding the effects on the premises' fire risk assessment
- Where necessary notify, consult and seek and gain approval from the Council's Building Control Service (or equivalent)

Alterations must not be made to premises unless the appropriate approvals have been granted and appropriate documentation received to authorise and approve the works before, during and after they take place. Upon completion of works that requires Building Control approval a 'Building Control Completion Certificate' and a complete set of 'As Built' plans of the premises must be obtained.

[Fire safety \(www.hse.gov.uk/toolbox/fire\)](http://www.hse.gov.uk/toolbox/fire)
[Fire Safe \(www.firesafe.org.uk/\)](http://www.firesafe.org.uk/)

3.11 First Aid

The Council provides first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981. The Council's Corporate Health & Safety team will monitor these standards through other audit processes. First aid training is arranged through Human Resources.

Regular examinations of all first aid boxes should be undertaken by the nominated member of staff or first aider, who will make an appropriate signed entry to confirm contents complete and in date.

[First aid at work \(www.hse.gov.uk/firstaid/\)](http://www.hse.gov.uk/firstaid/)

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3.12 Gas installations and appliances

The Council is committed to complying with the Gas Safety (installation and Use) Regulations 1998.

The Council will ensure that gas installations and appliances are safe and do not pose a risk to the health or safety of persons. All gas installations and appliances will be maintained by competent engineers registered with 'Gas Safe'.

[Gas health and safety \(www.hse.gov.uk/gas/\)](http://www.hse.gov.uk/gas/)

3.13 Hazardous Substances (COSHH)

The Council is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and other relevant guidance.

Every Manager in charge of employees shall ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.

The Council's Corporate Health & Safety team can provide a [template](#) for COSHH assessment as well as a [worked example](#) to be used by managers. This assessment must be completed by the Manager with the recommended precautions for use including any details of personal protective equipment required to be worn whilst using the substance. COSHH assessment training is available through Learning & Development.

Managers must ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

[Control of Substances Hazardous to Health \(COSHH\) \(www.hse.gov.uk/coshh/\)](http://www.hse.gov.uk/coshh/)
[DSEAR 2002 \(www.hse.gov.uk/fireandexplosion/dsear/\)](http://www.hse.gov.uk/fireandexplosion/dsear/)

3.14 Health Surveillance and Occupational Health

The Council provides an Occupational Health service for its employees. This service will promote and maintain the highest degree of physical mental and social well-being for workers in all occupations. It will undertake to protect the workers from factors adverse to their health.

The [Occupational Health team](#) is responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.

Line Managers or Supervisors shall identify those employed and others exposed to noise, asbestos or vibration and other such chemical, physical or biological hazards and refer them to Occupational Health team as required.

[Health surveillance \(www.hse.gov.uk/health-surveillance/\)](http://www.hse.gov.uk/health-surveillance/)

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3.15 Home Working

The Council is committed to ensuring the health, safety and welfare of all its employees and all those persons who are affected by its activities. This applies to those persons not only working within an office environment but those persons whose workplace is their own home and any other persons who may be affected by their activities. This category of persons is known as 'home workers'. A [Homeworking self-assessment form](#) is available on intranet pages.

[Homeworkers \(www.hse.gov.uk/toolbox/workers/home\)](http://www.hse.gov.uk/toolbox/workers/home)

3.16 Contractors

All managers responsible for commissioning and contracting services should ensure that the contractors'/ service providers' competency to do the appointed task has been checked. The Council's Corporate Health & Safety team can give managers access to the CHAS database to ensure contractors have been assessed and approved to the 'Contractors Health and Safety Assessment Scheme' (CHAS) standard. It is the manager's responsibility to ensure these checks have been carried out. All relevant contractors must be registered and approved on this scheme or an equivalent '[Safety Schemes In Procurement](#)' (SSIP) scheme before work commences unless the Corporate Health & Safety team considers that another form of assessment is appropriate with regard to the circumstances and proportionate to the level of risk.

- On-Site Communication

Contract work involving occupied premises carries a dual responsibility. Employees/Project Managers organising such work should ensure there is effective liaison between the contractor/service provider and the Building Manager of any workplaces affected. All parties involved should understand their responsibilities in relation to health and safety.

- Building Manager Responsibilities

Building Managers must co-ordinate awareness for contractors/service providers to be informed of any known health and safety risks, which they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building.

It is essential that during a project, contractor/service provider activities are assessed and monitored by a competent person; any issues should be recorded and reported to the Project Manager and/or the Corporate Health & Safety team.

Specific detail and guidance on [Contractor Management](#) within Doncaster Council can be found in Section 3 Arrangements.

[Contractors \(www.hse.gov.uk/toolbox/workers/contractors\)](http://www.hse.gov.uk/toolbox/workers/contractors)

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3.17 Lone Working

The Council recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.

The Council recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

[Lone workers \(www.hse.gov.uk/toolbox/workers/lone\)](http://www.hse.gov.uk/toolbox/workers/lone)

3.18 Construction

The Council is committed to complying with the legislative requirements of the Construction Design and Management Regulations 2015. The Council provides CDM Advisor services and facilities to at least the minimum standards as required by the Construction Design and Management Regulations.

The Council is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Construction Design and Management Regulations 2015.

Further detailed advice on CDM and access to all relevant forms and guidance can be obtained directly from the Corporate Health & Safety team and relevant [duties and responsibilities under CDM 2015](#). The Councils [procedures and documentation](#) are also available.

[Health and safety in the construction industry \(www.hse.gov.uk/construction/\)](http://www.hse.gov.uk/construction/)

3.19 Mini Buses

The Council is committed to complying with best practice guidance regarding the use of minibuses in residential care, schools and other relevant services.

[Minibus Safety Advice and Information - ROSPA](#)

3.20 New and Expectant Mothers

The Council recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement controls measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a new or expectant mother.

Risk assessments will be reviewed when an employee notifies her manager that she is pregnant and revised where necessary. A [generic risk assessment](#) is available for adaptation my managers on the Corporate Health & Safety team intranet pages.

[New and expectant mothers \(www.hse.gov.uk/mothers/\)](http://www.hse.gov.uk/mothers/)

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3.21 Carriage of Dangerous Goods

The Council is committed to complying with the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004.

The Council will ensure that dangerous goods are transported so as to not adversely affect the health, safety or welfare of employees or others and do not adversely affect the environment.

[Carriage of dangerous goods \(www.hse.gov.uk/cdg/\)](http://www.hse.gov.uk/cdg/)

3.22 Confined Spaces

The Council is committed to complying with the legislative requirements of the Confined Spaces Regulations 1997

The Council acknowledges the hazards arising from confined spaces and is committed to protecting employees and others who are required to enter confined spaces so far as is reasonably practicable.

Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.

[Confined spaces \(www.hse.gov.uk/confinedspace/\)](http://www.hse.gov.uk/confinedspace/)

3.23 Asbestos

The Council is committed to complying with the legislative requirements of the Control of Asbestos at Work Regulations 2012 and associated legislation.

The Council acknowledges the health hazards arising from exposure to asbestos and is committed to protecting employees and others who are potentially exposed to asbestos as far as is reasonably practicable.

Any employee that might be exposed to asbestos, whilst carrying out their duties, will be provided with suitable and sufficient information, instruction and training.

All employees who may discover asbestos or suspected asbestos in the workplace will be instructed to cease work until the material has been analysed.

A [Doncaster Council asbestos management plan](#) is in place and reviewed as required by the Asbestos Manager and the Corporate Health and Safety Manager. Further information on any Asbestos issue can be obtained by contacting the Asbestos Management Team or the Corporate Health & Safety team.

[Asbestos health and safety \(www.hse.gov.uk/asbestos/\)](http://www.hse.gov.uk/asbestos/)

3.24 Permits to Work

The Council will where necessary due to the hazards and risk involved ensure that work activities will be controlled by the use of documented permit to work systems.

[Permit to Work Systems \(www.hse.gov.uk/comah/sragtech/techmeaspermit\)](http://www.hse.gov.uk/comah/sragtech/techmeaspermit/)

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3.25 Personal Protective Equipment (PPE)

The Council is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 1992.

Managers will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered. However, managers should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should only be considered as a last resort. Detailed advice on the selection, suitability and use of PPE can be obtained from the Council's Corporate Health & Safety team upon request. Where the need of PPE cannot be avoided provision for the storage, information training use and maintenance of it must be provided.

All PPE used within the Council must be appropriately CE marked.

[Personal protective equipment \(PPE\) \(www.hse.gov.uk/toolbox/ppe\)](http://www.hse.gov.uk/toolbox/ppe)

3.26 Personal Safety (Violence and Aggression)

The Council recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

Managers responsible for people, premises and services will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.

Employees are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

The Council will provide systems for keeping a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals. Further information on this system can be found at the below link.

[Staff Safety Database - Doncaster Council](#)
[Work-related violence \(www.hse.gov.uk/violence/\)](http://www.hse.gov.uk/violence/)
[Managing telephone verbal abuse \(www.hse.gov.uk/violence/verbal-abuse/\)](http://www.hse.gov.uk/violence/verbal-abuse/)

3.27 Safety Signs and Signals

The Council is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

[Safety signs \(www.hse.gov.uk/toolbox/managing/signs\)](http://www.hse.gov.uk/toolbox/managing/signs)

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3.28 Schools

The Council recognises the unique relationship between itself (as the local education authority) and its schools. To this end the Corporate Health & Safety team will undertake a rolling programme of health & safety audits for all schools that it is responsible for. The Council's Corporate Health & Safety team will also provide suitable advice and support for these schools in line with the [Corporate Health & Safety Management System](#). School specific advice is provided through the [School Safety](#) intranet pages.

Academies must nominate Doncaster Council Corporate Health & Safety team as their competent advisors to obtain full access their service and associated resources. This can be done by contacting the Corporate Health and Safety Manager.

[Education \(www.hse.gov.uk/services/education/\)](http://www.hse.gov.uk/services/education/)

3.29 Vibration

The Council is committed to complying with the requirements of the Control of Vibration at Work Regulations 2005.

The Council will ensure that where necessary vibration assessments are carried out by a competent person and appropriate control measures introduced.

[Vibration at Work \(www.hse.gov.uk/vibration/\)](http://www.hse.gov.uk/vibration/)

3.30 Visitors and the Public

The Council will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out by its employees, whether on the Council's premises or not.

All reasonable action is to be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that visitors are made aware of such risks.

[Managing Public Safety \(http://www.hse.gov.uk/treework/site-management/public-access\)](http://www.hse.gov.uk/treework/site-management/public-access)

3.31 Visits and Journeys

The Council is committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve employees, non-employees or clients of the Council.

The Council will ensure that where necessary risk assessments are carried and appropriate control measures introduced, contact Out of School Visits Consultant for school trips advice.

[Workplace Transport \(www.hse.gov.uk/workplacetransport/personnel/index\)](http://www.hse.gov.uk/workplacetransport/personnel/index)

[Educational visits / School trips \(pdf\) \(www.hse.gov.uk/services/education/school-trips\)](http://www.hse.gov.uk/services/education/school-trips)

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3.32 Work Equipment

The Council is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Council schedules for ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.

Managers must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use. Individual managers are responsible for ensuring all work equipment is registered and maintained.

All work equipment used within the Council must be appropriately CE marked.

[PUWER1998 \(www.hse.gov.uk/work-equipment-machinery/puwer/\)](http://www.hse.gov.uk/work-equipment-machinery/puwer/)

3.33 Working at Height

The Council is committed to complying with the Working at Height Regulations 2005.

Managers must ensure that such activities are risk assessed; suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

[Falls from height in the workplace \(www.hse.gov.uk/falls/\)](http://www.hse.gov.uk/falls/)

2.34 Working on or Near the Highway

The Council is committed to complying with the New Roads and Street Works Act 1991 and any other relevant guidance. The Council will ensure that road works are appropriately signed and traffic controlled and where applicable suitable and sufficient site specific risk assessments are in place.

[Work related road safety \(www.hse.gov.uk/roadsafety/\)](http://www.hse.gov.uk/roadsafety/)

3.35 Workplace Health, Safety and Welfare

The Council is committed to establishing and maintaining a healthy and safe workplace for all its employees and others who may enter their premises by implementing the Workplaces (Health, Safety and Welfare) Regulations 1992.

The Corporate Health & Safety team is responsible for advising on formal visual inspections of all Council owned premises in accordance with the stated audit regime/programme. Inspection frequency for buildings is dependent upon the activities being carried out and the number of people exposed to potential hazards. Where carried out by them, the Corporate Health & Safety team will record these inspections in a report and inform relevant managers of any remedial actions to undertake.

Managers are responsible for carrying out more frequent inspections i.e. weekly, monthly, quarterly etc. of the area of responsibility depending on the nature of work that takes place.

[Workplace health, safety and welfare \(pdf\) \(www.hse.gov.uk/pubns/indg244.pdf\)](http://www.hse.gov.uk/pubns/indg244.pdf)

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3.36 Safe System of Work (SSOW) or Safe Working Practices (SWP)

No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly no employee will be expected to carry out any task, which would impose a similar risk to others. Where an activity is deemed to be high risk with various aspects/processes to the activity, managers can undertake a SSOW. So managers can ensure that employees fully understand all aspects, hazards and controls to complete the task. Further advice and guidance can be sought in Risk Assessment Safety Arrangement and/or from the Corporate Health & Safety team.

[Risk assessment \(www.hse.gov.uk/risk/risk-assessment/\)](http://www.hse.gov.uk/risk/risk-assessment/)

3.37 Young Persons

The Council recognises the increased risks to young persons and will extend existing risk assessments to cover them and implement controls measures as appropriate to reduce the risks. They will be informed of any additional risks they may face as a young person.

Additional risk assessments will be made when a young person is on Council premise or working alongside Council employees for a short period of time during a work experience programme.

[Young people at work \(www.hse.gov.uk/youngpeople/\)](http://www.hse.gov.uk/youngpeople/)

3.38 Vehicles, Workplace Transport and Occupational Road Risk

The Council is committed to complying with the general requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 as they apply to vehicles.

The Council will ensure that all persons driving vehicles are suitably informed; instructed; trained; licensed and insured as appropriate.

The Council will ensure that all Council owned (fleet) vehicles are suitably and sufficiently maintained.

More information regarding driving your own vehicle at work can be found in the [Driving at Work Guide](#) on the Corporate Health & Safety intranet Page.

[Vehicles at work \(www.hse.gov.uk/workplacetransport/\)](http://www.hse.gov.uk/workplacetransport/)

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3.39 Electrical Safety and Electrical Appliances

The Council is committed to complying with the legislative requirements of the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

Directorates must engage competent persons, as required by the Electricity at Work Regulations 1989, to be responsible for the electrical testing of all portable appliances and fixed electrical systems within Council owned premises. Doncaster Councils Electrical Engineering Manager will advise on the frequency of testing depending upon use of the equipment/systems.

Managers must ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported.

For further detailed information on Electrical Safety see the [Electrical Safety Guide](#) which is available on the Doncaster Council's intranet.

All electrical equipment used within the Council must be appropriately CE marked.

[Electrical safety at work \(www.hse.gov.uk/electricity/\)](http://www.hse.gov.uk/electricity/)

3.40 Event Safety

There are many different types of events that take place in Doncaster Metropolitan Borough Council every year.

Whether the events are held on Council land/buildings, are managed by Doncaster Council or external agencies they bring all kinds of challenges to the Local Authority and the Emergency Services, especially when there are multiple events running at the same time across differing sites.

The Council has produced its own [Event safety guidance and documentation](#), including the Handy event guide.

It is essential therefore that, so far as is reasonably practicable, these events are properly planned and managed. Doncaster Council is committed to complying with all relevant Event Safety Guidance and legislation.

[Guidance on running events safely \(www.hse.gov.uk/event-safety/\)](http://www.hse.gov.uk/event-safety/)

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3.41 Dangerous Animals

It is recognised that there are a number of hazards associated with working with any animals, for example:

- zoonoses (diseases transmitted from animals to humans, e.g. leptospirosis, psittacosis)
- the risk of physical injury from an animal (e.g. dangerous dog, loose livestock)

Where staff may be exposed to the risk of encountering dangerous animals or any related transmittable diseases, managers must brief their staff on the hazards identified within the activity risk assessment. The suitable and sufficient controls explained and any required training implemented. Consider providing them with a copy of the following and refer to it within risk assessments.

[Agricultural zoonoses \(www.hse.gov.uk/agriculture/topics/zoonoses\)](http://www.hse.gov.uk/agriculture/topics/zoonoses)
[What to do when you meet an unfamiliar dog - RSPCA](#)
[Zoonoses \(www.hse.gov.uk/biosafety/diseases/zoonoses\)](http://www.hse.gov.uk/biosafety/diseases/zoonoses)

3.42 Asset Management

The Council is committed to providing safe working environments at our properties for the benefit of all users including our employees and contractors, our occupiers and their customers, visitors and members of the public.

In applying Health & Safety legislation to the Council's managed properties, workplaces and places of work are considered to be those parts of the properties under Council's management control; including common parts and vacant units.

At all properties, responsibility for health and safety matters within occupied property/sites falls with the occupier, but the Council, has certain responsibilities for liaising with occupiers on health and safety issues, policies and responsibilities according to agreed arrangements e.g. as outlined in the lease.

At void property and other empty vacant sites the Council must conduct its business without putting members of the public at risk. A generic [risk assessment for void/empty property](#) and [a checklist for empty vacant sites](#) have been developed.

In addition for multi-let property/sites the Council needs to ensure that health and safety risks within their premises/sites have been evaluated and properly addressed in order to ensure that the integrity of health and safety arrangements across the properties is maintained.

The Council has also specific [Asset Management arrangements](#) covering

- Internal/external property transfer to the control Asset Management
- Managing void property and other empty vacant sites
- Transfer property/sites to occupiers, both internal and others.

To carry out these arrangements effectively the Council has an Asset & Property team who are specialists in property management.

[Public safety construction sites \(www.hse.gov.uk/construction/safetytopics/publicprotection\)](http://www.hse.gov.uk/construction/safetytopics/publicprotection)

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3.43 Infectious Biological Agents

The Council recognises the increased risks to workers (and other people) from infectious biological agents in certain workplaces e.g. care homes, schools, supported living and children's centres. Infections at work are those created by exposure to harmful micro-organisms such as bacteria, fungi, viruses, internal parasites, and other infectious proteins known as prions. These are called 'biological agents' in health and safety legislation.

Risk assessments should be completed for workplaces where a risk of infection by these biological agents has been identified.

The infection control measures identified in the risk assessment should be implemented to reduce the risks, including the appropriate employee training and vaccinations. Advice on infection control please contact the Food & Animal Health team on 01302 737562.

Employees (and others) must be informed of any additional risks they may face and the appropriate support given if an infection occurs. Health Surveillance and occupational health support may be appropriate for specified infections but not all, please contact [Occupational Health team](#) for advice.

Infections at work can also occur in other working environments these also should be subject to risk assessment i.e. with animals (or coming in to contact with their bodily fluids see 2.41 Dangerous animals), with human remains and at locations where biological agents may proliferate (See 2.5 Legionella).

[Biosafety at work \(www.hse.gov.uk/biosafety/infection\)](http://www.hse.gov.uk/biosafety/infection)

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Appendix 1

Mandatory Health and Safety Training

The following list shows corporate mandatory Health and Safety training and who it may apply to:

Doncaster Council Managers

- Health and Safety for Managers
- IOSH accredited 'Safety for Senior Executives', or similar (where applicable)

All Doncaster Council staff

- Introduction to Health and Safety eLearning module
- Any other health and safety training (including induction) that is specific to the service area/ department/role relevant to the individual.

Only where relevant to a person's role and / or identified via risk assessment

- Building Manager
- Fire Safety
- Asbestos Awareness
- Manual Handling
- Personal Safety for Lone / Social Care worker (includes elements on violence and aggression)
- COSHH
- First Aid

This list is not exhaustive additional Health and Safety Training may be required on a mandatory basis, this will be dependent on assessments made by the relevant responsible manager.

It is recommended that all training is refreshed on at least a 3 year period, unless advised that a short time period is mandated by statute, best practise, risk assessment or enforcement action.

NOTE: The following courses are also recommended for managers who want more in depth knowledge on the subject and for non-managers' that are involved in these areas:

- Risk Assessment
- Accident Investigation

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Appendix 2

Appointment and Competency of Trainers

- Any person, whether internally or externally appointed, must be competent and possess the necessary recognised Health and Safety qualification, skills, knowledge and experience relevant to the subject matter they are dealing with.
- Any person or organisation appointed to conduct Health and Safety Training will be expected to comply with Doncaster Council's policy and procedures regarding the evaluation and appointment of contractors (CHAS).
- Organisational Development will give final approval to the appointment of Health and Safety Trainers for Core Mandatory Training, in consultation with the Corporate Health & Safety team.
- Managers/supervisors who require Health and Safety Training specific to the roles undertaken within their department/service area may seek assistance from Organisational Development or Corporate Health & Safety on the sourcing of competent trainers.
- Organisational Development or the relevant Manager must carry out periodic reviews of the training provider to ensure compliance to the health and safety training policy and Doncaster Council standard

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Appendix 3 - List of Doncaster Council Health and Safety Arrangements, Guides, Forms, Templates etc...

All of the below Health and Safety forms, examples, checklists etc... are available on the [Corporate Health & Safety pages](#) of the Doncaster Council intranet or from the Corporate Health & Safety team.

Core Health and Safety Arrangements General forms, templates, checklists etc...

- Risk Assessment and Safe System of Work
- Accident and Incident Reporting
- Health and Safety Training
- Health and Safety Audits
- Control of Contractors

Other Health and Safety Arrangements

- Accident Investigation
- Electrical Safety
- Event Safety
- Driving Own vehicles at Work
- Asbestos Policy and Asbestos Management Plan

Guides

- Quick Guide to Accident Reporting
- Handy Public Events Guide
- Fire risk assessment with guidance
- Staff Safety Database
- Security Incidents and Bomb Threats
- Suspect Packages - Signs and Symptoms
- Management of Fatalities Plan
- Workstation (DSE) guidance

General forms, templates, checklists etc...

- Accident Reporting (AIR 1) form
- Potentially Violent Person (PVP 1) form
- Basic Risk Assessment
- Detailed Risk Assessment
- Workstation (DSE) self-assessment
- COSHH assessment
- Home working self-assessment
- Manual Handling of Loads - Risk Assessment
- Manual Handling of People - Risk Assessment
- Fire Risk Assessment template
- Personal Emergency Evacuation Plan (PEEP)
- Corporate Stress Risk Assessment - Generic Team
- Example New & Expectant Mothers - Risk Assessment
- Example Young Person Risk Assessment
- Young Persons Checklist
- Example Minimum School Leaving Age - Risk Assessment
- Empty Premises - Generic Risk Assessment
- Vacant Land Safety Checklist
- Event safety matrix
- Event safety checklist
- Oxy-Acetylene - Risk Assessment
- Building Security Plan Template

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CDM

- CDM 2015 Summary of roles and duties
- CDM 2015 Process Flow
- DMBC CDM 2015 D&B Process Flow
- IRS – CDM 2015 Form
- Pre Construction Pack 2015
- Pre Construction Info – Minor Works 2015
- Construction Plan Authorisation
- Pre Start H&S Checklist
- H&S File Index

Schools Generic Risk Assessments

- Schools Generic RA: Accessing filing & storage
 - Schools Generic RA: Administration of medicine
 - Schools Generic RA: School offices
 - Schools Generic RA: Bouncy castles
 - Schools Generic RA: Fire Work Display
 - Schools Generic RA: Events general
 - Schools Generic RA: Asbestos on site
 - Schools Generic RA: Changing fluorescent tube using stepladder
 - Schools Generic RA: Cleaning
 - Schools Generic RA: Electrical safety
 - Schools Generic RA: Premises
 - Schools Generic RA: Roof access & work
 - Schools Generic RA: School ponds
 - Schools Generic RA: Site security
 - Schools Generic RA: Site supervision - Caretaking
 - Schools Generic RA: Snow & ice adverse weather
 - Schools Generic RA: Storage
 - Schools Generic RA: Use of ladders (max 30 mins)
 - Schools Generic RA: Use of mobile tower scaffold
 - Schools Generic RA: Vehicle movements on & off site
 - Schools Generic RA: Art & Craft Room
 - Schools Generic RA: D & T Workshop
 - Schools Generic RA: Food Preparation - Primary
 - Schools Generic RA: Food Preparation - Secondary
 - Schools Generic RA: Gymnasium - Sports hall
 - Schools Generic RA: Keeping animals in school
 - Schools Generic RA: Laboratory technician activities
 - Schools Generic RA: Pottery kiln
 - Schools Generic RA: Science laboratories and classrooms
 - Schools Generic RA: Work at height within drama
 - Schools Generic RA: Lone working off site
 - Schools Generic RA: Lone working on site
 - Schools Generic RA: Opening and closing blinds
 - Schools Generic RA: Play areas, lunchtime and break supervision
 - Schools Generic RA: Putting up displays
 - Schools Generic RA: Work equipment
-
- School Induction Examples: Teaching Staff
 - School Induction Examples: Support Staff

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