

AGENDA ITEM NO. 5

STAFF COMMITTEE

Date **30 APRIL 2012**

Title **REVISED HEALTH AND SAFETY POLICIES**

1. PURPOSE/SUMMARY

To inform the Staff Committee of revised Health and Safety policies.

Our Health and Safety Policies set out the Council's commitment to comply as a minimum with legislation requirements, which help ensure a safe and healthy workplace and that our work activities do not expose employees and other persons to significant risks.

A requirement of the annual Corporate Health and Safety Plan is to review 25% of these Health and Safety Policies annually. This helps ensure that our policies are current and suitable for use.

The Electrical Safety, Noise at Work and Legionella Management policies have now been revised.

2. KEY ISSUES

Electrical Safety Policy

This new policy now combines two previously separate policies (Fixed Wiring Policy and Portable Appliance Testing Policy) into one policy.

The purpose of this policy is to ensure the risks associated with electricity are adequately controlled, and comply with the requirements of the Electricity at Work Regulations 1989. This includes that all fixed electrical systems (in buildings owned or occupied by the Council) are tested within the specified frequencies. Portable electrical appliances are tested at suitable intervals depending on the type of device. It also details how to conduct user checks to identify potential faults with the portable equipment.

Noise at Work Policy

The aim of the Noise at Work Regulations 2005 is to ensure that workers' hearing is protected from excessive noise at their place of work. Noise can harm a person's hearing over a prolonged period if it is above certain audible levels. The Noise at Work Policy details the procedure for noise assessments and the controls that will be implemented where required. This revised policy now contains new guidance on hearing protection and hearing impairment.

Legionella Management Policy

This policy is now completely revised and details compliance with the Management of Health and Safety at Work Regulations 1999 and the “L8, Legionnaires’ Disease: The Control of Legionella Bacteria in Water Systems” (Approved Code of Practice).

It details the identification and assessment of the risk of legionella infection to staff, contractors and visitors arising from the manner in which the water systems, over which the Council has control, are operated, managed or designed. Responsibilities are detailed for the Chief Executive, Corporate Director of Assets and Projects as the ‘Responsible Person’ to manage the necessary procedures for the prevention of Legionnaires’ disease. The “Deputy Responsible Person” (Building Surveyor - Assets and Projects Team) is responsible for arranging for Risk Assessments to be carried out on water systems and plant for each property.

A comprehensive consultation process has also been undertaken on these revised policies with the Corporate Management Team, Health and Safety Panel and the Staff Side Group, who have endorsed the changes.

3. RECOMMENDATION(S)

That Staff Committee:

- Note and endorse the attached revised policies.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Councillor John Clark – Quality Organisation
Report Originator	David Vincent – Health, Safety and Emergency Planning Manager
Contact Officer(s)	David Vincent – Health, Safety and Emergency Planning Manager
Background Paper(s)	N/A