

Health & Safety Policy

Issued by Corporate Health & Safety
November 2025

Version History

Version	Implemented By	Revision Date	Approved By	Approval Date	Reason	Review date
1	Steven Rowell	June 2014	Ian Davidson	June 2014	Review	N/A
2	Tim Sutton Clare Lewis	January 2018	Ian Davidson	N/A	Review	Jan 2019
3	Clare Lewis	June 2018	Ian Davidson	24/09/2018	Review	June 2019
4	Debianne Messenger/ Clare Lewis	March 2022	Ian Davidson	March 2022	Review	March 2023
5	Clare Lewis Tim Sutton	January 2023	Ian Davidson	17 Jan 2023	Review	Jan 2024
6	Clare Lewis Tim Sutton	November 2025	Ian Davidson	9 Dec 2025	Review	Dec 2026

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Statement of Intent

1.1 Statement of Intent by the Chief Executive/Management Team

Tendring District Council accepts its responsibilities under The Management of Health and Safety at Work Act 1974 and Health and Safety at Work Act 1999 and all subsequent legislation to ensure the health, safety, and welfare, of employees, councillors (elected members), visitors, contractors volunteers and others who may be affected by the Council's activities. The Council has a clear and evident commitment to create a climate of health and safety awareness in which management objectives and reasonably practicable standards are met or exceeded.

This will be achieved by:

- ensuring adequate funds and resources are available to satisfy Health and Safety requirements within the Authority;
- providing adequate control of the Health and Safety risks arising from our work activities;
- consulting with our employees/councillors/visitors/contractors and volunteers on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing all necessary information, instruction, training, and supervision to enable employees to do their jobs safely;
- ensuring all employees are competent to do their tasks;
- preventing, so far as is reasonably practicable, accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions;
- by Management Team monitoring Health and Safety activities on a quarterly basis:
- committed to working with the Health and Safety Executive (HSE) to promote a positive health and safety culture.

This policy will be regularly reviewed, and updated based on changes to work practices, the working environment and government legislation.

Signature



Ian Davidson Chief Executive

Dated 7 Jan 2026

2 Organisation And Responsibilities

2.1 ELECTED COUNCIL

The Elected Council as the corporate body, will ensure so far as is reasonably practicable:

- That sufficient funds and resources are available to satisfy health and safety requirements within the Authority;
- Ensure sufficient enforcing, supervisory, and advisory staff are in place.

2.2 THE CHIEF EXECUTIVE

The Chief Executive has overall and final responsibility for Health and Safety although specific tasks may be delegated to others. Corporate Directors, Assistant Corporate Directors, Managers/Team leaders

2.3 THE MANAGEMENT TEAM

The Management Team, under the direction of the Chief Executive, has strategic responsibility to ensure the Council as an employer complies with its statutory duties as required by the Health and Safety at Work Act 1974 and Management Health & Safety at Work Regulations 1999 and to ensure that the organisational structure allows for this policy to be implemented.

2.4 THE CORPORATE HEALTH and SAFETY TEAM

The Corporate Health and Safety team have responsibility as the competent persons to report matters directly to the Chief Executive and to the portfolio holder to ensure they are aware of their duties under the Health and Safety at Work Act 1974 & Management Health & Safety at work Regulations 1999.

The team support management in ensuring the required health and safety standards are met to ensure the authority has a safe and healthy workplace for its employees and others. Corporate Health and Safety responsibilities are outlined in Section 2.4.1 to 2.4.5.

2.4.1 HEALTH AND SAFETY COMPLIANCE AND GOOD PRACTICE

- To ensure the Council complies with the Health and Safety at Work Act 1974/ Management Health & Safety at Work Regulations 1999 and other relevant statutory legislation and to work to ensure good standards.
- To advise managers and other relevant persons of any new health and safety legislation applicable to their departments and assist in its implementation and ensure the relevant policies and guidance are produced.
- To review the Health and Safety Policy and ensure it remains effective.
- To ensure that arrangements exist to provide that employees, councillors, contractors and volunteers are conversant with the Health and Safety Policy and any revisions made.
- To stop any work or activity where there is foreseeable or actual risk to life or limb.

2.4.2 ADVICE, GUIDANCE AND CONSULTATION

- The health and safety team are there to provide specialist advice, guidance and support to the Council and employees, councillors and volunteers on all health and safety issues.
- To liaise, consult, and maintain good communications and working relationships with management, employees, appointed safety representatives, Unions and the Health and Safety Executive (HSE)

2.4.3 INSPECTION AND AUDIT

- To ensure the health and safety performance of the Council is monitored and evaluated. Provide advice where required.
- To carry out an annual programme of health and safety audits which covers all work areas with an audit report being sent to the corporate directors.
- To monitor and audit the Council's health and safety policies for their implementation and application.

2.4.4 ACCIDENTS AND INCIDENTS

- All accidents/incidents or near misses need to be recorded on an incident report form and forwarded to the health and safety team, this is to ensure that any work related accidents/incidents are investigated where necessary and action taken to prevent any reoccurrence so far as is reasonably practicable.
- The corporate health and safety team will assess the need to report incidents or injuries, diseases and dangerous occurrences to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 as Amended) (RIDDOR)
- To analyse accident and incident reports and produce statics in order to initiate such actions as necessary to reduce the likelihood of reoccurrence to the lowest reasonably practicable level.

2.4.5 HEALTH AND SAFETY TRAINING (under 18's)

- To ensure that arrangements exist for the identification of the training needs of employees, volunteers, including individuals having direct responsibilities for Health and Safety.
- To ensure all office based staff, contractors, volunteers, long-term contractors and apprentices in their department complete the TDC Introduction to Health and Safety e-learning course on the TDC intranet.
- To ensure that employees are consulted before any health and safety responsibilities are allocated to them.
- To ensure that these arrangements extend for the provision of adequate health and safety training on recruitment and when risks to employees change, e.g. when they change job, take up new responsibilities or use different equipment.
- To ensure adequate supervision is provided for employees, giving proper consideration to the difficulty of the tasks and to their level of ability and experience.
- To ensure that any conflict of interest which may arise between the demands of the work and that of health and safety is dealt with in a manner that is not detrimental to the employees or the Council.
- Risk assessments should be carried out for each young worker/apprentice who are under 18, and be reviewed at regular intervals. See item 3.4.4.

2.4.6 HEALTH AND SAFETY TRAINING (General)

- To periodically review the TDC introduction to Health and Safety e-learning course to ensure it is up to date with current legislation and to provide manual handling/needlestick handling, sharps training, hand arm vibration and working at height will be provided when requested and relevant to the role.
- Fire Awareness training will be provided to all staff, long-term contractors, apprentices and volunteers as a mandatory requirement every 2 years.
- Conflict management training will be offered to all staff and organised through a third party company.
- Other job specific training will be authorised and organised by the relevant Corporate Director/ Manager/Supervisors or by the Corporate Health and Safety team if appropriate.

2.5 CORPORATE DIRECTORS /MANAGER'S/SUPERVISORS

Corporate Directors/Assistant Directors/Managers /Supervisors have responsibility for health and safety within their department and to set a good personal example in all aspects of health and safety. Responsibilities are outlined in section 2.5.1. to 2.5.7.

- Section 37 of the Health and Safety at Work Act 1974 states that directors, senior managers are liable for offences committed against their corporate bodies due to their consent, connivance or neglect and states that corporate leaders are accountable for health and safety breaches.

2.5.1 COMPLYING WITH HEALTH AND SAFETY REQUIREMENTS

- To promote and develop a positive health and safety culture
- To implement and promote the Health and Safety Policy and the associated guidance.
- Ensure that the employees, volunteers and apprentices within their service have access to the health and safety policy, that they understand it and their responsibilities in line with the Health and Safety at work act 1974 section 2(2)(c)
- To ensure officers compliance with health and safety legislation and Codes of Practice.
- Include health and safety as a specific item on the team agendas or department briefings and meetings and ensure sufficient time is allocated to it.
- To consider staff, contractors safety when home working. Consider that they have an adequate area to safely work from while carrying out their duties from home.
- Appoint health and safety representatives from all services to support the health and safety team and promote health and safety across the whole council.

2.5.2 ADEQUATE ASSESSMENT AND MONITORING

- To ensure that departmental risk assessments are completed for all identified hazards, are suitable and sufficient for the work being done, and reviewed whenever there is a change in the work or environment, following an industrial accident, or annually, whichever comes first.
- To ensure that all their staff members, volunteers, contractors and apprentices are aware of, and understand the hazards and control measures listed in the department risk assessments.
- Ensure that regular fire safety checks and monthly health and safety checklists are completed by the department safety representative, and are sent to Corporate Health and Safety within one week of the end of the applicable month and any necessary follow up action is undertaken.
- Ensure that arrangements are in place for employees to report any hazards, shortcomings or deficiencies in relation to health and safety at work and action is taken to address any issues raised where necessary.

2.5.3 EMERGENCY PROCEDURES

- Ensure that suitable arrangements have been put in place for emergency procedures in case of fire, serious and imminent danger and for the provision of first-aid and first aiders.
- To ensure that employees, councillors, contractors and volunteers are familiar with these arrangements.
- Fire awareness testing to be carried out 4 times a year, or more frequently if required or changes applied to fire evacuation procedure or as soon as practicable following significant staff movement changes.
- Identify the need for staff, long-term contractors to have a Personal Emergency Evacuation Plan (PEEP) who have difficulty in responding to a fire alarm or escaping from a building unaided in the event of an emergency.

2.5.4 DEALING WITH AN ACCIDENT OR INCIDENT

- To ensure that all accidents, occupational ill health, dangerous incidents, and acts of violence and aggression are reported.
- To ensure accidents and incidents are fully investigated and any required remedial action taken wherever possible to avoid a repetition.
- Ensure that all accidents are properly recorded on the Council 's Incident Report Forms and that they are scanned to **healthandsafety@tendringdc.gov.uk** or sent to the appropriate people as instructed on the front of the Incident Report Book
- To ensure the storage and completion of incident report forms satisfy the current General Data Protection Regulations 2018(GDPR).
- Where a situation involving a potentially violent or verbally aggressive person is involved a violent persons report form (located on TED) should be completed and emailed to **healthandsafety@tendringdc.gov.uk**.
- Ensure any diseases, accidents and dangerous occurrences such as to require notification to the Health and Safety Executive under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as Amended) (RIDDOR), have occurred, they are reported to Corporate Health and Safety by the quickest possible means, e.g. by telephone or email.
- To ensure that accidents and incidents are investigated where necessary and action taken to prevent any reoccurrence so far as is reasonably practicable.
- To analyse accident and incident reports and produce statics in order to initiate such actions as necessary to reduce the likelihood of reoccurrence to the lowest reasonably practicable level.

2.5.5 NOMINATION OF A DEPARTMENTAL HEALTH AND SAFETY REPRESENTATIVE

- Corporate Directors/Assistant Corporate Directors are to nominate a person to act as the Departmental Health and Safety Representative and ensure time, resources and training are made available for them to fully undertake their responsibilities. (quarterly meetings)
- Deputise to another officer if unable to attend or carry out duties associated with health and safety representative requirements.

2.5.6 SAFE WORKING ENVIRONMENT

(Management of Health & Safety Regulations 1999) Workplace (health and safety) and welfare regs 1992.

- To ensure, with the assistance of Facilities Management where required that equipment, fittings, systems of work, places of work and access to and egress from the workplaces are, so far as reasonably practicable, maintained in a safe condition.
- To promote and maintain a system of good housekeeping.
- To ensure that new plant and equipment is installed and used in compliance with the manufacturer's instructions and with the Provision and Use of Work Equipment Regulations 1998 and The Supply of Machinery (Safety) Regulations 2008.
- To ensure that all planned plant maintenance and statutory and routine Inspections are undertaken.
- Ensure that all machinery, electrical appliances and workplace equipment, such as ladders and tools etc. are safe and maintained in a safe and efficient working order in line with Provision and use of Work Equipment PUWER regulations 1998.
- Ensure that staff, contractors, volunteers and apprentices are instructed in the relevant use, care, maintenance and storage of such equipment. To be monitored by managers or supervisors
- To ensure that, where necessary, suitable personal protective equipment (PPE) is provided and used.
- Ensure that such items are worn when conditions require their use. To be monitored by managers or supervisors.

2.6 EMPLOYEES/COUNCILLORS/VOLUNTEERS/APPRENTICES

All employees, councillors, volunteers and apprentices have a responsibility to:

- Read and understand this health and safety policy.
- Take reasonable care of their own health and safety and that of others who may be affected by what they do or don't do whilst at work.
- Notify their line manager of any medical condition that is likely to affect their ability to carry out their duties in a safe manner.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health and safety at work.
- Maintain good housekeeping practices to keep workplaces in a tidy and safe condition.
- Use only the correct tools and equipment for the job and follow laid down procedures and safe systems of work.
- Use safety equipment and personal protective clothing (PPE) where required.
- Report immediately to a Manager or Supervisor any hazardous defect in plant, work equipment, material, system of work, safety equipment or personal protective clothing.
- Report all injuries, diseases and dangerous occurrences. (RIDDOR requirement)
- Not participate in horseplay or other undesirable or potentially dangerous behaviour while in the workplace.
- Be aware of the procedure to follow upon discovering a fire or hearing the alarm and familiarise themselves with the location of the designated assembly points.
- Participate in any fire evacuation test procedures.
- Report immediately to a manager or supervisor any threat of violence or abuse for potential inclusion in the violent person database.

2.7 TRADE UNION SAFETY REPRESENTATIVES

Regulations made by the Secretary of State provide for recognised Trade Unions to appoint Safety Representatives from amongst their colleagues. The Authority will maintain effective joint consultation on health, safety and welfare matters with union appointed Safety Representatives.

Safety Representatives may carry out certain duties for colleagues, including:

- Carrying out regular inspections of the work place.
- Investigate accidents, hazards, dangerous occurrences and complaints made by union members.
- Liaising with management on matters relating to health and safety.
- Representing employees in consultation with Health and Safety Executive (HSE) inspectors.
- Receiving and inspecting information on inspections or relevant documents on health and safety maintained by the Authority.
- Attend regular liaison meetings with corporate health and safety representatives.

2.8 DEPARTMENTAL HEALTH AND SAFETY REPRESENTATIVES

Consulting workers on Health and Safety - Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996

Each Director/Assistant Director will nominate one or more Departmental Health and Safety Representative to act on their behalf in the implementation, co-ordination and monitoring of health and safety within their Department. Such nominated employees will receive additional training and guidance in order to make a positive contribution to health and safety in their Department.

The responsibilities of the Departmental Health and Safety Representative will include:

- To liaise with the Corporate Health and Safety team over specific health and safety matters and issues within their department and facilitate and allow time for the annual health and safety inspection.
- To attend and participate in any training associated with these duties and attend any meetings.
- To ensure the departmental risk assessments are current, and reviewed when there is a significant change to the working environment or practice, following an industrial injury, or annually, whichever comes first.
- To ensure the monthly health and safety and fire safety checklists are completed and appropriate action taken.
- To act as the 'Competent Person' for fire safety as required by the Regulatory Reform (Fire Safety) Order 2005.
- Ensure notice boards are updated with health and safety messages and updates.
- Ensure team meetings have health and safety on the agenda and necessary updates are provided

2.9 SAFETY ADVISORY GROUP - EVENT APPLICATIONS

Corporate Health and Safety will provide advice to the Councils Events Team for all applications for events across its district using council land. This could include charity fundraisers, food festivals and many other types of events.

Attendance at safety advisory group meetings will be facilitated, where possible, for health and safety matters ensuring a consistent approach is achieved for events held in the Tendring District and to ensure that the legal requirements are met relating to all health and safety matters for events held on Council land.

3. HEALTH AND SAFETY AT WORK REGULATIONS 1999

Health and safety arrangements are required to be place to ensure that a safe and healthy working environment is provided for staff, councillors, contractors, volunteers and apprentices of Tendring District Council . These arrangements take into account the health and safety of both staff and others who may be affected while carry out their duties on behalf of the council. The arrangements will ensure compliance with the Health and Safety at Work Act 1974 and the relevant legislation made under the Act.

3.1 RISK ASSESSMENT

The majority of health and safety issues will be dealt with by the risk assessment process. Corporate Directors/Assistant Directors/Managers/Supervisors are required to ensure that adequate assessments are carried out in their Department.

The risk assessment process will follow the steps below:

- Identify the hazards within the department.
- Decide whether the hazards present a significant risk to staff and others.
- Record the significant risks.
- Record the control measures in place.
- Decide if the control measures are adequate to reduce the risks to an acceptable level or if additional control measures are required.
- A time limit for the completion of the additional measures must be set.
- Ensure monitoring of the control measures takes place.
- Ensure risk assessments are reviewed if there is a significant change in the work activity or environment, following an industrial injury, or annually, whichever is the sooner.

The Council has a standard form available for completion of risk assessments which is available from the Corporate Health and Safety team or the Council s intranet site. Alternative formats may be used if required.

Documents to be reviewed as part of the corporate health and safety teams inspections process.

3.2 HEALTH and SAFETY CHECKLISTS

The health and safety checklists provide regular checks of health and safety within the departments. They are completed monthly by the nominated health and safety representatives for each service to ensure that compliance and good standards are maintained and to assist the Corporate Directors/Assistant Directors/Managers/Supervisors in ensuring compliance within their own department.

The checklists are designed to highlight significant issues that need to be addressed and include fire safety checks.

Services have a duty to address the issues highlighted in the checklists and reference can be made to the Corporate Health and Safety team for advice if necessary. Issues that present risks to staff and others **must not** be ignored.

Checklists should be forwarded to the Corporate Health and Safety team, and copied to the Manager/Supervisor during the first week of the month following the site inspection.

3.3 TRAINING

Health and safety training is a vital component of good health and safety practice.

- Training can be provided internally by the Corporate Health and Safety team for all relevant staff. This includes the 'Introduction to Health and Safety' and "Fire Awareness" e-learning course that all office based staff, long-term contractors, volunteers and apprentices must complete. Mandatory every 3 years.
- Training arranged by departments on issues specific only to them with the assistance of the Corporate Health and Safety team if required.

Directors/Assistant Directors/Supervisors should regularly review the training requirements of their staff and allow staff the time required to attend training sessions and ensure refresher training is undertaken.

Managers/Supervisors should ensure that during their first week of work new staff should complete mandatory Health & Safety training, and ensure they are given full instructions on the use of equipment, basic health and safety rules and issues relating to their work, and basic fire safety including the emergency evacuation procedures.

3.4 Personal Safety

3.4.1 ACCIDENTS, INCIDENTS = THE REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCE REGULATIONS 2013 (RIDDOR) <http://www.hse.gov.uk/riddor/>

All accidents and incidents or near misses should be recorded by the completion of a standard Incident Report Form. This should be completed by the individual or by the person the incident was reported to, their line manager, the department representative, or the first aider attending the scene (if required). A copy of the document should be sent via email to Corporate Health and Safety.

Corporate Health and Safety will record all incidents electronically and review them to identify trends in the type of accidents occurring, the frequency, and the places they are occurring, and make recommendations to reduce the overall number of incidents to the lowest reasonably practicable level.

Certain incidents, as detailed in the 'Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013'(RIDDOR). Require reporting formally to the Health and Safety Executive. All services must report these types of incidents as soon as possible to the Corporate Health and Safety team who will undertake this reporting. There is a 10 day turnaround needed to provide this information to the HSE so there should not be any delay in getting this information to the Council s Corporate Health and Safety Team.

3.4.2 FIRST AID

Manager/Supervisor will ensure that there is sufficient first aid cover in their department for employees and members of the public where applicable, i.e. leisure centre/ princes theatre.

First aid boxes complying with the Health and Safety Executive guidance will be provided to each department as required. The names of trained first aid staff will be displayed on staff notice boards.

First aid boxes need to be reviewed by the qualified first aiders regularly to ensure the items are in date. Replacement items can be provided by the Councils Corporate Health and Safety Team.

3.4.3 MANUAL HANDLING/NEEDLESTICK

Manual handling risk assessments will be carried out in all departments by Managers/ Supervisors where possible the risk of injury prevented or reduced to the lowest reasonably practicable level. The assessments will identify the hazards, means of contact and the actions to be taken to reduce or eliminate the risk.

Training and instruction will be provided to all staff, for office based staff this will be provided by their successful completion of the TDC Introduction to Health and Safety e-learning course, for other staff manual handling training/needlestick training will be provided by the Corporate Health and Safety team on request, or if more specific training is required this will be provided by an external provider if appropriate.

3.4.4 YOUNG WORKERS/APPRENTICES 16-18

Management of Health and Safety at Work Regulations state that young workers have extra rights to protect them because of their age.

The rules on young workers apply from school leaving age until they turn 18. This must be considered for all staff undertaking work-based learning, who are under 18, such as an apprenticeship/work based learning within the Council

Young workers must not be exposed to risk because of

- a lack of experience,
- being unaware of any potential risk
- lack of maturity.

Risk assessments should be carried out for each young worker/apprentice who is under 18, in the workplace and reviewed at regular intervals.

The reporting of accidents/incidents should be the same for young workers as any other staff member. They should be asked to complete an incident report form and pass this to healthandsafety@tendringdc.gov.uk

3.4.5 DISPLAY SCREEN USE (DSE)

Training on the assessment of display screen equipment is provided for all staff that uses a display screen as a significant part of their job through the Introduction to Health and Safety e-learning course. Any members of staff suffering ill-health which may be attributed to the use of display screen equipment should be referred to Corporate Health and Safety who will undertake an assessment of their workstation and make recommendations for improvement where possible.

Staff identified as using a display screen are entitled to a free eye examination with the Council's optician and, if required, money towards a pair of basic spectacles for use with display screen equipment.

Details on the Council's current optical service provider are available through the Corporate Health and Safety team via their email: healthandsafety@tendringdc.gov.uk and on the Council's internal intranet. (TED)

3.4.6 PERSONAL PROTECTIVE EQUIPMENT Regulations 2022 (PPE)

Corporate Directors/Managers/Supervisors will ensure that staff are assessed for their PPE requirements through the risk assessment process and ensure that it is provided and worn in the situation for which it is required. PPE will only be issued if the risk cannot be controlled by any other means. PPE must be suitable for use and fit the individual properly to give suitable protection. All PPE will be provided free of charge to staff, or purchased and refunded by The Council.

3.4.7 NOISE AT WORK

No employee of the Council will be expected to work in excessively noisy environments. Where employees are exposed to high levels of noise an assessment will be carried out and the necessary measures put in place to prevent the risk of hearing damage. This is the responsibility of the department acting on advice from the Corporate Health and Safety team if required.

Noise defenders should be considered if the noise can not be avoided. This would be classed as PPE and provided free of charge as part of the job role

Where the risk cannot be eliminated all those employees exposed to noise above the exposure limit value stated in the Control of Noise at Work Regulations 2005 will be screened by Occupational Health under a Health Surveillance programme.

3.4.8 VIOLENCE AT WORK

The Council does not tolerate any form of violence, to staff, whether this is verbally or physically. The Council has a Violence at Work policy in place for all staff. Managers/Supervisors will carry out a risk assessment of their staff in relation to acts of violence and abuse and implement control measures to reduce the risks as far as reasonably practicable.

3.4.9 STRESS AT WORK

Suitable control measures must be put in place to reduce the levels of stress, so far as reasonably practicable. Managers/Supervisors and employees must be familiar with the Council's Stress Policy which is displayed on staff notice boards and the TDC intranet site. If appropriate risk assessments will be completed by a competent person.

3.4.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH Regulation 2002 (COSHH)

Managers/Supervisors will carry out suitable and sufficient risk assessments covering the use of all hazardous substances in the workplace.

The assessments will identify the hazards, use, means of contact, and the actions to be taken to reduce or eliminate the risk.

Protocols must be in place to ensure that these actions are carried out. Safety data sheets will be available for all staff to view for all substances used and must be regularly updated.

3.4.10 LONE WORKING

Managers/Supervisors will put in place procedures to ensure that the risks associated with lone working are reduced so far as is reasonably practicable.

Procedures must enable staff to be contacted whilst lone working and be able to ensure that their whereabouts can be traced and that their return from lone working occurs at the time stated.

Staff are not expected to undertake lone working where they believe there to be a risk of violence or abuse and must cease lone working if subjected to this.

The use of a lone worker unit should be considered by managers/supervisors, and be in line with the Council's lone worker procedure.

3.4.12 HAND ARM VIBRATION (HAV)

Steps are taken to ensure that no one is exposed to hand arm vibration during the course of their work above the Exposure Limit Value (ELV) stated in the Control of Vibration at Work Regulations 2005.

Managers/Supervisors will carry out suitable and sufficient risk assessments for exposure to vibration at work and introduce controls to eliminate or control the risk to the lowest reasonably practicable level. Where the risk cannot be eliminated all those employees exposed to vibration will be screened by Occupational Health under a Health Surveillance programme.

From April 2025 the Council has a Vibration Guidance document to be considered by all employees/contractors/volunteers that might be affected by vibration levels during their working hours.

3.5 PREMISES SAFETY

The following sections 3.5.1 to 3.5.7 are the responsibility of the relevant Corporate Directors/Assistant Directors/Managers/Supervisors unless otherwise specified.

3.5.1 FIRE SAFETY

Fire safety standards will be maintained throughout all Council premises according to the Regulatory Reform (Fire Safety) Order 2005.

Corporate Health and Safety will work with and support Facilities Management in fire safety checks in buildings under their control. Fire safety in Leisure Centres and other TDC building are incorporated into the regular Health and Safety checklists monitored by the Corporate Health and Safety Team. All identified failings in fire safety must be notified to the Responsible Person named in the Fire Log Book and the Corporate Health and Safety Team immediately and action taken to correct it.

Fire drills will be arranged in all Council premises by the person delegated as the 'Responsible Person', who will be named in the Fire Log Book held at each site, as required by the Regulatory Reform (Fire Safety) Order 2005 and supported and monitored by the Corporate Health and Safety team.

Fire awareness safety training is provided through the introduction to Health and Safety e-learning course.

Documents to be reviewed as part of the corporate health and safety teams inspections process.

3.5.2 WORKPLACE STANDARDS

The workplace will be maintained to good health and safety standards in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Managers/Supervisors will ensure that within their own department, corridors, walkways, staircases, and all work areas, are kept free from obstruction and trip hazards.

In addition corridors and staircases must be kept free from combustible items. Adequate lighting, heating, ventilation, and welfare facilities will be provided to offices, toilets and washing facilities specified.

3.5.3 WORK EQUIPMENT

All work equipment will be suitable for its purpose and regularly serviced and maintained to ensure it is in good order. It will comply with, and be operated, in accordance with the manufacturer's specification and the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Where required, regular maintenance will be carried out on equipment by competent people and a record kept. Equipment must be checked prior to use for any defects. Defects must be reported to your manager or supervisor as soon as possible and equipment taken out of use until the defect is rectified. Specialist equipment will only be operated by authorised, experienced and trained persons.

3.5.4 ELECTRICAL SAFETY

Electrical installations will comply with the Electricity at Work Regulations 1989 and the latest edition of the Institute of Electrical Engineers Regulations for Electrical Installations (IEE Wiring Regulations). Corporate Directors/Managers/Supervisors with responsibilities for buildings will ensure that electrical installations are inspected and tested by a competent person at the frequency recommended by current legislation.

Electrical appliances and portable equipment will be suitable for the job concerned and maintained in good order. No appliance or equipment will be used if defects are found. Any defects to equipment will be reported and the equipment taken out of use until it has been repaired and tested by a competent person.

Relevant Corporate Directors/Managers/Supervisors will ensure that all portable electrical appliances are tested at intervals, known as PAT, relevant to the appliance based on their use and movement according to Health and Safety Executive (HSE) guidance.

3.5.5 ASBESTOS CONTROL

The Council will ensure, so far as is reasonably practice able, that employees, contractors and others are not exposed to asbestos fibres. The Corporate Directors/ Assistant directors/Managers/Supervisors and Facilities Management have responsibility for the control measures outlines each site locations Asbestos Policy.

The Council must keep a record of all Asbestos within all of its Council owned buildings. Managers/Supervisors must ensure that all necessary information is passed to the Corporate Health and Safety Team.

Asbestos plans and policy information must be made available on site for anyone working on the building. Referred to as a grab bag.

A record of the works carried out must be recorded. Documents to be reviewed as part of the corporate health and safety teams inspections process.

The Council must regularly update the Asbestos Management plan for each council buildings to comply

3.5.6 LEGIONELLA CONTROL

The Council will ensure, so far as is reasonably practicable, that employees/ others are not exposed to legionella bacteria.

Corporate Directors/Assistant Directors/Managers/Supervisors with responsibility for assets will arrange for the buildings to be surveyed by a competent person and introduce controls to eliminate or control the risk of legionella bacteria forming

Regular testing and flushing of systems will be carried out as deemed necessary. Corporate Health and Safety team will monitor and report any issues to management team if appropriate.

3.5.7 MANAGEMENT OF CONTRACTS

Managers/Supervisors employing a contractor will be Responsible for managing the contractor according to the HSE CDM regulations 2015. Due regard must be given to the safety of Council employees who may be a risk from the actions of the contractors, and the safety of the contractor who may be at risk from actions of the Council.

The contractor must be given all the relevant information to enable them to carry out their duties. (grab bag should be available at each Council building)

Appendix A2

Summary of significant changes in the updated Health and Safety Policy

Statement of Intent

To be signed by the Chief Executive as confirmation of the Council 's commitment to health and safety.

Chief Executive

Additional wording added to reflect the actual responsibility of this position.

Manual Handling/ noise at work

Items combined

Safety Advisory Group - Event Applications

Added to reflect actions of Health and Safety in this area.