



FINANCE AND PROPERTY SERVICES

HEALTH AND SAFETY PROTOCOLS

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Document Control Sheet

AUTHOR: KENNETH RIBBONS

TITLE: AUDIT, RISK AND COUNTER FRAUD MANAGER

DOCUMENT TITLE: FINANCE AND PROPERTY SERVICES HEALTH AND SAFETY
PROTOCOLS

Review/Approval History

Date	Name	Position	Version Approved
18/11/16	D FORREST	HEAD OF FINANCE AND PROPERTY SERVICES	1.0
11/10/18	D FORREST	HEAD OF FINANCE AND PROPERTY SERVICES	2.0

Change Record Table

Date	Author	Status	Reason
5/7/16	K RIBBONS	Draft	Revised following inclusion of Construction and design and Advice Shop within service. Retitled health and safety protocols.
24/8/16	K RIBBONS	Draft	Further revised following comment from Unit Managers.
11/10/16	K RIBBONS	Draft	Further revised following comment from Advice Shop and Estates.
11/11/16	K RIBBONS	Draft	Further revised following comment from Construction Services
12/7/18	M MACKIE	Draft	Further revised following approval of new WLC Health & Safety Policy.

1 INTRODUCTION

- 1.1 This document sets out procedures for the effective implementation of the Corporate Health and Safety Policy within Finance and Property Services.
- 1.2. Employees who are required to work in premises or sites under the control of other council services may encounter different hazards. Such employees must familiarise themselves with the appropriate procedures, risk assessments and safe systems of work for working in such locations and work in accordance with them.

2 HEALTH & SAFETY ASSISTANCE

- 2.1 The corporate Health and Safety Unit provides specialist advice and guidance throughout the council on matters relating to corporate health and safety policy, guidance and procedures. The HR Manager (Health and Safety) will develop corporate occupational health and safety strategies, and prepare regular reports for senior management that inform and evaluate the council's health and safety performance.

3 SAFETY CULTURE

- 3.1 All unit managers will develop a positive attitude to health and safety among staff by ensuring that health and safety is an integral part of the overall management culture.
- 3.2 This will be achieved by:
 - a) visibly demonstrating a clear commitment to improving the health and safety performance of all Finance and Property Services units;
 - b) promoting co-operation by recognising that all staff have an important contribution to make to effective health and safety management and providing opportunities for participation and involvement in health and safety activities, e.g. health and safety committees, quality improvement teams, risk assessment;
 - c) ensuring the communication of relevant information throughout their service unit;
 - d) ensuring the competence of employees by including health and safety in recruitment and induction procedures, and implementing systems which will identify health and safety training needs arising from recruitment or changes in procedures, systems of work or staff.

4. PLANNING

- 4.1 The Head of Finance and Property Services is responsible for ensuring that a Health and Safety Plan, which outlines specific health and safety objectives with realistic timescales for their accomplishment is in place for each unit within the service. These objectives are developed in consultation with staff.
- 4.2 These objectives are set out following an initial review, which compare existing arrangements against:
 - a) requirements of the relevant legislation dealing with health and safety management issues;
 - b) current guidelines on health and safety management;

- c) best practice and performance;
- d) the effectiveness of existing resources devoted to health and safety.

4.3 The Health and Safety Plans will be reviewed annually.

5 MONITORING

5.1 The effectiveness of the Finance and Property Services Health and Safety Protocols shall be monitored as follows.

- a) reported incidents will be analysed by the council's corporate Health and Safety Unit with a view to assisting the service to determine and eliminate their causes;
- b) management will review arrangements to ensure that the requirements of the Corporate Health and Safety Policy are being met;
- c) the corporate Health and Safety Unit, in accordance with their audit programme will carry out formal audits and the results of these audits will be conveyed to the Head of Finance and Property Services.

6 RISK ASSESSMENT

6.1 Risk assessments will be carried out on all activities to identify possible hazards, evaluate risks from these and implement control measures to minimise the risks. All tasks and workplaces will be assessed for risks and suitable preventative measures put in place. Where events are organised, risk assessments are undertaken, documented, and appropriate control measures put in place.

6.2 Unit managers are responsible for ensuring that risk assessments are carried out in workplaces for which they are responsible.

6.3 The most effective method of achieving high standards of health and safety is to anticipate the effect of work activities and service delivery on people and premises prior to commencement. There is a legal requirement for risk assessments to be conducted and it is the responsibility of the Head of Finance and Property Services to ensure that these assessments are carried out. Such assessments will identify significant risks and specify the control measures required.

6.4 Where the risks have been identified as significant, then the risk assessment must be made in writing.

6.5 Notwithstanding the need for general risk assessment, specific regulations require assessment to be made. Examples are given below:

- a) work environments, activities and equipment;
- b) hazardous substances;
- c) manual handling;
- d) first aid needs;
- e) display screen equipment;
- f) use of personal protective equipment;
- g) noise;
- h) fire.

- 6.6 All assessments must be of a suitable and sufficient nature and therefore require to be conducted by competent persons, normally from within the workplace that are aware of the hazards involved in the tasks or workplaces, and can call upon specialist advice when faced with unfamiliar risks. All unit managers hold details of persons currently responsible for assessments.
- 6.7 A review of risk assessments will be undertaken annually. The assessments may also be reviewed and modified at other times, e.g.:
- a) following changes in legislation;
 - b) where changes are made to the way the task is done;
 - c) following an incident or near miss.
 - d) where additional risks or hazards are identified.

Risk assessments should be recorded on the Corporate electronic incident reporting system Sphera.

- 6.8 Finance and Property Services staff working at other locations are included in the risk assessments prepared by the officers responsible for that location.

You should read these assessments and make sure you know the control measures you need to follow to help ensure your safety at work. If you don't understand or you disagree with the assessments or controls you should raise this with your unit or line manager.

7 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Information

- 7.1 Unit managers will ensure that necessary information is provided to all employees. The content and form of this information will be appropriate and will be reviewed in the light of experience and new guidance from the Health & Safety Executive or other bodies.

Training

- 7.2 Each employee of Finance and Property Services will be provided with appropriate health and safety training:
- a) on induction;
 - b) on their being exposed to new or increased risks as a result of transfer or alteration to the work activity, environment, work equipment or systems of work in use.
- 7.3 The training needs of each employee will be assessed regularly by their line manager through the Appraisal Development and Review (ADR) process and suitable arrangements made. Induction, refresher or specific training to deal with changes in technology, methods of work etc. will be provided as necessary.
- 7.4 Where volunteers are engaged, health and safety procedures are part of the volunteers' induction process and volunteers are made aware of the obligation to comply with Finance and Property Services Health and Safety Protocols. References in this protocol to employees include, where appropriate, volunteers.

Supervision

- 7.5 Unit managers will put procedures in place to:
- a) ensure that employees for whom they are responsible are competent to deal with the tasks, which they are required to undertake;
 - b) consider the hazards involved in the work and communicate these and necessary precautions when giving instructions. The degree of supervision required will depend on the complexity of the task and the experience of the person carrying it out;
 - c) ensure that employees are aware of new hazards.
- 7.6 All employees on becoming aware of a hazard which has not been previously identified should not proceed with the work and should immediately inform their line manager of the circumstances.

8 EMERGENCY PROCEDURES

- 8.1 All council properties have a delegated Responsible Person (RP) for the purpose of compliance with statutory and regulatory requirements. The Responsible Person for each property is required to maintain an Emergency Fire Action Plan. The Plan is tailored as appropriate for individual premises, covers the evacuation of the property, and includes nominated competent persons to implement the actions contained within it. Where appropriate, the plan will also contain any special action required for the evacuation of disabled persons.

9 INCIDENT INVESTIGATION AND REPORTING

- 9.1 All employees have a responsibility to report incidents arising out of work or in connection with work activities involving:
- a) injury;
 - b) physical / verbal abuse;
 - c) damage to property,
 - d) near misses;
 - e) dangerous occurrences;
 - f) reportable diseases.

Employees should report these to their line manager regardless of how insignificant they may appear. Incidents involving employees, pupils, contractors, clients, visitors and members of the public should be reported.

- 9.2 Incidents must be recorded by accessing the council's "Sphera" electronic health and safety management system. All incidents should be reported as quickly as possible and within three days on Sphera.
- 9.3 If a serious incident occurs the corporate Health and Safety Team must be contacted without delay. This will allow them to gather information and begin an investigation. A serious health and safety incident is an event that leads to, or could lead to reportable

cases of ill health, injury or other criteria stipulated in the Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations.

- 9.4 There is further guidance on the council's intranet in relation to what to report "[Incident Reporting Guidance](#)".
- 9.5 The corporate Health and Safety Unit will undertake further investigation of incidents as necessary.
- 9.6 The corporate Health and Safety Unit are responsible for co-ordinating the response to all serious health and safety incidents in conjunction with the Head of Finance and Property Services, and will liaise with the Health and Safety Executive, and the Financial Management Unit for insurance purposes.

10 FIRE PROCEDURES

- 10.1 The responsible person in each of the building locations managed by the service will make local arrangements for:
- a) an annual assessment of fire precaution provisions to be undertaken, including fire evacuation signs and notices and the adequacy of means of escape, to ensure that effective arrangements are in place;
 - b) building occupants and visitors to be advised of evacuation arrangements;
 - c) posting of completed fire action notices at suitable locations;
 - d) procedures to be drawn up outlining responsibilities for summoning the fire service;
 - e) immediate evacuation of the building on hearing the alarm;
 - f) designated fire assembly point(s);
 - g) procedures for ensuring that building occupants and visitors do not return to the building until declared safe to do so by the fire service;
 - h) doors, especially fire doors, to be closed on leaving the building;
 - i) appointment of fire wardens where necessary, and training in their responsibilities;
 - j) evacuation drills at least twice annually or as stipulated in the building's fire certificate;
 - k) testing of audibility of fire alarms at least weekly;
 - l) testing and examination of fire alarms, emergency lighting, fire extinguishing equipment, smoke detectors etc. by competent persons as per the manufacturer's recommended frequencies;
 - m) records of tests/examinations/drills to be retained on the premises.
- 10.2 Fire extinguishers are available throughout the offices and signs are displayed to inform of type, use etc. Employees are not routinely trained in the use of extinguishers and these appliances should only be used as a last resort to assist in exiting the premises in the event of emergency.
- 10.3 An authorised and competent person tests extinguishers on an annual basis. Where an extinguisher has been used, tampered with or a defect noted this must be reported to a line or unit manager who will notify the authorised responsible person for the building. A maintenance log records the normal extinguisher test.
- 10.4 Appropriate safety signs are displayed throughout the buildings and include emergency exit routes, action to take in event of emergency and the location of the assembly points.

- 10.5 Arrangements are in place to control fire risk. Where flammable substances are used, they must be used in accordance with the supplier's guidance.
- 10.6 Regular fire drills are carried out and detailed records of drills are made and where appropriate reminders issued regarding closure of doors.

11 EVACUATION OF DISABLED OR TEMPORARILY INCAPACITATED EMPLOYEES

Employees

- 11.1 Personal Evacuation Plans are necessary for the evacuation of persons with special needs e.g. disabled / temporarily incapacitated.
- 11.2 Employees whose mobility is impaired following an accident or illness must make their line manager aware of the impairment and how long it will last.

Managers

- 11.3 If advised that an employee is temporarily disabled, a unit/line manager must arrange for the fire/workplace risk assessment to be reviewed. Any recommendations for the safe evacuation of that person in the case of a fire or other emergency should be noted on the amended assessment. The employee requires to be advised of any new arrangements covering the period of their temporary disability.
- 11.4 If the person can still exit the building safely, albeit more slowly, then a simple buddy system will be sufficient. Persons with a disability should normally go last to avoid the possibility of crushing as persons leave the building.
- 11.5 If the person cannot exit the building safely then other arrangements require to be made i.e. by using a "Ski Pad" or similar piece of equipment.
- 11.6 Any person with special needs will require a personal evacuation plan and if "Ski Pads" are used in a building for the safe evacuation of such persons adequate numbers of staff will be required to be trained in their use and the chairs will require to be maintained as per manufacturers guidance.
- 11.7 Further advice on this matter can be obtained from the corporate Health and Safety Unit.

12 FIRST AID

- 12.1 All employees are informed of the arrangements for first aid at their place of work which include the location and the name of the first aider or appointed persons and the location of the first aid box and associated equipment.
- 12.2 First aiders and appointed persons are available within the Civic Centre, St David House and Bathgate Partnership Centre. Lists identifying first aiders are displayed in the staff kitchen areas in the Civic Centre, St David House and Bathgate Partnership Centre. These lists are updated as necessary by Property Management & Development for the Civic Centre, by the Revenues Unit in relation to St David House, and by the Customer & Community Services Team Manager for Bathgate Partnership Centre. First aid equipment is available in accordance with the first aid needs assessment. A kit is available from the health and safety representatives at the Civic Centre, from the first aiders in St David House, and from the Community Facilities Assistants' office in Bathgate Partnership Centre.

13. SMOKE FREE POLICY

- 13.1 Strict adherence to the council's policy is expected of all employees. All council premises and vehicles are designated as "smoke free" areas. In the case of buildings, the extent of the "smoke free" area includes all entrances and exits, together with adjoining grounds. The extent of the "smoke free" area around each building will vary and will be determined locally on a building by building basis. Where an employee fails to comply with the policy, they may be subject to the council's Disciplinary Procedure. The council Smoke Free Policy can be accessed on the intranet.

14. ALCOHOL / DRUGS

- 14.1 All employees must report for work in a fit condition and not under the influence of alcohol and/or drugs. Such substances constitute a health and safety hazard for the employee and others who could be affected by what that person does or does not do.
- 14.2 Employees must remember that substances remain in their systems for some considerable time and can have effects the day following consumption. Effects can have serious consequences in particular where vehicles, plant and equipment are used. Where employees are found to be under the influence of alcohol and/or drugs they will be subject to the council's Disciplinary Procedure.

15. PROVISION AND MAINTENANCE OF SAFE PLANT AND EQUIPMENT

- 15.1 To ensure compliance with legislation and prevent injury or danger from sources of electrical energy, the Head of Finance and Property Services will ensure that competent persons are deployed to deal with electrical installations within council properties for which the service is responsible.
- 15.2 Prior to purchasing new types of equipment or modifying existing equipment, consultation will take place within Finance and Property Services and where necessary with other services, to ensure that the equipment meets the necessary standards.
- 15.3 Arrangements will be made to ensure that equipment in Finance and Property Services is regularly maintained. Users should report all defective equipment to their line manager. Equipment which is unsafe should be identified as such and must not be used.
- 15.4 A range of work equipment is used throughout the offices including display screens, photocopiers/printers, shredders, guillotines, etc. All such equipment should be used safely in accordance with any manufacturer's instructions.
- 15.5 An authorised competent person checks all portable electrical equipment as detailed in the specific testing program. The portable appliance test (PAT) will ensure it is safe to use. The findings are recorded and held on an inventory of equipment. Where equipment is found to be unsafe it is labelled 'do not use' and either repaired or replaced. If a defect is identified or an employee has a concern, it must be reported to their line manager who will take appropriate action.
- 15.6 All employees should use work items provided by the council in accordance with the training and the instructions they receive to enable them to use the items safely. Employees are not permitted to use electrical appliances brought from home as these cannot be verified for safety.

Do not use any equipment where you are concerned about its safety.

16. MANUAL HANDLING

- 16.1 Where it is not reasonably practicable to avoid risk of injury, manual handling activities will be risk assessed and measures to eliminate or control the risk implemented.
- 16.2 Where necessary, employees are trained in manual handling techniques. Where storage of items is at high level, appropriate access equipment must be used and assistance requested when necessary. Pregnant and nursing mothers will be reminded not to attempt to lift/move loads, which may present risks to them and they must never overreach/stretch to retrieve items such as boxed files.
- 16.3 If any employee is aware of any health problems which may affect their ability to handle (lift, carry push, pull etc.) goods they must inform their line manager who will make the necessary arrangements to prevent aggravation or worsening of their condition.

17 USE AND STORAGE OF ARTICLES AND SUBSTANCES

- 17.1 All substances which come under the Control of Substances Hazardous to Health Regulations (COSHH) will be assessed and control measures implemented where necessary. The findings of risk assessments will be recorded and retained and provided to relevant employees together with the appropriate data sheets.
- 17.2 Office based tasks do not normally involve significant risk arising from exposure to hazardous substances. Staff should however be aware that such substances could be stored in e.g. cleaners' cupboards or on site away from their normal work base.
- 17.3 All materials will be stored in accordance with relevant legislation and manufacturers recommendations.
- 17.4 There is further guidance in the health and safety section of the council's intranet site and where COSHH items are used safety data sheets must be followed.

You should remain vigilant for substances, which may present hazards to health, and any concerns you have must be notified to your line manager immediately.

18 DISPLAY SCREEN EQUIPMENT (DSE)

- 18.1 Finance and Property Services complies with the requirements of the Health and Safety (Display Screen Equipment) Regulations.
- 18.2 Where staff are designated users and continually use the equipment for frequent spells of one hour or more at a time an on-line risk assessment is required. This involves the user completing a risk assessment that covers all areas of safe use of equipment and safe and suitable workstations including chairs.
- 18.3 Other persons who use display screen equipment for less continuous periods are covered by other legislation including workplace, management and work equipment.
- 18.4 Where an assessment or workplace inspection identifies items for action this will be communicated to the unit manager who will arrange remedial action as necessary.

19 INFECTION – BACTERIA, VIRUSES

- 19.1 Generally there is little risk of infection for office based employees. However, the basic rules of hygiene apply – i.e. strict adherence to personal hygiene, on site and in the office; in brief – hand washing before eating and after visiting the toilets. In addition, all

employees must adopt good housekeeping practices at work – whether in the office, on site, or in council vehicles. All waste products must be disposed of safely and promptly.

20. WORKPLACE / WELFARE FACILITIES

- 20.1 Welfare facilities (toilets, kitchens) are provided and should be kept clean and in good order. It is also the responsibility of staff to ensure they are used appropriately. If any defects are noticed in respect of the facilities they should report this to their line manager.
- 20.2 Staff should ensure that they take care when carrying hot liquids such as tea, coffee, etc.
- 20.3 All items should be stored safely in designated areas – not in the floor around or beneath desks. Employees must adopt good housekeeping practices to avoid tripping and falling accidents.

21 PERSONAL SAFETY AT WORK (INCLUDING LONE WORKING, SITE VISITS / SURVEYS, AND VIOLENCE / AGGRESSION AT WORK)

- 21.1 The council's Personal Safety at Work Policy covers lone working and violence / aggression at work. Employees should familiarise themselves with the policy, associated Framework Procedure and FAQ's for Employees which can be found in the MyToolkit / Health and Safety section of the intranet under Personal Safety.
- 21.2 For the purposes of the policy, violence is defined as any behaviour towards an employee in the course of their work in which an employee is abused, threatened or assaulted and that has an adverse physical or psychological effect on them.
- 21.3 The Framework Procedure provides guidance to employees including risk assessments, preventative measures and reporting procedures. Where there is a possibility that employees may be at risk of violence, a risk assessment must be conducted to determine whether the risk can be eliminated or at least reduced to a minimal level. The risk of violence may be increased, for example, where jobs involve lone working, in client's homes, in physically isolated units or at hours when few other employees are around.
- 21.4 Any employee subjected to an act of violence must report this as quickly as possible using Sphera. The Police should also be contacted.
- 21.5 Employees who work closely with members of the public are most likely to be at risk from violent behaviour and should therefore be provided with personal safety training. The corporate Health and Safety Unit can provide advice on training courses, external training providers and on conducting risk assessments. If you have any concerns in respect of this you must alert your line manager who will carry out an investigation and take appropriate action to ensure your safety at work.
- 21.6 Lone workers are exposed to additional risks that might not otherwise be encountered by other workers. Risk assessments should therefore identify any additional control measures necessary to reduce the risk for lone workers who may, for example, carry out electrical work, use machinery or portable ladders, or who can work in confined spaces etc.
- 21.7 The risks and controls should be documented in the relevant risk assessment and may include:
 - a) advising another person where you are;
 - b) advising another person if your plans are changed or delayed;

- c) ensuring you secure entry when you are in the office to prevent unauthorised access;
 - d) ensuring you have access to a means of communication and emergency exits.
- 21.8 All relevant medical conditions should be considered as part of the risk assessment.
- 21.9 More detailed advice on controls to mitigate lone working and violence risks are contained in the MyToolkit / Health and Safety section of the intranet under [Personal Safety](#).
- 21.10 Where council premises operate visitor's books they must be signed by staff when visiting e.g. residential units, schools etc.
- 21.20 Where a corporate lone working device has been deemed a requirement and provided to an employee it must be used.

22 VEHICLE / DRIVER SAFETY

- 22.1 The council has developed a [driving at work policy](#) which sets out the council's commitment to protecting, so far as is reasonably practicable, the health and safety of all its employees and others who could be affected by the hazards associated with work related driving.
- 22.2 In recognition of its legal and moral obligations for ensuring driver safety, the council actively seeks to take all reasonably practicable measures to ensure safe systems of work are provided to those undertaking driving activities as part of their employment.
- 22.3 The Head of Finance and Property Services is responsible for ensuring the standards contained in the driving at work policy and supporting guidance are implemented effectively within Finance and Property Services and is responsible for ensuring:
- managers are fully aware of their roles and responsibilities in managing safe driving at work as set out in the policy.
 - the policy and associated guidance is brought to the attention of all employees within the service who are required to drive as part of their work. To validate this all relevant employees must sign the [driving authorisation](#) and declaration form.
 - resources are made available to enable the effective implementation of the policy and the health and safety management system.
 - all managers are competent in the management of health and safety and in identifying and managing risks to employees undertaking work related driving activities.
- 22.4 All employees who undertake work related driving activities must ensure that they are aware of their responsibilities as set out in the policy.
- 22.5 Employees must also familiarise themselves with the contents of the driving at work procedure note which forms an integral part of the council's driving at work policy and includes advice to all employees who are required to drive both fleet and non-fleet vehicles on council business.

23 CONTRACTOR COMPETENCY

- 23.1 Finance and Property Services sets standards in compliance with the Corporate Health and Safety Policy and monitors the activities of contractors to minimise the risk presented to employees and other persons on site and to the public.

- 23.2 The Head of Finance and Property Services will ensure that all contractors are vetted with regard to health and safety competence. Health and safety performance is part of the tender evaluation process for contractors and they will be assessed for their competency in health & safety management. Only contractors who can demonstrate their ability to discharge their primary responsibility to safeguard all who may be affected by their activities or omissions will be used.
- 23.3. In addition all contractors will be monitored during the course of their work for health & safety performance.
- 23.4 Contractors are required to work in accordance with relevant legislation and policies and procedures laid down by the council. When specified, contractors will be required to provide detailed risk assessments and health and safety method statements and furnish all relevant health and safety information appertaining to specified contracts.
- 23.5 Unit managers will provide health and safety information to contractors sufficient to ensure the safety of those undertaking the work and those who may be affected by the work.

24 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

- 24.1 The Construction (Design & Management) Regulations 2015 (CDM) apply to all construction work.
- 24.2 Finance and Property Services complies with the CDM regulations. Before any new construction works are undertaken the service ensures that the standards stated within the regulations will be met. All measures will be assessed and control measures implemented where necessary. The findings will be recorded in the Construction Phase Plan for each individual project and monitored to ensure compliance with CDM auxiliary publications as provided by the HSE.
- 24.3 Finance and Property Services have developed CDM 2015 procedural guidance. Managers must ensure that all employees with any involvement in construction work are informed of these procedures and processes to ensure necessary arrangements are implemented to engage safe work practises in line with the regulations.

25 VISITING CONSTRUCTION / DEVELOPMENT SITES

- 25.1 Where employees are required to visit construction sites appropriate measures must be taken to ensure safety when doing so. This includes:
- a) signing the visitors' book at the construction site;
 - b) complying with all site rules and regulations in force at that site;
 - c) wearing hard hats, protective footwear, high visibility garments and any other PPE as required by site rules, at all times.
- 25.2 It is the site manager's responsibility to ensure that employees are appropriately inducted before entering the construction site. Entry to the construction site is prohibited until this has taken place.
- 25.3 Any concerns in regard site safety should be reported immediately to the Site Manager or person in charge of the construction work. This should be followed up in writing and your line manager informed.

26 PERSONAL PROTECTIVE EQUIPMENT

- 26.1 Where employees are provided with personal protective equipment (PPE) they are required to use such clothing and equipment in accordance with training and/or instructions. PPE will only be supplied where it is not reasonably practicable to control the risks by other means.
- 26.2 PPE will be supplied, maintained and stored in accordance with the Personal Protective Equipment at Work Regulations.

27 YOUNG PERSONS (WORK EXPERIENCE)

- 27.1 At times Finance and Property Services participates in the pupil placement / work experience programme in association with Education. Young persons will attend 'work' for an agreed period of time and can be as young as 14 years of age. Generally young persons have little or no experience of a working environment and it is the responsibility of the unit manager to provide support and ensure all staff within the service area assists in looking after them.
- 27.2 The service must ensure protection of young people within the working environment. Specific and individual risk assessments will be carried out by the line manager for each placement prior to them entering the working environment.
- 27.3 All young persons will be given an induction, which includes health and safety, on the first day of the placement by a manager, and they will only work with competent staff on tasks that have been designated suitable.

28 WORKING AT HEIGHT

- 28.1 Work at height is recognised as a potentially dangerous activity and therefore should be avoided if at all possible especially in the case of lone working. Where it is unavoidable it should only be undertaken by employees who that have received appropriate training. The Work at Height Regulations apply to all work at height where there is a risk of a fall that is liable to cause personal injury.
- 28.2 Ladders must be suitable and fit for the purpose and, must be supplied by reputable companies. This equipment must be:
- a) plated, that is to say inspected by a competent person qualified to carry out such testing not more than every 6 months.
 - b) stored, transported and handled properly in accordance with established safe working practices;
 - c) checked regularly by the user and removed from use if found to be faulty or damaged; and
 - d) made available for periodic inspections. The user should arrange for an inspection with the competent person at periods no greater then every 6 months.
- 28.3 Activities involving working at height have been identified via risk assessment and the control measures communicated to staff. Training will be given to those involved in working at height, particularly for work involving ladders.

29 ASBESTOS

- 29.1 Finance and Property Services has a duty to ensure employees and other parties who use and have access to council buildings are not exposed to the harmful effects of asbestos.
- 29.2 Unit managers will ensure that all relevant staff are aware of the council's Asbestos Management Policy, Asbestos Management Plan and related procedures, and must apply the controls as specified in these documents.
- 29.3 All work involving asbestos will be undertaken by a licensed contractor.
- 29.4 Asbestos enquires must be referred to the Asbestos Compliance Team which is within Construction Services.
- 29.5 The Asbestos Compliance Team updates the asbestos database with survey information for non-domestic, common parts and housing stock. This will include management and refurbishment and demolition survey information.
- 29.6 Managers will ensure that asbestos awareness training is delivered to those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.
- 29.7 Each property has an asbestos register to forewarn employees of the presence of asbestos. The asbestos register is located within the Premises Compliance Folder and must be checked and signed prior to any works being carried out.
- 29.8 Additionally, managers will ensure that all relevant asbestos survey information is passed to relevant persons, prior to any works being carried out.
- 29.9 Employees must report any signs of damage or deterioration to asbestos materials to the Asbestos Co-ordinator.
- 29.10 An employee who accidentally disturbs or comes into contact with asbestos must:
- a) stop work immediately and advise their manager without delay;
 - b) if outwith normal working hours, use the standby number to report their concerns;
 - c) if the asbestos has been disturbed, put the area out of bounds and preferably seal the area off e.g. close all doors to the area and do not let anyone enter. This may lead to significant service disruption, however the area must remain out of bounds/sealed off until clearance is given by the Asbestos Co-ordinator to re-enter;
 - d) stay at the location until advised by their manager to go elsewhere;
 - e) if there is dust or debris on an employee or their clothing, the clothing must be removed and placed in a plastic bag (the line manager must ask this when contacted and provide new clothing and a plastic bag). This must be carried out within the area that is sealed off to eliminate any possibility of further contamination. The plastic bag and clothing must be given to the employee's line manager. If possible the employee should take a shower otherwise wash thoroughly and leave the washing facilities clean and tidy.

Important – Presume that all materials contain asbestos unless there is evidence to the contrary

- 29.11 Any employee with concerns regarding asbestos must report these to their line manager.

30. TRADE UNION SAFETY REPRESENTATIVES / REPRESENTATIVES OF EMPLOYEE SAFETY

Consultation

- 30.1 The Head of Finance and Property Services will make arrangements to consult the relevant trade union representatives and also representatives of employee health and safety with regard to the:
- a) introduction of measures which may substantially affect the health and safety of employees;
 - b) arrangements for appointing competent health and safety adviser and persons to implement emergency procedures;
 - c) provision of health and safety information required under the relevant statutory provisions;
 - d) provisions of health and safety training required under the relevant statutory provisions;
 - e) health and safety consequences of new technologies introduced into the workplace.
- 30.2 The Head of Finance and Property Services will chair the Health and Safety Committee for the service. The Committee will meet quarterly and will comprise representatives from the trade unions within each unit, occupational Health and Safety and a representative from the management team.
- 30.3 Unit managers will provide such facilities and assistance as trade union representatives and representatives of employee safety may reasonably require to carry out their functions.

Health and Safety Problems

- 30.4 An employee with a health and safety concern should initially refer the matter to their line manager and also use the Sphera. If the matter is a serious building maintenance issue, then it may also be reported to the building RP or FM staff. If satisfaction is not reached at this level, the matter should be raised with the unit manager, and then the Head of Finance and Property Services, and finally the corporate Health and Safety Unit. However, the employee can also consult their trade union representative and/or any representative of employee health and safety.

Inspections

- 30.5 Trade union representatives are entitled to carry out inspections every three months or more frequently as circumstances dictate e.g. change of working method or introduction of any new equipment. Unit managers must allow this if requested.

Access to Information

- 30.6 Trade union representatives appointed by recognised trade unions will be allowed to inspect any statutory document which Finance and Property Services is required to maintain and will also be given on request any information necessary to carry out their functions.

30.7 The access to information will be subject to the requirements and any restrictions of the Data Protection Act 2018 and the Freedom of Information (Scotland) Act 2002.