

Public Document Pack

Mid Devon District Council

Community Policy Development Group

Tuesday, 8 December 2020 at 2.15 pm
Virtual Meeting

Next ordinary meeting
Tuesday, 26 January 2021 at 2.15 pm

Important - this meeting will be conducted and recorded by Zoom only. Please do not attend Phoenix House. The attached Protocol for Remote Meetings explains how this will work.

To join this meeting, please click the following link:

<https://zoom.us/j/99637031903?pwd=NGgzOHA3OVcvckU3NmhST3hReFV0dz09>

Meeting ID: 996 3703 1903

Passcode: 578859

One tap mobile

08002605801,,99637031903#,,,,,0#,,578859# United Kingdom Toll-free

08003582817,,99637031903#,,,,,0#,,578859# United Kingdom Toll-free

Dial by your location

0 800 260 5801 United Kingdom Toll-free

0 800 358 2817 United Kingdom Toll-free

0 800 031 5717 United Kingdom Toll-free

Meeting ID: 996 3703 1903

Passcode: 578859

Membership

Cllr Mrs E M Andrews

Cllr E J Berry

Cllr W Burke

Cllr Mrs C Collis

Cllr L J Cruwys

Cllr Mrs C P Daw

Cllr J M Downes

Cllr B Holdman

Cllr Mrs M E Squires

A G E N D A

Members are reminded of the need to make declarations of interest prior to any discussion which may take place

- 1 **Apologies and Substitute Members**
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2 **Virtual Meeting Protocol** (*Pages 5 - 10*)
Members to note the Virtual Meetings Protocol
- 3 **Declarations of Interest under the Code of Conduct**
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4 **Minutes of the Previous Meeting** (*Pages 11 - 16*)
Members to consider whether to approve the Minutes of the last meeting as a correct record.
- 5 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
Note: A maximum of 30 minutes is allowed for this item.
- 6 **Chairmans Announcements**
To receive any announcements that the Chairman may wish to make.
- 7 **Corporate Health and Safety Policy** (*Pages 17 - 34*)
To receive, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Work Policy has been reviewed by the Health and Safety Committee.
- 8 **Update on the Leisure Centre Electronic booking system**
The Leisure manager to give an update on the electronic booking system used in the leisure centres
- 9 **Identification of Items for the Next Meeting**
Members to note that the following are scheduled for future meetings:
 - Budget
 - Financial Monitoring
 - Corporate Anti Social Behaviour Policy
 - Single Equalities Policy and Equality Objectives
 - Air Quality Action Plan Update
 - RIPA
 - Grant Payments to External Organisations
 - 6 Month Leisure Update
 - Performance and Risk

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Stephen Walford
Chief Executive
Monday, 30 November 2020

Covid-19 and meetings

The Council will be holding some meetings in the next few weeks, but these will not be in person at Phoenix House until the Covid-19 crisis eases. Instead, the meetings will be held remotely via Zoom and you will be able to join these meetings via the internet. Please see the instructions on each agenda and read the Protocol on Remote Meetings before you join.

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

If you require any further information please contact Carole Oliphant on:
E-Mail: coliphant@middevon.gov.uk

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Mid Devon District Council - Remote Meetings Protocol

1. Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations permit remote attendance in Local Authority meetings.

Remote attendance is permitted as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting (in line with the public participation scheme). A visual solution is preferred, but audio is sufficient.

This also relates to members of the public attending the meeting also being heard. The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

2. Zoom

Zoom is the system the Council will be using for the time-being to host remote / virtual meetings. It has functionality for audio, video, and screen sharing and you do not need to be a member of the Council or have a Zoom account to join a Zoom meeting.

3. Access to documents

Member Services will publish the agenda and reports for committee meetings on the Council's website in line with usual practice. Paper copies of agendas will only be made available to those who have previously requested this and also the Chair of a virtual meeting.

If any other Member wishes to have a paper copy, they must notify the Member Services before the agenda is published, so they can arrange to post directly – it may take longer to organise printing, so as much notice as possible is appreciated. Printed copies will not be available for inspection at the Council's offices and this requirement was removed by the Regulations.

4. Setting up the Meeting

This will be done by Member Services. They will send a meeting request via Outlook which will appear in Members' Outlook calendar. Members will receive a URL link to click on to join the meeting.

5. Public Access

Members of the public will be able to use a weblink and standard internet browser. This will be displayed on the front of the agenda.

6. Joining the Meeting

Councillors must join the meeting early (i.e. at least five minutes before the scheduled start time) in order to avoid disrupting or delaying the meeting. Councillors should remember that they may be visible and heard by others, including the public, during this time.

7. Starting the Meeting

At the start of the meeting, the Member Services Officer will check all required attendees are present (viewing the participant list) and that there is a quorum. If there is no quorum, the meeting will be adjourned. This applies if, during the meeting, it becomes inquorate for whatever reason.

The Chair will remind all Members, Officers and the Public that **all microphones will be automatically muted**, unless and until they are speaking. This prevents background noise, coughing etc. which is intrusive and disruptive during the meeting. The Hosting Officer will enforce this and will be able to turn off participant mics when they are not in use. Members would then need to turn their microphones back on when they wish to speak.

8. Public Participation

Participation by members of the public will continue in line with the Council's current arrangements as far as is practicable. However, to ensure that the meeting runs smoothly and that no member of the public is missed, all those who wish to speak must register **by 4pm on the day before the meeting**. They should email their full name to Committee@middevon.gov.uk. If they wish to circulate their question in advance, that would be helpful.

At public question time, the Chair will invite the public by name to speak at the appropriate time. At that point, all public microphones will be enabled. This means that, to avoid private conversations being overheard, no member of the public should speak until it is their turn and they should then refrain from speaking until the end of public question time, when all microphones will be muted again. In the normal way, the public should state their full name, the agenda item they wish to speak to **before** they proceed with their question.

Unless they have registered, a member of the public will not be called to speak.

If a member of the public wishes to ask a question but cannot attend the meeting for whatever reason, there is nothing to prevent them from emailing members of the Committee with their question, views or concern in advance. However, if they do so, it would be helpful if a copy could be sent to Committee@middevon.gov.uk as well.

9. Declaration of Interests

Councillors should declare their interests in the usual way. A councillor with a disclosable pecuniary interest is required to leave the room. For remote meetings, this means that they will be moved to a break-out room for the duration

of this item and will only be invited back into the meeting when discussion on the relevant item has finished.

10. The Meeting and Debate

The Council will not be using the Chat function.

The Chair will call each member of the Committee to speak - the Chair can choose to do this either by calling (i) each member in turn and continuing in this way until no member has anything more to add, or (ii) only those members who indicate a wish to speak using the 'raise hand' function within Zoom. This choice will be left entirely to the Chair's discretion depending on how they wish to manage the meeting and how comfortable they are using the one or the other approach.

Members are discouraged from physically raising their hand in the video to indicate a wish to speak – it can be distracting and easily missed/misinterpreted. No decision or outcome will be invalidated by a failure of the Chair to call a member to speak – the remote management of meetings is intensive and it is reasonable to expect that some requests will be inadvertently missed from time to time.

When referring to reports or making specific comments, Councillors should refer to the report and page number, so that all Members of the Committee have a clear understanding of what is being discussed at all times.

11. Voting

On a recommendation or motion being put to the vote, the Chair will go round the virtual room and ask each member entitled to vote to say whether they are for or against or whether they abstain. The Member Services Officer will announce the numerical result of the vote.

12. Meeting Etiquette Reminder

- Mute your microphone – you will still be able to hear what is being said.
- Only speak when invited to do so by the Chair.
- Speak clearly and please state your name each time you speak
- If you're referring to a specific page, mention the page number.

13. Part 2 Reports and Debate

There are times when council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.

Any Councillor in remote attendance must ensure that there is no other person present – a failure to do so could be in breach of the Council's Code of Conduct.

If there are members of the public and press listening to the open part of the meeting, then the Member Services Officer will, at the appropriate time, remove them to a break-out room for the duration of that item. They can then be invited back in when the business returns to Part 1.

Please turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

14. Interpretation of standing orders

Where the Chair is required to interpret the Council's Constitution and procedural rules in light of the requirements of remote participation, they may take advice from the Member Services Officer or Monitoring Officer prior to making a ruling. However, the Chair's decision shall be final.

15. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in the Constitution (persistently ignoring or disobeying the ruling of the Chair or behaving irregularly, improperly or offensively or deliberately obstructs the business of the meeting), any other Member may move 'That the member named be not further heard' which, if seconded, must be put to the vote without discussion.

If the same behaviour persists and a Motion is approved 'that the member named do leave the meeting', then they will be removed as a participant by the Member Services Officer.

16. Disturbance from Members of the Public

If any member of the public interrupts a meeting the Chair will warn them accordingly. If that person continues to interrupt or disrupt proceedings the Chair will ask the Member Services Officer to remove them as a participant from the meeting.

17. After the meeting

Please ensure you leave the meeting promptly by clicking on the red phone button to hang up.

18. Technical issues – meeting management

If the Chair, the Hosting Officer or the Member Services Officer identifies a problem with the systems from the Council's side, the Chair should either declare a recess while the fault is addressed or, if the fault is minor (e.g. unable to bring up a presentation), it may be appropriate to move onto the next item of business in order to progress through the agenda. If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be adjourned until such time as it can be reconvened.

If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, Leader and relevant Cabinet Member, in consultation with the Monitoring Officer, shall explore such other means of taking the decision as may be permitted by the Council's constitution.

For members of the public and press who experience problems during the course of a meeting e.g. through internet connectivity or otherwise, the meeting will not be suspended or adjourned.

19. Technical issues – Individual Responsibility (Members and Officers)

Many members and officers live in places where broadband speeds are poor, but technical issues can arise at any time for a number of reasons. The following guidelines, if followed, should help reduce disruption. Separate guidance will be issued on how to manage connectivity – this paragraph focusses on the procedural steps. Joining early will help identify problems – see paragraph 6.

- Join public Zoom meetings by telephone if there is a problem with the internet. Before all meetings, note down or take a photograph of the front page of the agenda which has the necessary telephone numbers. Annex 1 to this protocol contains a brief step-by-step guide to what to expect
- Consider an alternative location from which to join the meeting, but staying safe and keeping confidential information secure. For officers, this may mean considering whether to come into the office, subject to this being safe and practicable (childcare etc.)
- If hosting a meeting via Zoom (briefings etc.), consider creating an additional host when setting up the meeting. The additional host can step in if the main host has problems – remember that without a host, the meeting cannot close and any information on the screens will remain on view
- Have to hand the telephone number of another member or officer expected in the meeting – and contact them if necessary to explain the problem in connecting
- Officers should have an 'understudy' or deputy briefed and on standby to attend and present as needed (and their telephone numbers to hand)
- For informal meetings and as a last resort, members and officers may be able to call another member or officer in the meeting who can put the 'phone on loudspeaker for all to hear – not ideal, but it ensures some degree of participation and continuity
- Member Services will hold a list of contact details for all senior officers

Phone only access to zoom meetings

(Before you start **make sure you know the Meeting ID and the Meeting Password**) – Both of these are available on the agenda for the meeting

Call the toll free number either on the meeting agenda or on the Outlook appointment (this will start with 0800 --- ----)

(Ensure your phone is on 'speaker' if you can)

A message will sound saying *"Welcome to Zoom, enter your meeting ID followed by the hash button"*

- **Enter Meeting ID followed by #**

Wait for next message which will say *"If you are a participant, please press hash to continue"*

- **Press #**

Wait for next message which will say *"Enter Meeting Password followed by hash"*

- **Enter 6 digit Meeting Password followed by #**

Wait for the following two messages:

"You are currently being held in a waiting room, the Host will release you from 'hold' in a minute"

Wait.....

"You have now entered the meeting"

Important notes for participating in meetings

Press ***6** to toggle between **'mute' and 'unmute'** (you should always ensure you are muted until you are called upon to speak)

If you wish to speak you can **'raise your hand'** by pressing ***9**. Wait for the Chairman to call you to speak. The Host will lower your hand after you have spoken. Make sure you mute yourself afterwards.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**
held on 17 November 2020 at 2.15 pm

Present

Councillors

Mrs C P Daw (Chairman)
Mrs E M Andrews, Mrs C Collis, E J Berry,
W Burke, L J Cruwys, J M Downes,
B Holdman and Mrs M E Squires

Also Present

Councillor(s)

R M Deed, R J Dolley, R Evans, D J Knowles,
Ms E J Wainwright and B G J Warren

Also Present

Officer(s):

Andrew Jarrett (Deputy Chief Executive (S151)), Jill May (Director of Corporate Affairs and Business Transformation), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Lisa Lewis (Group Manager for Business Transformation and Customer Engagement), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Sally Gabriel (Member Services Manager) and Carole Oliphant (Member Services Officer)

38 **APOLOGIES AND SUBSTITUTE MEMBERS (0.03.19)**

There were no apologies or substitute members

39 **REMOTE MEETINGS PROTOCOL (0.03.28)**

The Group had before it, and **NOTED**, the *Remote Meetings Protocol.

Note: *Remote Meetings Protocol previously circulated and attached to the minutes

40 **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT (0.03.39)**

Members were reminded of the requirement to make declarations where appropriate

41 **MINUTES OF THE PREVIOUS MEETING (0.04.01)**

The Minutes of the Meeting held on 22nd September 2020 were approved as a correct record

42 **PUBLIC QUESTION TIME (0.04.23)**

There were no questions asked by members of the public present.

43 CHAIRMANS ANNOUNCEMENTS (0.04.32)

The Chairman reminded the Group of a special meeting on 8th December 2020 and that she had recently attended a Chairmans Skills training session.

44 DRAFT BUDGET (0.05.17)

The Group had before it, and **NOTED**, a *report of the Deputy Chief Executive (S151) presenting the initial draft 2021/2022 Budget and options available in order for the Council to set a balanced budget and agree a future strategy for further budget reductions for 2022/23 onwards.

The Deputy Chief Executive (S151) explained that this was the first iteration of the General Fund Budget and that it was set against very challenging times. He explained that the Council was looking at a budget gap of £3m and that the draft budget had been based on assumptions around income flows and Government funding. He informed Members that the Medium Term Financial Plan was due to go to the Cabinet on 3rd December 2020.

He explained the main income flows were council tax and business rates receipts but these were not expected to return to pre Covid levels for at least 12 months.

He explained that the Council was currently contacting the Town and Parish Council's with a request that they calculate their precept levels.

In response to a question asked about the viability of District Councils due to decreasing levels of funding from Central Government he stated that every council of every size was lobbying the Government for additional funding. He explained that the Council was lobbying the district MPs for additional funding, not because the Authority was failing but funding had been reduced in real terms by 50% over the last decade and that there was now a threat that services could be affected.

The Leader stated that there had been only one major failure of a Council in recent times but that there were many Authorities who were now in dire financial straits. That being said he did not feel that the Government was looking to introduce unitary councils at this point in time and that the white paper on local government reform had been put on the back burner for now.

In response to a question asked about the leisure centres the Deputy Chief Executive (S151) explained that the Council had dealt proactively with it's customer base and that they would reopen as soon as national guidance allowed. He stated that the Council could claim back 75% of lost income whilst the centres were closed through the Governments Income Support Scheme and that they had made use of the furlough scheme.

45 FINANCIAL MONITORING (0.36.06)

The Deputy Chief Executive (S151) provided the meeting with a verbal report with regard to income and expenditure to date. He stated that September reporting

showed a forecast deficit of £50k as more details had been received on income streams from the Government re Covid. He stated that this was very close to budget.

He explained that the Council had made it's first claim of £600k from the Governments Income Support Scheme to cover 75% of the lost income from the leisure centres, car parks and building control.

46 **USE OF CCTV POLICY AND GUIDANCE (0.42.36)**

The Group had before it a *report of the Group Manager for Corporate Property and Commercial Assets setting out the CCTV Code of Practice, the CCTV Policy and the Action Plan.

The officer outlined the contents of the report and explained that the Tiverton CCTV system was funded, in part, by financial contributions from Tiverton Town Council and that the other funding came from operational budgets.

He explained that there were ongoing financial pressures which were detailed in the action plan and that a capital bid was ongoing with the Police Commissioner to address shortfalls with the Tiverton Town CCTV system.

Consideration was given to:

- Members requests that CCTV cameras be installed in the stairwells of the multi storey car park;
- Mobile cameras could only be installed if there was a pressing need and their deployment would be subject to a risk assessment which included a specific set of criteria;
- The single point of contact (SPOC) and the Governance Manager would complete a risk assessment before mobile cameras could be deployed;
- The CCTV camera's in the multi storey car park were at end of life and did not produce good quality pictures and would be replaced with high quality alternatives;
- The code of practice did not include the automatic use of body cams for District Officers and that any proposed use of these would need a data protection impact assessment. The ICO guidance stated that use of any cameras had to be proportionate and reasonable. This was especially hard to justify if they were fitted with an audio recording facility.

Therefore it was **RECOMMENDED** to the Cabinet that it recommends to Council that:

- a) The CCTV Code of Practice be adopted; and
- b) The CCTV Policy be adopted; and
- c) The CCTV Action Plan be adopted.

(Proposed by the Chairman)

Reason for the Decision – To ensure that the principles, purposes, operation and management adopted by the main public space CCTV system is mirrored across the whole of MDDC's service delivery operational area's.

Note: *report previously circulated and attached to the minutes

47 **WORKING GROUP - COMMUNICATION AND ENGAGEMENT STRATEGY (INCLUDING ACTION PLAN) (1.09.41)**

The Group had before it a *working group proposal form which proposed to establish a small working group to look at the Communications and Engagement Strategy before it was formally presented to the PDG.

The Chairman explained that the proposal had originally been suggested by the previous chairman and that she was now proposing the creation of the working group.

Consideration was given to:

- A key priority in the Corporate Plan was to 'promote community involvement in Council activity'. The Council had a duty to consult and engage effectively with residents, partners, employees and other stakeholders when deciding about future changes to services and new developments.
- The Council must be encouraging two way communication. A review of the strategy would consider the progress made over the last two years and any further initiatives needed to increase community engagement.
- A review would also help pick up the request in Motion 564 brought to the Council meeting on 28 October which asked that the Community PDG identify and discuss approaches to reaching hard-to-reach communities in Mid Devon.
- Cllr Wainwright would also like to be involved as this fitted in with some of the Climate Change work she was doing, and that she also had experience of community engagement in her day job.

The Group **AGREED** to set up the Working Group.

(Proposed by the Chairman)

The Membership of the Working Group was agreed as: Cllrs Mrs E Andrews, E J Berry and B Holdman. Cllr Ms E Wainwright would be invited to contribute to the Working Group and Cllr Mrs C P Daw would observe.

Reason for the Decision – To consider new and innovative ideas for engaging residents in the development of services and informing customers and stakeholders on the work of the Council.

Note: *proposal form previously circulated and attached to the minutes

48 **PERFORMANCE AND RISK (1.15.13)**

The Group had before it a *report of the Group Manager for Performance, Governance and Data Security providing updated information on the performance against the Corporate Plan and local service targets for 2020-21.

The officer outlined the contents of the report stating that the report detailed new performance measures which were to be included in the Corporate Plan

Performance Framework and offered Members the opportunity to express their views on the proposals.

Consideration was given to:

- The ongoing measures to look at complaints which included the recommendations from the Scrutiny Working Group and the Customer Care Policy would be reviewed in 2021 so the measures could be reviewed.

It was therefore **RECOMMENDED** to the Cabinet that:

- The Corporate Plan Performance Framework be approved

(Proposed by the Chairman)

Reason for the Decision – To ensure that the Corporate Plan priorities and targets are effectively monitored so that key business risks can be mitigated effectively

Note: *report previously circulated and attached to the minutes.

49 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (1.23.00)**

There were no items identified.

(The meeting ended at 3.39 pm)

CHAIRMAN

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COMMUNITY POLICY DEVELOPMENT GROUP 8 DECEMBER 2020

HEALTH & SAFETY POLICY REVIEW

Cabinet Member(s): Cllr Nikki Woollatt
Responsible Officer: Catherine Yandle, Group Manager for Governance, Performance and Data Security

Reason for Report: To advise Members that, in accordance with the Health and Safety at Works Act 1974, the Council's Health and Safety at Work Policy has been reviewed by the Health and Safety Committee.

RECOMMENDATION: That the Community PDG approves the revised Health & Safety Policy and recommend it for approval to Cabinet.

Relationship to Corporate Plan: Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

Financial Implications: Failure to meet the Council's obligations could lead to serious financial implications. The maximum penalties for failing to discharge its duties are unlimited. In addition, litigation costs could be imposed through any civil action.

Legal Implications: Failing to comply with health and safety legislation and regulations could result in the Council being issued with Improvement/Prohibition Notices and/or prosecution. The Council would also be at risk of potential civil litigation.

Risk Assessment: Ensuring the Council has robust health and safety policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

Equality Impact Assessment: The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures. The policy as a whole seeks to advance equality of opportunity for and between different protected groups. The organisation has a range of other policies, projects and actions to help bring people together, e.g. Equality Training, Dignity at Work, Harassment Policy.

Impact on Climate Change: There are no implications regarding climate change.

1.0 Introduction

- 1.1 The Health and Safety Policy was approved by JNCC on 4 September 2018.
- 1.2 The revised Health & Safety Policy was approved by the Health & Safety Committee on 22 October 2020.

2.0 Future actions

- 2.1 In accordance with the Health and Safety at Works Act 1974, the Safety Representatives and Safety Committee Regulations, Mid Devon District Council will continue to review the Health and Safety Policy on an annual basis.

3.0 Conclusion

- 3.1 That the Community PDG approves the revised Health & Safety Policy and recommend it for approval to Cabinet.

Contact for more Information: Chris Hodgson, Health and Safety Officer, chodgson@middevon.gov.uk

Circulation of the Report: Members of Community PDG, Cllr Woollatt, Leadership Team

Corporate Policy

Version Control

Title: *Mid Devon District Council Health and Safety Policy*

Purpose: *Health and Safety*

Owner: *Stephen Walford, Chief Executive*

Date: 12th January ~~2020~~2021

Version Number: ~~v3.3~~v4.0

Status: ~~Final~~Draft

Review Frequency: ~~Annually~~Every three years

Next review date: January ~~2024~~2024

Consultation

This document obtained the following approvals:

Who	Date	Version Approved
Leadership Team	26.11.19	v3.3
JNCC	12.09.18	v3.3
H&S Committee	11.10.18	v3.3
Community PDG	10.12.19	v3.3
Cabinet		v3.3

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6. Monitoring
- 4-7. Emergency Procedures

~~PART 1 Statement of general commitment towards health and safety at MDDC~~

~~1 Introduction~~

~~1.1—Mid Devon District Council (MDDC) has a duty under the Health and Safety at Work etc. Act (1974) to prepare implement and revise as necessary a health and safety policy. MDDC’s Health and Safety Policy sets out how the council will discharge its duties in relation to the management of occupational health, safety and wellbeing of all staff.~~

~~2 Scope~~

~~The Health and Safety Policy sets out the arrangements for management of health and safety at MDDC. This policy statement has been agreed by the Leadership Team, Joint Negotiation Committee (JNCC), Health and Safety Committee, Community PDG and Cabinet.~~

~~is committed to ensuring high standards of health, safety and welfare for its employees. It is also committed to ensuring that Council activities do not adversely affect the health or safety of members of the public, contractors and others with whom we interact. This policies applies to employees, contractors and agency staff~~

~~1.2—Policies and procedures on specific areas of health and safety can be found on SharePoint [Policies & Strategies - Home](#)~~

~~1.3—The Council regards compliance with statutory requirements as the minimum standard. Policies may extend beyond the legal standard if this is agreed. This general policy sets out the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974 and other statutory provisions, which should lead to a progressive improvement in health and safety standards over time in accordance with the principles of good health and safety management described in HSG65 (www.hse.gov.uk/managing/index.htm).~~

~~1.4—The Council believes that minimising risks to people, equipment and premises is an essential part of offering quality services in a cost-conscious and competitive environment. The successful implementation of this policy requires the commitment and co-operation of management and all employees at all levels within the organisation. The Council delegates the responsibility for day to day operational health and safety management to the Chief Executive, Directors, Group Managers, Supervisors and Team Leaders through the normal line management structure.~~

~~1.5—All managers, supervisors and staff have responsibility for the health and safety of persons and facilities within their designated areas of control.~~

~~1.6—All employees should take note when reading this policy that they also have their own legal obligations under the Health and Safety at Work Act 1974. Under this law there is the duty to take reasonable care of their own health and safety and that of~~

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~~others who may be affected by their acts or omissions at work. Failure to do this could result in prosecution and a fine. Employees are also required to work in accordance with the provided training and instructions and to report situations that could be considered unsafe and shortcomings in health and safety procedures to their line manager or Corporate Health and Safety Officer.~~

~~1.7 The Chief Executive and Directors will be supported in their efforts by provision of competent health and safety advice from the Corporate Health and Safety Officer. Effective communication will be maintained with staff and union safety representatives e.g. through the weekly staff newsletter (The Link) and the H&S Committee. The Council will maintain and improve competence in health and safety through staff training and development.~~

~~1.8 This policy does not form part of any employee's contract of employment and MDDC may amend it at any time. This policy will be monitored to ensure that the objectives are achieved. It will be reviewed regularly and changes made as may be necessary. The policy has been agreed following consultation with the trade union.~~

3 General Statement of the Policy

~~3.1 MDDC is committed to providing an environment where the health, safety and welfare of all staff, contractors and visitors are maintained. MDDC commits to keeping up to date with safety legislation and best practice in all areas of health, safety and welfare and will review arrangements with the aim to drive towards continuous improvement. We recognise that the best performing management systems have good arrangements for employee engagement and will consult with employees and / or their representatives on health and safety issues to ensure that they are able to raise and resolve, as far as is reasonably practicable, such issues with senior management.~~

~~3.2 MDDC will comply with the requirements of the Health and Safety at Work Act (1974) and other statutory provision.~~

~~3.3 MDDC will provide and maintain safe and healthy working conditions, equipment and systems of work and will provide appropriate training, information, instruction and supervision for staff, contractors and visitors.~~

~~3.4 MDDC will make arrangements for the provision of an occupational health service appropriate for the risks faced by employees and to provide them with services to promote health and wellbeing.~~

~~3.5 MDDC will discharge its duty of care to any person who may be affected by the work of the council. It will ensure that there are appropriate measures to control risk to the health and safety of the employees, contractors, visitors and members of the public and that these are acted upon.~~

~~3.6 MDDC will ensure that there appropriate arrangements in place for dealing with incidents such as fire or medical emergencies.~~

~~3.7 MDDC will encourage a positive health and safety culture through securing the commitment and involvement of all employees and those we work with through effective consultation and communication.~~

PART 2:4 Organisation

General

~~2.1 This section sets out the range of duties and responsibilities throughout the Council for the implementation of this policy.~~

~~2.2 Service specific policies and operating procedures will be required to supplement this policy to ensure that the specific risks associated with the activities of each service are identified and controlled throughout the diverse range of the Council's activities.~~

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2.3 The following management process will be applied (HSG65) in managing health and safety:

- Plan: what it is you want to do
 - Policy
 - Planning
- Do: Profiling the organisation's health and safety risk
 - Carry out risk assessment first then implement it
 - Risk profiling
 - Organising for health & safety
- Check: that the risk assessment is effective
 - Measuring performance
 - Investigating incidents
- Act by learning from experience
 - Reviewing performance
 - Learning lessons

2.44.1 Elected members will ensure that there is suitable organisational structure and adequate resource to implement this policy and to operate effective risk control systems. Health and Safety is a standing item on the agendas for committees.

- The Chief Executive has responsibility for the management of health and safety and will sign the policy.
- The Chief Executive will delegate implementation of the Policy through the line management structure.
- The Chief Executive shall make arrangements for the provision of competent advice on matters of health and safety policy, guidance and monitoring.
- The Chief Executive with the assistance of competent advice will delegate the preparation of a Health and Safety Strategy that will include key safety performance indicators.
- The Chief Executive will ensure that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions

Councillors

4.2 Individuals

It is the responsibility of Council employees, visitors and contractors to ensure that their activities or behaviour do not knowingly create hazards for themselves or others. Failure to comply with the requirements of any part of the Health and Safety Policy is a disciplinary matter.

In particular they will be required to:

- take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work
- cooperate with management to enable the employer to carry out their legal duties or any requirements as may be imposed
- not intentionally or recklessly interfere with or misuse any item provided in the interest of health and safety
- bring any deficiencies in health and safety arrangements to the attention of their employer
- report all accidents, incidents and near-misses through the Council's accident reporting system and additionally ensure that their line management are aware of any such events.

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4.3 Managers and Supervisors

In addition to the responsibilities of Individuals, managers and supervisors will:

- foster safety awareness by personal interest and example and encourage a 'Safe Working' ethos and actively work towards a positive safety culture
- supervise the implementation of any safety policies or procedures where responsibility has been delegated through the line management structure
- ensure their staff understand the Council's Health and Safety Policy and that they comply with the associated rules relating to their work
- ensure that all their staff are competent and trained to do their work and have sufficient information, instruction and training to be fully aware of the hazards and risks associated with their work
- ensure that the appropriate risk assessments for their work activities are prepared and reviewed as necessary
- ensure that safety practices and procedures are observed and that suitable measures and protective equipment is worn or used where appropriate
- ensure that deficiencies found during inspections, reviews and audits are corrected, reviewed, repaired or replaced
- continually develop and monitor safety practices and procedures
- consult with their employees on all matters relating to health and safety and be responsible for bringing H&S information to their attention
- set meaningful health and safety objectives for themselves and their team members through the annual appraisal process

4.4 Senior Management

Senior managers and Directors, will be fully aware of the general duties under the Health and Safety at Work Act 1974 and will ensure that in all functions under their control the Council's Health and Safety Policy is effectively implemented.

In addition to the responsibilities of managers and supervisors they will:

- foster safety awareness by personal interest and example and encourage a 'Safe Working' ethos and actively work towards a positive safety culture
- cooperate with the corporate health and safety officer during safety inspections, reviews and audits
- endorse the findings of such inspections, reviews and audits and prioritise corrective actions
- where appropriate, review reports of accidents, incidents and near misses, and ensure corrective action has been taken to prevent or reduce the probability of reoccurrence
- ensure that, in consultation with HR, sufficient personnel are nominated for safety roles within their area. These include First Aiders and Fire wardens and Service Area Health and Safety advisors.

2.4.1 Elected members cannot be responsible on a practical level for the implementation of Health and Safety arrangements within the Council – this is a responsibility of the Chief Executive, Directors, Group Managers and all other employees. Members, however, are required to ensure that overall health and safety arrangements are in place through the scrutiny process and the receiving of committee reports e.g. relating to the auditing and performance of the Council's health and safety management system. This will also be monitored through the Health and Safety Committee on which a Cabinet Member is nominated. Any resultant reports that require a decision will be passed through the Cabinet.

2.4.2 To assist them, the Chief Executive, Directors and Group Managers will provide Councillors with professional advice and guidance. This is also available from the Corporate Health and Safety Officer where needed.

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2.5 — Chief Executive

~~2.5.1 The Chief Executive is responsible for:~~

~~The overall implementation of corporate policy decisions, day-to-day operations and will review and decide upon matters within the Council's corporate policies;~~

~~Ensuring that the Council has an effective Health and Safety Committee and for responding to its recommendations;~~

~~Encouraging a positive safety culture throughout the Council by providing leadership and commitment to high standards of health and safety;~~

~~Appraising the effectiveness of this policy and making changes where appropriate;~~

~~Ensuring that the attention of Councillors is drawn to information regarding health, safety and welfare where this has a bearing on their decisions;~~

~~Ensuring the Council provides adequate resources to implement and maintain the effectiveness of this policy, and that measures are in place for joint consultation regarding safety between employee and member representatives in accordance with the Safety Representatives and Safety Committee Regulations 1977 (as amended);~~

~~Ensuring that a sufficient number of competent persons are available to give advice on the application of the provisions of health and safety law as they apply to the activities of the Council in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.~~

~~2.5.2 The Chief Executive will be informed by the most appropriate method of any incident, accident or deviation from this policy.~~

~~2.5.3 The Health and Safety Executive (HSE) gives the following definition of what a health and safety culture is:~~

~~*The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of, an organisation's health and safety management.*~~

~~*Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.*~~

2.6 — Directors

~~2.6.1 Directors will be responsible for:~~

~~The implementation of the Council's health and safety policies, including the monitoring and review of the safety performance of each service within their remit;~~

~~Where they are identified, implementation of the specific arrangements in Part 3 of this policy;~~

~~Managing the health and safety performance of their service in accordance with the management process outlined above;~~

~~Encouraging and sustaining a positive safety culture as described above within their specific services;~~

~~Establishing risk assessment as a positive approach to the management of their service's activities;~~

~~Ensuring that arrangements are made within their service's for all staff to be kept informed on matters of health and safety;~~

~~Seeking to ensure, and where necessary document, that adequate resources are made available within their service's to implement and maintain the Council's policies for health, safety and welfare;~~

~~Ensuring that for all work and places of work under their control, risk assessment processes are applied with equal importance to all other management functions;~~

~~Dealing with any wilful disregard by employees of health and safety arrangements including, where necessary, the use of the Council's disciplinary procedure;~~

~~Working with their managers and team leaders towards ensuring that health and safety performance requirements are objectively set, monitored and reviewed;~~

~~Reporting any known deviance from this policy to the Corporate Health and Safety Officer or Chief Executive.~~

~~2.7 — Group Managers Supervisors and Team Leaders~~

~~2.7.1 Groups Managers, Supervisors and Team Leaders are responsible to their relevant Director for the health and safety performance of their respective areas. In this they will be required to:~~

~~Have sufficient knowledge of the activities under their control and the Council's policies relating to them to be in a position to assure their competency in managing the Council's Health and Safety Policy and provide positive leadership on health and safety;~~

~~Work with the Chief Executive and Directors in achieving a positive safety culture throughout the authority;~~

~~Manage the day to day operations based on safe systems of work with a considered proactive approach towards managing risks;~~

~~Where they are identified, implement the specific arrangements in Section 3 of this policy;~~

~~Ensure through the provision of training and selection that each employee involved is competent to undertake safely the responsibilities given to them BEFORE they carry them out;~~

~~Ensure that sufficient instruction, information and supervision is given to individual staff under their management, based on the level of risk to which they may be exposed, and that employment of their staff includes the necessary elements of competency (in accordance with Regulation 13 of the Management of Health and Safety at Work Regulations 1999);~~

~~Be responsible, where required, for making returns and reports to the Corporate Health and Safety Officer — including reports of near misses, accidents or dangerous occurrences;~~

~~Ensure that before the issue of contracts or orders, adequate checks are made to confirm the suitability of the contractor's health and safety policies, method statements and risk assessments (Contractor Arrangements Section). This will include assessment of their arrangements to provide adequate welfare facilities and ability to manage all the activities they will undertake for, or on behalf of, the Council. All arrangements must be consistent with those required by the Council for its own staff;~~

~~Ensure that policies, safe systems of work and risk assessments specifically tailored to control the hazards for their functions or work areas are created, implemented, recorded, monitored, and reviewed as necessary. Employees will be briefed on any risk assessment that affects their work and given the opportunity to contribute to the assessment e.g. through 'Toolbox talks' before work begins;~~

~~Ensure that all statutory records of testing/inspection/maintenance pertinent to their service area are maintained and create and record as necessary routine maintenance arrangements;~~

~~Ensure that all new work places and work activities are subject to a risk assessment and that all identified hazards are documented and measures taken to minimise or control the risks as far as is reasonably practicable;~~

~~Ensure that before employment a Young Person's Risk Assessment is carried out on any employee who has not yet reached their 18th birthday, in accordance with Regulation 19 of the Management of Health and Safety at Work Regulations and its Approved Code of Practice. (This is intended to identify whether the individual is suitable for the tasks they may be given, and to limit those tasks where necessary, and what training and supervision will be required to ensure their competency and safety whilst at work);~~

~~Ensure that risk assessments are carried out for expectant mother or employees with special needs Risk management: Health and safety in the workplace;~~

~~Consult with the Corporate Health and Safety Officer regarding specific health and safety queries, training needs and, where needed, risk assessments;~~

~~Ensure their staff, as far as is reasonably practicable, apply all legal, corporate and directorate requirements relative to the work of their specific function that may affect health, safety and welfare at work;~~

~~Ensure the provision of welfare facilities (clean water, seating, toilets and washing facilities) for all work situations under their control and ensure that first-aid, to the standard required by law, is available and made known to all their staff, and periodic checks are made of first-aid equipment. First aid arrangements can be assessed using the free HSE tool available on the www.hse.gov.uk website;~~

~~Ensure that employees are fully aware of procedures to be followed in the event of a fire;~~

~~Ensure that, in circumstances where the use of Personal Protective Equipment (PPE) has been identified, the type and quality selected will be appropriate and will adequately protect that person from the hazards encountered. Supervisors must ensure that those who are required to wear PPE; have been given the PPE and adequate training in its use, care and maintenance and, where appropriate, keep the appropriate records.~~

2.8 — Corporate Health and Safety Officer

~~2.8.1 The Health and Safety Officer is responsible for providing advice, support and information on the application of health and safety legislation within the Council to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. In particular, the Health and Safety Officer will:~~

~~Assist the Council in establishing and maintaining appropriate monitoring and auditing systems for health and safety;~~

~~Carry out internal 'Health and Safety Status Reviews' of each Council Service;~~

~~Provide information and advice on request to management and staff on all aspects of health and safety, including fire safety;~~

~~Carry out fire risk assessments on all relevant Council properties;~~

~~Advise management on the formulation, development and implementation of health and safety policy and procedures in line with legal requirements and guidance, such as that available from the HSE and other relevant bodies;~~

~~Advise on the need for health and safety training, including at induction, and to be a key participant in developing and, where necessary, delivering such training;~~

~~Work with management and staff to ensure that we meet our legal requirement to carry out risk assessments;~~

~~Advise management on the steps needed to achieve adequate control of risks to health and safety;~~

~~Work with managers, staff and safety representatives to ensure that we carry out a programme of regular safety inspections;~~

~~Advise management on systems for recording and reporting accidents and ill health and be responsible for the maintenance of adequate records;~~

~~Where required, make RIDDOR reports to the HSE;~~

~~Investigate accidents and cases of reported ill health in order to recommend actions to avoid a recurrence;~~

~~Liaise on health and safety with external bodies and enforcing authorities.~~

~~2.9 — Safety Representatives~~

~~2.9.1 Recognised Trades Unions have, in consultation with the Council, identified employees to represent the staff on matters relating to Health, Safety and Welfare at work. Their duties are defined in Part 3 but as representatives on the Corporate Health and Safety Committee they may:~~

~~Investigate potential dangers and hazards;~~

~~Examine the cause(s) of accidents;~~

~~Investigate complaints relating to Health, Safety or Welfare at work;~~

~~Inspect the scene of an accident, dangerous occurrence/near miss or reported case of disease, if it is safe to do so (after consultation with the Corporate Health and Safety Officer);~~

~~Carry out formal inspections of the workplace or part of the workplace. The maximum frequency of formal inspections will be quarterly, except by written agreement of the Chief Executive.~~

~~2.10 — Health and Safety Committee~~

~~2.10.1 The Health and Safety Committee will be the principal forum for the Council to consult both its employees and the Union on measures taken to ensure, as far as reasonably practicable, their health, safety and welfare. The Committee will be administered in accordance with the Safety Representatives and Safety Committee Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). In its operation the Health and Safety Committee will assist the Council to discharge its general obligations under the Health & Safety at Work etc. Act 1974~~

~~2.10.2 The Health and Safety Committee will monitor and review the operation of the Council's Health and Safety Policy and any related arrangements and procedures, receive reports of incidents, trends and any remedial action taken and, where necessary, make recommendations to the Cabinet and or other relevant Council Committees regarding any revisions or additions that may be required. Minutes of meetings and agreed actions will be kept.~~

~~2.10.3 The Health and Safety Committee will consider and make recommendations to the Chief Executive and Councillors, as appropriate, concerning priorities and the strategic direction for MDDC to achieve compliance with statutory obligations and continually improve performance.~~

~~2.10.4 An elected member, who acts as the elected Member's Health and Safety champion, will be a member of the Health and Safety Committee.~~

~~2.10.5 The Health and Safety Committee will specifically consider the Council's overall position and performance in relation to the Corporate Manslaughter and Corporate Homicide Act 2007.~~

~~2.11 — Employees~~

~~2.11.1 The Council commits itself to providing suitable and sufficient health and safety information, instruction and training as is appropriate to the activities employees carry out.~~

~~2.11.2 Individual responsibilities of all employees are as follows:~~

~~In accordance with Section 7 of the Health and Safety at Work etc. Act 1974, it is the duty of every employee while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;~~

~~As regards any duty or requirement imposed on the Council under health and safety law, to cooperate with the Council so far as is necessary to enable it to comply;~~

~~Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety and welfare by the Council, e.g. fire or safety equipment;~~

~~If the fire alarm sounds, to leave the building by the nearest fire exit and go to the fire assembly point. Do not stop to collect belongings and do not use the lifts. Fire Wardens will assist in the evacuation of the building and the employee must follow their instructions and not re-enter the building until told to do so;~~

~~If involved in an accident, or injury at work, however minor, the employee should report this to their supervisor/team leader.~~

~~2.11.3 Note: As the above are statutory duties, failure to comply will not only result in investigation and, where proven, disciplinary action, but also may lead to investigation and prosecution by the HSE.~~

PART 3:5 Arrangements

~~3.1 The Council is required by Regulation 5 of the Management of Health and Safety at Work Regulations 1999 to make, and give effect to such arrangements as are appropriate, having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of its preventive and protective measures, and to put these arrangements in writing.~~

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~~3.2 Effective management of health and safety will depend, amongst other things, on the robust application of proactive risk assessment and, leading from this, the implementation of reasonable mitigating controls to prevent, avoid or minimise the risk of injury. The law requires a written summary be kept of the risk assessments. At MDDC this would be using the SPAR system and the Risk Assessment Register on SharePoint.~~

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~~3.3 Corporate policies on health and safety are listed on SharePoint under Corporate Health and Safety. Policies & Strategies - Home~~

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~~3.4.5.1 Risk Assessment~~

~~3.4.5.2 MDDC will ensure risks are assed across all activities of the Council.~~

~~The Chief Executive will delegate responsibility for the completion of risk assessments through the line management structure.~~

~~Directors will take responsibility for the completion, implementation, monitoring and review of Risk Assessments for their areas of responsibility. Collectively this will cover all activities of the Council. In practical terms this process will need to be broken down and delegated to competent individuals who will be in a position to assess the risk of significant hazards that exist within each work area and report back to the relevant Director, who will retain overall responsibility for ensuring the risk assessment process is completed. The Corporate Health and Safety Officer through his routine reviews will monitor performance and report back to the H&S Committee any findings.~~

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~~3.4.2 The Council will apply HSE guidance on Risk Assessment (Risk management: Health and safety in the workplace), including adoption of the '5 Steps to Risk Assessment' approach for all new assessments and reviews. The 5 steps are as follows:~~

~~**Step 1: Identify the hazards**~~

~~**Step 2: Decide who might be harmed and how**~~

~~**Step 3: Evaluate the risks and decide on precautions**~~

~~**Step 4: Record your findings and implement them**~~

~~**Step 5: Review your assessment and update if necessary**~~

~~3.4.3.3 The findings of the risk assessments will be recorded on the Risk Assessment Register and, where they meet the criteria, SPAR.~~

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~~3.4.4 Action required to remove/control risks will be approved by the Director who will, if necessary, take them to the Chief Executive.~~

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~~3.4.5 Group Managers Supervisors and Team Leaders will be responsible for ensuring the required actions are implemented as part of their day-to-day management supervision.~~

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~~3.4.6 The Corporate Health and Safety Officer will check that the implemented actions have removed/reduced the risks as part of his routine reviews and accident/near-miss investigations. Feedback will be provided to the relevant Director, including the need for a review, which they must act on without delay.~~

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~~3.4.7 Assessments will be reviewed every 12 months, or when the work activity changes, whichever is soonest.~~

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~~5.43.5 Consultation with employees~~

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~~3.5.15.4.1 MDDC recognises Unison as the union that represents employees for consultation on Health and Safety under the Safety Representatives and Safety Committee~~

Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

5.4.2 MDDC will consult with employees routinely on health and safety matters as they arise and formally at the review of this policy

3.6 Safe use of plant and equipment

~~3.6.1 Directors will be responsible for ensuring the Provision and Use of Work Equipment Regulations 1998 (PUWER) Work equipment and machinery are implemented and adhered to. The Group Managers Supervisors and Team Leaders shall ensure that equipment is suitable for the task it is being used for and that effective maintenance procedures are drawn up and implemented.~~

~~3.6.2 Employees will report any problems found with plant/equipment to the relevant Group Managers Supervisors and Team Leaders who will authorise its repair or replacement.~~

~~3.6.3 On request, the Corporate Health and Safety Officer can check that new plant and equipment meets health and safety standards before it is purchased e.g. CE marking.~~

3.7 Safe use of hazardous substances

~~3.7.1 The Council will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). <http://www.hse.gov.uk/pubns/indg136.pdf>~~

~~3.7.2 Hazardous substances include:~~

- ~~• Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)~~
- ~~• Substances generated during work activities (e.g. fumes and dust)~~
- ~~• Other substances that can be a hazard that employees may come into contact with during their work, e.g. blood, vomit and faeces containing biological agents such as bacteria and other micro-organisms e.g. viruses.~~

~~3.7.3 The COSHH assessment process is detailed under a separate Policy Policies & Strategies - Home. Responsibility for its implementation, monitoring and review rests with the individual Director, Group Managers, Supervisors and Team Leaders for their particular area. The initial priority will be to have an overview of what substances require assessment and obtain the relevant Product Data Sheet for each chemical purchased from the manufacturer/supplier.~~

~~3.7.4 The COSHH Regulations require the Council to prevent exposure to substances hazardous to health, if it is reasonably practicable to do so. In achieving this, the Council may:~~

- ~~• Change the process or activity so that the hazardous substance is not needed or generated;~~
- ~~• Replace it with a safer alternative;~~
- ~~• Use it in a safer form e.g. pellets instead of powder, gels instead of liquids etc.~~

~~3.7.5 If prevention is not reasonably practicable, the Council will introduce control measures identified by the COSHH Assessment Health & Safety - Home. These will be applied in the following order of priority:~~

- ~~1. Use appropriate work processes and systems, engineer controls and provide suitable work equipment and materials e.g. use processes which minimise the amount of material used or produced, or equipment which totally encloses the process;~~
- ~~2. Control exposure at source (e.g. local exhaust ventilation) and reduce the number of employees exposed to a minimum, the level and duration of their exposure, and the quantity of hazardous substances used or produced in the workplace;~~
- ~~3. Provide PPE, including face masks, gloves, clothing, but only as a last resort and never as a replacement for other control measures which are required.~~

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~~3.7.6 Following the assessment, a written record of any findings and control measures will be retained and employees provided with suitable and sufficient information, instruction and training to minimise any identified risk to their health. The Corporate Health and Safety Officer will review each Service on COSHH and provide feedback.~~

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~~5.5 Training~~

~~5.5.1 MDDC will ensure Health and Safety inductions for all staff and contractors. MDDC will provide appropriate health and safety training~~

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~~3.8-5.5.2 MDDC will support training provision through HR and the Council's Learning and Development Officer. Training records will be maintained by HR and reviewed by the Health and Safety Officer and internal audit. **Information, instruction and supervision,**~~

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~~3.8.1 A Health and Safety Law poster will be displayed at each Council building.~~

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~~3.8.2 Health and Safety advice is available from the Corporate Health and Safety Officer:~~

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~~Michael Lowe
Tel 07714 680171
Email mlowe@middevon.gov.uk~~

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~~3.8.3 Supervision of young workers/trainees will be arranged/undertaken/monitored by Line Managers.~~

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~~3.8.4 The Council has a duty to provide relevant health and safety information to its employees in any reasonably foreseeable circumstance. It is for Group Managers, Supervisors and Team Leaders to be aware of this as part of their Risk Assessment e.g. who needs to know what information? This is of particular importance where Council employees are working off-site e.g. at locations under the control of another employer where information may be provided to their employees but not to ours. Where informed, the Corporate Health and Safety Officer can provide advice on the information required.~~

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~~3.9 Competency for tasks and training~~

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~~3.9.1 Human Resources will support induction training for all employees in liaison with Directors, Group Managers, Supervisors and Team Leaders.~~

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~~3.9.2 Group Managers Supervisors and Team Leaders will arrange job specific training in liaison with the Council's Learning and Development Officer.~~

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~~3.9.3 Training records will be kept by each Service and will be reviewed by the Corporate Health and Safety Officer and Internal Audit.~~

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~~3.9.4 Training on health and safety will be identified, arranged and monitored by Team Leaders through their risk assessment process (see above).~~

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~~3.10 Accidents, first aid and work-related ill health~~

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~~3.10.1 Under Regulation 6 of the Management of Health and Safety at Work Regulations 1999, the Council will ensure that all its employees are provided with health surveillance as is appropriate, having regard to the risks to their health and safety. The need for health surveillance and its appropriate level, frequency and type will be identified as part of the Council's Risk Assessments taking into account current HSE guidance. HSE: Health surveillance~~

~~3.10.2 Where the assessment requires it, the relevant Group Managers, Supervisors and Team Leaders for the activity will arrange for appropriate health surveillance in liaison with Human Resources, who will maintain a Health Surveillance Record with the employee's other personal information.~~

~~3.10.3 Names of employees identified as requiring health surveillance will be passed to the Corporate Health and Safety Officer for his information.~~

~~3.10.4 To fulfil its obligations under the Health and Safety Regulations 1981 First aid at work—The Health and safety (First Aid) Regulations 1981, the Council will maintain an appropriate level of First Aiders in addition to the minimum legal requirement of identifying Appointed Persons. The level of cover will be set within a specific First Aid Policy. Policies & Strategies – Home~~

~~3.10.5 First aid kits will be provided at each Council building and, subject to risk assessment, appropriate first aid equipment will be maintained in Council owned vehicles.~~

~~3.10.6 All accidents and cases of work related ill health are to be recorded on an Accident Report Form and reported under RIDDOR where necessary. The Accident Reporting Procedure will be maintained by the Corporate Health and Safety Officer (found under Corporate Health and Safety on SharePoint). Health & Safety – Home~~

~~3.10.7 In addition to this, if there is a work related accident resulting in the death or major injury to an employee, self-employed person working on Council premises or a member of the public, it will be investigated by the Corporate Health and Safety Officer (or by a nominated person in his absence) and reported to the HSE within 10 days (or 15 days if due to an over 5 day absence from work), How to make a RIDDOR report – RIDDOR – HSE~~

~~3.11.6 Monitoring~~

~~6.1 3.11.1 To check our working conditions and ensure our safe working practices are being followed, weThe Council will through the Corporate Health and Safety Officer will:~~

- Carry out regular workplace inspections;
- Investigate any accidents or reports of ill health;
- Regularly review policies and procedures whenever necessary.

~~3.11.2 The Corporate Health and Safety Officer will be responsible for this.~~

~~3.11.3 The Human Resources Service, in liaison where necessary with the Corporate Health and Safety Officer, is responsible for investigating work related causes of sickness absences. The relevant Director is responsible for acting on investigation findings to prevent a recurrence.~~

~~3.12.7 Emergency procedures – fire and evacuation~~

~~3.12.7.1 Group Managers, Supervisors and Team Leaders with responsibility for the buildings they are operating in must ensure that:~~

- There are emergency plans in place to deal with any potential emergency
- ~~Emergency procedures;~~
- Emergency evacuation procedures are developed and implemented;
- All fire safety checks are completed in accordance with the fire risk assessment;
- Emergency evacuation procedures are tested ~~randomly at least twice a year from time to time.~~

~~3.12.2 The Corporate Health and Safety Officer is responsible for:~~

- Ensuring a fire risk assessment is undertaken and implemented for all Council managed buildings;
- Supporting the Group Managers, Supervisors and Team Leaders in developing and implementing emergency action plans and evacuation procedures;
- Monitoring that all emergency action plans and fire safety checks are being maintained and reviewed.

~~3.12.3 The Group Manager for Corporate Properties and Commercial Assets is responsible for:~~

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- ~~Ensuring all firefighting equipment meets and is maintained in accordance with BS-5306;~~
- ~~Ensuring all fire alarm systems meet and are maintained in accordance with BS-5839;~~
- ~~Ensuring that all emergency lighting fittings meet and are maintained in accordance with BS-5266;~~
- ~~Ensuring any faults brought to the attention of Property Services which impact on the safe evacuation of people from a Council building are given priority.~~

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This is the statement of general policy and arrangements for		Mid Devon District Council	
Stephen Walford Chief Executive		has overall and final responsibility for health and safety	
Michael Lowe Corporate Health and Safety Officer		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)	
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Group Managers Corporate Health and Safety Officer	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from the Health and Safety Officer healthandsafety@middevon.gov.uk	
To provide clear instructions and information and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Group Managers, Supervisors, Team Leaders	Training needs are assessed by the Team Leaders, with the delivery of the training program supported by the Learning and Development Manager. Group Managers and Team Leaders are responsible for ensuring the completion of appropriate risk assessments and using these to generate safe systems of work	
Engage and consult with employees on day-to-day health and safety conditions	Unison Branch Secretary Corporate Health and Safety Officer	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement	
Implement emergency procedures — evacuation in case of fire or other significant incident.	Group Managers, Supervisors, Team Leaders with responsibility for buildings under their control	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Group Manager for Corporate Property and Commercial Assets Group Manager, Supervisors, Team Leaders	The Group Manager for Corporate Property and Commercial Assets has overall responsibility for ensuring the maintenance of facilities and plant equipment. Group Managers, Supervisors and Team Leaders are responsible for the maintenance and safe use of operational equipment, machinery and safe storage/use of hazardous substances	
Signed:	Stephen Walford Chief Executive	Date:	
Health and safety law poster is displayed on	Staff noticeboards in all MDDC sites		
First-aid box is located:	Listed in the emergency action plans for each site		
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary Health & Safety – Home		

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