



Warwickshire County Council

*Working for
Warwickshire*



Health and Safety Induction Guidance

Introduction

As an employee of Warwickshire County Council (WCC) your health, safety, welfare and wellbeing is very important to us and the range of services we provide. This induction booklet has been designed to give you an overview of:

- Health and safety requirements relevant to your employment
- Employer and employee responsibilities
- How we manage health and safety throughout WCC

Please read in conjunction with the health and safety induction checklist.

Booklet updated August 2013

WCC Health & Safety Policy

Having a written Health & Safety Policy is a legal requirement for all employers under the Health & Safety at Work Act etc. 1974.

The main aim of our Policy is to prevent accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. To achieve this aim the Policy outlines that as an employer we will ensure, as far as is reasonably practicable:

- The health, safety and welfare of all employees
- The promotion of sensible risk management with adequate controls
- Adequate communication, consultation, and cooperation
- Safe plant, machinery, equipment and safe systems of work
- Adequate information, instruction, training and supervision

A copy of the WCC Health & Safety Policy will be made available to you or is available on the intranet on the Health & Safety pages. It is in your interest to read this document carefully in conjunction with any procedures and risk assessments that relate to your job.

This policy is supported by topic based policies. These are available on the Health and Safety intranet page. (Topics include stress, manual handling etc.). Health and Safety training is also available from Health, Safety and Wellbeing Service who can be contacted on 01926 476803 or by email healthandsafety@warwickshire.gov.uk.

Slips, Trips and Falls

Slips, trips and falls are the most common cause of all non-major accidents and injuries.

There are many simple steps that can be taken to reduce the risks of slips, trips and falls, for example:

- Cleaning spills immediately
- Securing trailing cables and not positioning them across pedestrian routes
- Removing rubbish regularly and keeping all areas clear of obstructions
- Ensuring carpets and mats are safely secured, are not torn and do not have curling edges
- Ensuring lighting is sufficient and in working order
- Ensuring that suitable footwear is worn where the ground conditions require it

Remember

If you identify a slip, trip or fall hazard, or anything which could affect either your health, safety and welfare or the health, safety and welfare of others, don't ignore it, either remove the hazard if possible, or report it immediately to your supervisor/line manager or someone that can take action.

Workforce Wellbeing

Some pressure is positive and enables us to be creative and motivated, but it is when this pressure becomes excessive that it can cause problems with our health.

We all have a responsibility to identify pressures, both work-related and non-work related and work towards achieving a healthy work/life balance.

- Work related – be proactive, if a situation at work is significantly affecting your health, by raising it with your supervisor/line manager or other source of support.
- Non-work related – think of your lifestyle and how you can improve it by; eating healthily, taking more exercise, breaks and relaxation.

WCC is committed to maintaining a healthy and safe working environment and this duty of care extends to mental health as well as physical health. This includes reducing excessive pressure and demands placed upon employees.

Please refer to the workforce wellbeing intranet page for further information.

Responsibilities

As your employer, WCC is responsible for, so far as is reasonably practicable, safeguarding your health, safety and welfare. In order to do this, responsibilities have been given to different levels of staff from the Chief Executive to your supervisor/line manager.

Your supervisor/line manager is your first point of contact for any matter relating to health, safety and welfare and will make you aware of his/her own responsibilities as well as others relevant to you and your work.

The Health, Safety and Wellbeing Service are there to provide both you and your supervisor/line manager with advice, guidance and support.

There is a Corporate Health, Safety and Wellbeing Manager who provides advice, guidance and support and helps to assess if WCC is meeting legal requirements.

You have responsibilities as an employee:

- To take reasonable care of your own health and safety and of others who may be affected by what you do or fail to do.
- To co-operate with us to enable WCC to meet our health and safety responsibilities.
- To not interfere with or misuse anything provided for your health, safety and welfare.

The full list of your responsibilities can be found in WCC's Health and Safety Policy

Throughout WCC there are nominated Trade Union Safety Representatives who you are also able to contact for advice and support.

Induction, Information and Training

This booklet gives you some basic health and safety information. On your first day and within the first week of induction your supervisor/line manager will give you further information on the location that you normally work at, for example, first aid and fire arrangements.

You may also need to know about other health and safety issues that relate to the environment that you work in and the activities that you are involved in. Your supervisor/line manager will explain these to you and will share with you any written procedures and information that are necessary, for example:

- Risk assessments
- Safe working practices

You may also need further specific training, either formal or on the job, for some areas of your work. During the induction your supervisor/line manager will identify where this is necessary and arrange for the training to take place, for example:

- Manual handling
- Personal Safety
- Operating equipment

It is important for your health, safety and welfare that you receive health and safety induction, information and training and your supervisor/line manager should ensure that this is delivered to you.

All managers/supervisor/line managers must attend the Management of Health & Safety Training Course. If necessary they may also be required to attend the Risk Assessment Workshop unless delegated. Further details are available on the intranet and from your supervisor/line manager.

Control of Substances Hazardous to Health (COSHH)

COSHH regulations are designed to protect you from hazardous substances encountered at work.

Where a substance displays a symbol such as –



(old style symbol)



(new style symbol)

A specific hazard has been identified in relation to the use of this product.

You are entitled to know the risks involved when using any substance in your work place and what precautions to take if an accident occurs.

An assessment may also have been undertaken if it has been identified that there are substantial health risks created by the use of substances in your work activity. The Materials Safety Data Sheets (MSDS) and COSHH Risk Assessments will be kept in a folder in your area of work and your supervisor/line manager will show you where to access the folder and discuss this information with you.

For your own safety and for that of others, you must not use any substance or product unless you are aware of the risk involved and the precautions you should take to control them.

A written manual handling assessment will be undertaken where there are significant risks. This will include identifying the possible need for:

- A specific item of equipment
- Training (formal or on the job)
- Protective clothing

Lone Working and Personal Safety

There may be areas of your work that require specific consideration to protect your personal safety, for example:

- Working alone
- Entering someone's home
- Dealing with potential conflict/aggression

Your supervisor/line manager will make you aware of the relevant policy/guidelines in relation to your particular circumstances.

A written risk assessment will be undertaken where a significant risk has been identified. Your supervisor/line manager will make you aware of this and any other local arrangements (e.g. procedures and safe working practices).

You should remember that personal safety is a shared responsibility and you should always help to make yourself as safe as possible. It is important that you always inform someone of where you are and when you are likely to return, at all times.

Hazards and Risks

Hazards and risks can be identified on a day-to-day basis during the course of your work.

A hazard is something that has the potential for causing harm, a risk is the probability of this happening.

Informing your supervisor/line manager of hazards, as they occur, means that preventative measures can be discussed and taken as soon as possible.

Assessment of significant hazards and risks of activities in your workplace is ongoing.

When significant hazards and risks are identified, control measures are implemented and these are recorded in the form of a risk assessment.

These documents are reviewed and updated every time that a new significant risk is identified, following an accident, incident or near miss, or annually, whichever is sooner.

During your induction, your supervisor/line manager will share these documents with you and explain the hazards, risks and control measures that are in place.

Accidents, Incidents and Near Misses

It is your responsibility if you have an accident, near miss or are involved in a violent incident (physical/verbal) however minor, to report this to your supervisor/line manager on the same day. If you do not see your supervisor/line manager on a daily basis, notify them or another manager by the quickest possible means.

WCC operates an electronic on-line reporting system, which employees can access from their PC. If you do not have access to a PC an accident book should be available for your use. For further details please contact your supervisor/line manager or Health, Safety and Wellbeing Service for further details.

Reporting accidents, incidents and near misses is an important part of health and safety management as we strive to learn from accidents so that measures can be taken to reduce the risk of similar accidents occurring in the future.

Display Screen Equipment (DSE)

WCC has an on-line training and self-assessment process for dealing with DSE called AssessRite. If you are a defined DSE user you will be set up with access to the on-line system within your first 2 weeks of employment and notified of your user ID and password. You are required to complete all 5 modules of the system: training, test and self-assessment as soon as possible.

You will be required to undertake the training every 3 years and self-assessment every year. If there is any change in your workstation or personal circumstances you will be required to undertake a new self-assessment. Your supervisor/line manager is responsible for actioning any areas of concerns raised by the assessment. If you require any assistance please contact Health, Safety and Wellbeing Service

If you do not have access to the on-line system you will be provided with an alternative training package. You will also be expected to complete a paper version of the self-assessment.

In addition to the assessment the DSE policy gives details of your entitlement to a free eyesight test and contribution towards spectacles if you meet the required criteria (defined DSE user). Please contact your supervisor/line manager if you have any queries on this.

Manual Handling

There may be areas of your work that will involve physically lifting, pushing, pulling, transporting / moving and supporting articles, people etc. whether this is on your own or with others.

You should never attempt to lift loads that are unmanageable. In order to safeguard your health, it is important that you adopt a safe handling and moving technique and your supervisor/line manager will provide you with guidance explaining how to do this.

Electricity

During the course of your work you may use electrical equipment on a regular basis.

You have a shared responsibility to make sure that, so far as is reasonably practicable, the equipment is safe to use.

All portable electrical appliances are subject to periodic portable appliance testing (PAT testing) and will display a sticker showing when tested and when due for re-testing.

We recommend that you follow these safety measures:

- Always make sure that the appliance is switched off and the socket switch is also 'off' before inserting or removing plugs.
- Visually check for frayed or damaged cables and plugs.
- Report faulty and damaged electrical equipment to your supervisor/line manager, as soon as possible.
- Remove and sign any faulty equipment to prevent it from being used until it is repaired or disposed of.
- Always dry your hands before handling equipment.
- Do not fill kettles or irons without unplugging first.
- Do not try to repair equipment yourself.
- Always use a residual current device when using equipment outdoors or in a customers' home.
- Personal electrical items can only be used in the workplace with your supervisor/line manager's permission, as they will need to be electrically tested.

There may be some electrical equipment where you will need specific training in order to use it safely. Your supervisor/line manager will arrange this before you use the equipment.

If you cannot use an item of electrical equipment safely, do not attempt to and speak to your supervisor/line manager first.

Fire

At your place of work there will be arrangements in place for evacuating that building in the event of an emergency. Your supervisor/line manager will ensure that you receive further information specific to the site in which you are located, including premises where customers are present. They are responsible for ensuring that arrangements are in place for staff that need assistance to evacuate the building

Until you receive this site specific information here are some general guidelines.

If you do discover a fire you should:

- Raise the fire alarm by operating the nearest break glass call point or other as detailed in the fire evacuation plan of the building
- Call (or instruct a member of staff to call) the Fire Service (9)999 informing them of the exact of location of the fire
- Tackle the Fire using the appropriate fire extinguisher (only if trained and competent to do so.) **You should not attempt to tackle a fire unless you have received WCC training at the appropriate level.**
- Leave the building – closing all doors and windows behind you as you leave following the direction exit signs
- Proceed to the nearest designated assembly point
- DO NOT use lifts
- DO NOT re-enter into the building
- Report to Fire Warden, Premise Rep to confirm exact location of fire

If you hear the fire alarm:

- All staff/occupants to immediately leave the building following directional exit signs and proceed to the designated assembly point, closing all doors and windows behind you
- DO NOT use lifts and DO NOT re-enter the building

Local procedures may vary – it is very important that you are familiar with the fire arrangements in any location that you have to work in. You will also need to complete the WCC Fire Safety Awareness training.

No Smoking Policy

You will receive more information about how this policy relates to you and the premises in which you work, from your supervisor/line manager.

The Smoke Free Workplace Policy is not concerned with whether employees smoke, but where and when they smoke, and the effect that this has on non-smoking colleagues, customers and visitors.

Where employees are required to visit other premises customers, partners and clients should be asked for consideration in refraining from smoking.

All parties are required to comply with this policy. Action will be taken where there is evidence of non-compliance, in accordance with normal WCC HR procedures.

First Aid

First aid at work applies to the immediate attention given to injuries and illness to preserve life and prevent minor injuries from becoming major ones.

First aid provision/ facilities will be available in your workplace.

Your supervisor/line manager will show you where to find details of first aiders and first aid treatment.

It is important that you are familiar with the first aid arrangements in any location that you have to work in.

You should not attempt to give first aid if you have not been trained to do so.

Even a slight injury can become serious so ensure that all accidents are recorded even if no injuries are sustained.