

Portfolio Holder for Corporate Governance and Engagement



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17 October 2019

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NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **23 October 2019** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.36 of the Constitution.

1.	USE OF SSIP FOR 3RD PARTY HEALTH AND SAFETY ACCREDITATION
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(Pages 3 - 44)

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CYNGOR SIR POWYS COUNTY COUNCIL
PORTFOLIO HOLDER DELEGATED DECISION
by
COUNTY COUNCILLOR GRAHAM BREEZE
(PORTFOLIO HOLDER FOR CORPORATE GOVERNANCE AND
ENGAGEMENT)

17th October 2019

REPORT AUTHOR: Garry Leatherland, Procurement Specialist

SUBJECT: Use of SSiP for 3rd Party Health and Safety Accreditation

REPORT FOR: Decision / Discussion / Information

1. Summary

- 1.1 There are a large number of organisations that offer 3rd party health and safety accreditations for contractors. Due to the vast number of organisations and the varying qualities of these accreditations, Powys County Council agreed in April 2005, on a policy for CHAS to be the only health and safety accreditation it would accept. A number of changes have occurred within this market since this decision, including the formation of Safety Schemes in Procurement (SSiP).
- 1.2 Supported by the Health and Safety Executive (HSE), SSIP acts as an umbrella organisation to facilitate mutual recognition between health and safety assessment schemes wherever it is practicable to do so. SSiP aims to streamline prequalification and the burden of paperwork for small construction businesses ensuring there is no need to register with multiple SSiP members.
- 1.3 All assessments completed by SSiP Member Schemes are completed utilising the SSIP Core Criteria which is aligned to the Government backed construction pre-qualification document PAS 91, ensuring consistency within supply chain management.
- 1.4 CHAS is a member of SSiP, and any SSiP Member Scheme assess to the same technical standards which are approved by the HSE.
- 1.5 The HSE encourages Clients to accept a valid certification, based on an assessment by any of the SSiP Forum Member Schemes.
- 1.6 There are currently 25 registered SSiP Members and a further 20 Certification Body Members (OHSAS 18001 certification only) which form the SSiP Member Schemes as listed in **Appendix 3**.

- 1.7 It should also be noted that the current policy of only accepting a single registration is now considered discriminatory under the terms of the Public Contract Regulations 2015 and in stances of spend above the OJEU levels the council would need to consider other similar schemes. One way of ensuring that our Health and Safety accreditations are maintained across a wider range of schemes is to specify SSiP, which is recognised within the construction sector as appropriate.

2. Proposal

- 2.1 It is proposed that the Corporate Health and Safety policy (**Appendix 1**) and Corporate Arrangements for Managing Contractors (**Appendix 2**) be amended to include for SSiP accreditation rather than insisting on CHAS only as part of the minimum requirements for selecting contractors, thereby reducing bureaucracy and burden of paperwork for contractors in the local market, whilst maintaining the same standards as the current council policy.

3. Preferred Choice and Reasons

- 3.1 There are a number of benefits in agreeing the change to accepting SSiP accreditation and no disadvantages, either for the council or contractors. Contractors who have CHAS accreditations will still meet the council's requirement. The identified benefits include:
- No reduction in standards from current arrangements,
 - Reduction in contractors need for duplication and additional cost of applying for multiple accreditations,
 - Potential for more interest in council tenders by relaxing the minimum requirements,
 - Easy to use portal to enable council officers to check accreditations prior to issue of works.

4. Impact Assessment

- 4.1 Is an impact assessment required? No
- 4.2 If yes is it attached? N/A

5. Corporate Improvement Plan

- 5.1 This proposal will provide support for businesses to grow through an amended process to make it easier for local companies to supply works to the council.

6. Local Member(s)

6.1 The proposal has significance across the whole County.

7. Other Front Line Services

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes/No

If so please provide their comments

Health and Safety: *“Corporate Health and Safety support this proposed change to allow SSiP to become the recognised accreditation scheme. Once ratified, H&S will update the Health and Safety Policy and associated Corporate Working Arrangements.”*

8. Communications

Have Communications seen a copy of this report? Yes

Have they made a comment? Yes

Communications comment: *“No proactive communication action required.”*

9. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)

9.1 Legal: *“The recommendations can be supported from a legal point of view.”*

9.2 Finance: *“The Finance Business Partner notes the contents of the report and confirms that there are no budgetary implications.”*

9.3 ICT: *“The Professional Lead for ICT notes the contents of the report and the appendices and confirms that there are no ICT implications.”*

9.4 Corporate Property: *“Strategic Property support the proposed change to allow SSiP to become the recognised accreditation scheme for PCC. It is recognised as being beneficial for procuring construction projects whilst also ensuring PCC is not seen as discriminatory by using only one H&S accreditation route.”*

9.5 HR: *“I fully support comments from Corporate Health and Safety.”*

10. Scrutiny

10.1 Has this report been scrutinised? No

11. Data Protection

11.1 Not applicable.

12. Statutory Officers

12.1 The Head of Legal and Democratic Services (Monitoring Officer) commented as follows: *“I note the legal comments and have nothing to add to the report.”*

12.2 The Head of Finance (S151) has reviewed the report and notes the comments from the support teams, and confirms this approach is acceptable.

13. Members’ Interests

13.1 The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest, he/ she should declare it, complete the relevant notification for and refer the matter to Cabinet for decision.

Recommendation:	Reason for Recommendation:
To approve the amendment of the Council policy to allow SSiP Health and Safety accreditation	Improvement to current procedures allowing wider choice of 3 rd party health and safety accreditations.

Relevant Policy (ies):	Corporate Health and Safety Policy Corporate Working Arrangements for Managing Contractors		
Within Policy:	N/A	Within Budget:	N/A

Relevant Local Member(s):	County wide – N/A
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Person(s) To Implement Decision:	
Date By When Decision To Be Implemented:	

Is a review of the impact of the decision required?	Y / N
If yes, date of review	
Person responsible for the review	

Date review to be presented to Portfolio Holder/ Cabinet for information or further action	
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Background Papers used to prepare Report:

Appendix 1 – Corporate Health and Safety Policy

Appendix 2 – Corporate Working Arrangements for Managing Contractors

Appendix 3 – SSiP Forum Members – 31st July 2019

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CYNGOR SIR POWYS COUNTY COUNCIL

Corporate Health & Safety Unit

Corporate Health and Safety Policy

Status	Issued
Date of Issue	October 2010
Date last reviewed	June 2017
Agreed by	Corporate Health & Safety Unit

CYNGOR SIR POWYS COUNTY COUNCIL

Corporate Health & Safety Unit

Corporate Health and Safety Policy

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1.0 Statement of Intent

1.1 Powys County Council's Obligations and Legal Duties

The Cabinet, Elected Members and the Management Teams of Powys County Council ("the council") recognises and accepts its legal duties and moral obligations as an employer under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions. The council will take all reasonably practicable steps to ensure the occupational health, safety and welfare of its employees and all others who may be affected by its work activities. As a public body and a health and safety enforcement authority itself, the council has a responsibility to set a good example to other employers including contractors, partnership organisations and voluntary organisations, and to strive for continuous improvement in health and safety standards.

The council recognises that the effective management of health and safety risks:

- Maximises the well being and productivity of all people working for the organisation.
- Stops people getting injured, ill or killed as a result of work activities.
- Improves the organisation's reputation in the eyes of service users, suppliers, other stakeholders and the wider community.
- Minimises financial losses as a result of the direct and indirect cost associated with incidents, accidents and occupational ill health.
- Minimises the likelihood of prosecution and consequent penalties and of civil claims.

1.2 Responsibilities

The Cabinet and Elected Members have the overall responsibility for health safety and welfare across the council. This responsibility and the management of health safety and welfare are delegated to the Chief Executive and the Directors. The Portfolio holder for occupational health, safety and welfare will chair the Corporate Health and Safety Forum. The Vice Chair will be the Director with responsibilities for occupational health, safety and welfare of the council and its employees. In addition, Heads of Service have a collective role in providing health and safety leadership to the organisation.

Cabinet members have collective and individual responsibilities for health and safety in their portfolios, this must be considered from a strategic perspective and in line with the authority's corporate social responsibility to the community. They will ensure effective leadership on strategic issues and provide support to the Chief Executive and Directors in meeting the authority's obligations with regard to health and safety.

Directors and Heads of Service will ensure that all corporate decisions, in particular, investment decisions on new equipment, premises and products, will be made taking the legal health, safety and welfare obligations of the council into consideration. The

individual responsibilities of staff and managers at each level within the organisation are detailed in Section 2 of this policy.

1.3 Health and Safety Management

There will be a planned and systematic approach to implementing health and safety policies through an effective health and safety management system. To this end the council supports and will pursue the principles and management practices advocated in the HSE publication - HSG65 - *'Successful Health and Safety Management'*.

Risk assessment will be used to identify priorities and set objectives for eliminating hazards and reducing risks. Wherever reasonably practicable risks will be avoided or eliminated through the appropriate selection and design of facilities, equipment and processes. If risks cannot be eliminated, they will be reduced, as far as is reasonably practicable, by the provision of physical controls, training and safe systems of work or, as a last resort, personal protective equipment.

1.4 Health and Safety Culture and Employee Participation

The council will seek to develop a positive health and safety culture and a pro-active health and safety management system in which employees are motivated and empowered to work safely and to protect their long-term health, not simply to avoid accidents. The commitment of the senior management to the aims and objectives of this Policy will be demonstrated by their visible and active leadership. Health and Safety is an essential element of the council's recruitment policy and induction procedures for managers and staff.

The council recognises that employee involvement is essential to the success of health and safety management programmes and as such, will actively encourage employee participation in health and safety matters and will consult staff fully on all occupational health and safety issues as required by law. For this purpose, suitable employee health and safety consultation mechanisms will be provided, please refer to Appendix 1 of this policy for more detail of these.

1.5 Health and Safety Objectives

The council's general health and safety objectives are, so far as is reasonably practicable, to:

- Provide adequate control of the health and safety risks arising from council work activities.
- Prevent accidents and cases of work-related ill health.
- Consult with employees on matters affecting their health and safety.
- Provide and maintain systems of work which are safe and without risks to health.
- Provide and maintain plant and equipment which is safe and without risks to health.
- Maintain safe and healthy working conditions for staff.

- Ensure the safe use, handling, storage and transport of materials, equipment and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- Provide adequate welfare facilities and arrangements.
- Provide a proactive occupational health service and arrangements.
- Ensure that persons not in the council's employment (members of the public, visitors, contractors, employees of arms-length organisations etc.) are not exposed to risks to their health or safety arising from the council's activities.
- Review and revise this Health and Safety Policy as necessary at regular intervals.

Chief Executive Signature	Jeremy Patterson
Date	

Leader of the Cabinet Signature	Cllr Rosemarie Harris
Date:	

HR Portfolio Holder Signature	Cllr James Evans
Date	

2.0 Organisation

2.1 Health and Safety Responsibilities of Staff

It is the responsibility of all staff to co-operate with their employer and follow health and safety advice and instructions.

Existing and potential employees will be provided with a copy of the relevant section of this Health and Safety Policy, should they request further clarification of their health and safety responsibilities.

2.2 Cabinet and Elected Members

The council as the employer is the primary duty holder for health and safety across the council. This responsibility is discharged by the Cabinet and Elected Members who are responsible for ensuring that the council develops a positive health and safety culture that is best able to meet the objectives set out in Part 1 of this health and safety policy 'Statement of Intent' as advised by the councils health and safety advisers. The Cabinet and Elected Members must ensure the allocation of sufficient financial and other resources to achieve these objectives. The Cabinet and Elected Members will take an active role in the strategic management of health and safety through information provided by the health and safety advisers via the portfolio holder.

2.3 Portfolio Holder

Provide liaison to the Cabinet/Elected Members for health and safety across the council. The portfolio holder will inform the Cabinet/council of strategic health and safety issues as necessary. They will also chair the Corporate Health and Safety Forum.

2.4 Executive Management Team

The Chief Executive has day to day operational responsibility for ensuring that the council's Health and Safety Management system is, so far as is reasonably practicable, effective in protecting employees, and others that may be affected by the council's activities, from harm. The collective responsibilities of the Chief Executive and his Executive Management Team are:

- To be responsible and ultimately accountable for the health, safety and welfare of all council employees and anyone else who may be affected by council activities.
- To ensure the council complies fully with its statutory health and safety requirements and its own health and safety policies.
- To ensure that the council has access to internal competent and qualified health and safety assistance and advice.

- To ensure that an effective health and safety management system is developed, implemented, monitored and reviewed, and that adequate resources are made available for this purpose.
- To ensure that occupational health and safety forms an integral part of corporate activities, and decisions include risk assessment, where corporate decisions may have an impact on the health and safety of staff, service users and members of the public.
- To visibly support the development of a positive health and safety culture within the council and lead by example, helping establish the organisation as an exemplar.

2.5 Heads of Service

Heads of Service have overall responsibility for all matters of health, safety and welfare within their respective service units. Their responsibilities include, but are not limited to:

- To ensure adequate resources, finances and operational arrangements are in place for the effective management of health and safety within their service unit, including the development (and regular review) of local health and safety policies, procedures and safe systems of work, where appropriate.
- To ensure that health and safety training needs of staff are identified and met and that new employees receive adequate health and safety induction training.
- To ensure managers and staff are aware of their health and safety responsibilities, and to ensure that these feature in job descriptions.
- To consult with employees and their representatives on matters affecting their health and safety and keep staff informed of new council health and safety policies and guidelines. This includes ensuring there is suitable and sufficient representation on your local service area health and safety forum. (See Appendix 1)
- To ensure all work activities giving rise to significant health and safety risks to staff, contractors or members of the public, are assessed, recorded and reviewed at least annually (or more frequently if the work or the workplace change significantly).
- To ensure that operational decisions that affect the health and safety of the service unit as a whole or have an impact on other service areas are risk assessed e.g. introduction of new technology, major changes in operational delivery etc.
- To develop and implement a health and safety action plan each year to address priorities derived from the review of risk assessments, accident data and the findings of health and safety audits and inspections.

- To ensure the health and safety performance and procedures of individual service units are regularly monitored and reviewed and that the council's incident reporting policy is followed.
- To ensure adequate resources and support are available to line managers to assist with their health and safety responsibilities.
- To develop a positive health and safety culture within service areas, and lead by example.

2.6 Team Managers / Supervisors

Team Managers/Supervisors are an essential element in the management of health and safety, being responsible for the implementation of policies and procedures on a daily basis at a local level. Their duties and responsibilities include but are not limited to:

- To identify health and safety hazards, assess risks and devise appropriate control measures to protect their staff and others affected by the work activities of their staff.
- To maintain appropriate records relating to health and safety management (i.e. risk assessments, maintenance registers, workplace inspections etc.).
- To ensure their staff are provided with adequate information, instruction and training on risks to their health and safety and safe working procedures, maintaining suitable records of such training.
- To ensure appropriate health and safety equipment is provided and used by their staff.
- To follow the council's accident and incident reporting procedure and to investigate all accidents and incidents to identify appropriate preventive measures.
- To regularly monitor and review risk assessments and health and safety procedures and performance.
- To consult with employees and trade union representatives on matters affecting their health and safety.
- To develop a positive health and safety culture within their team and lead by example.

2.7 All Employees

Every employee has a responsibility to ensure their own health and safety and to protect others who may be affected by their acts or omissions at work. In particular, their duties include but are not limited to:

- To understand and comply with council health and safety policies and procedures and those specific to their service unit or team.
- To always act in a manner so as to ensure their own health and safety at work and that of others who may be affected by their work activities.

- To report accidents, occupational ill health, near misses and other health and safety hazards promptly to their line manager in the first instance, and involve the Health and Safety Adviser and/or their Safety Representative when considered necessary.

2.8 Alternative Service Delivery / Arms Length Organisations

The Authority recognises its responsibilities through the commissioning process and for arms length / Third Sector / volunteer organisations and has produced specific guidance, which can be found on page 4870 of the intranet.

2.9 Council Health and Safety Advisers

The council will provide appropriately trained and professionally qualified internal Health and Safety Advisers, who will have the following responsibilities:

- To produce health and safety policies, corporate working arrangements and procedures.
- To monitor the health and safety activities of the council to ensure a consistent, corporate and prioritised approach to health and safety matters.
- To help promote a positive health and safety culture and secure effective communication on health and safety matters.
- To attend meetings when necessary of the Corporate and Local Service Area Health and Safety Forums in an ex-officio capacity and other committees if requested.
- To provide prompt, authoritative and independent advice on health and safety to managers, employees, health and safety forums and other committees and meetings as required.
- To maintain adequate health and safety information systems and to effectively disseminate relevant/useful information to appropriate personnel within the council.
- To liaise with and provide relevant information for Health and Safety Representatives to optimise their contribution to the council's health and safety management system.
- To liaise with and assist line managers, where appropriate, in the investigation of accidents, incidents and occupational ill health.
- To liaise with appropriate enforcement agencies (e.g. Health and Safety Executive, Fire Authority) and ensure that recommendations or requirements are monitored for implementation.
- To monitor and report regularly to the Health and Safety Forum(s) and Heads of Service on the safety performance of the council, in particular; the achievement of health and safety objectives; the implementation of policies and procedures; accident/incident/ill health analysis and the findings of health and safety audits.

2.10 The Functions of Health and Safety Representatives

Union and Non Union Health and Safety Representatives have a number of functions and legal rights as laid down in the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations 1996, these are:

- To carry out regular inspections of the workplace; reasonable notice should be given to the relevant manager prior to the inspection. If following such inspections or investigations, the Health and Safety Representative is not satisfied with the action proposed or taken to remedy problems identified, the matter can be brought to the Health and Safety Forum for discussion.
- To investigate accidents, hazards, dangerous occurrences and complaints made by employees regarding health, safety and welfare issues.
- To liaise with managers on matters relating to health and safety.
- To attend meetings of the relevant Health and Safety Forums.
- To inspect (and take copies if necessary) any document relevant to workplace health and safety, which the council is required to maintain by law. There are some exclusion's to the information employers must make available, such as the health records of individuals and information obtained for the purposes of legal proceedings.
- To represent employees in consultation with the Health and Safety Executive (HSE) and any other enforcing authority.

Health and Safety Representatives have a right to receive information from HSE Inspectors on the significant findings of their inspections or investigations.

The council, or in practice, individual managers, must consult with Union and Non Union Health and Safety Representatives on the following:

- The introduction of any measure at the workplace, which may substantially affect the health and safety of employees.
- The findings of risk assessments, i.e. information on risks to employees and the preventive measures introduced or proposed for minimising these risks.
- The planning of health and safety training.
- The health and safety implications of introducing new technology.
- Proposed visits by enforcing authority inspectors, such as visits by HSE Inspectors and Fire Officers.

The council will provide the facilities (including reasonable time off from normal duties) and assistance to Health and Safety Representatives to enable them to carry out their functions.

2.11 Health and Safety Consultation

In order to meet the requirements set out in the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996, the council has in place the following arrangements to ensure it discharges its duty to provide effective health and safety consultation to its workforce. These arrangements should not be the only means in which the council communicates information relating to its employee's health, safety and welfare, which may also include, team meetings, tool box talks, newsletters, etc.

Corporate Health and Safety Forum

The Corporate Health and Safety Forum will have overall responsibility for keeping under review the measures taken to ensure the health, safety and welfare of its employees whilst at work. It will also disseminate any corporate health and safety initiatives across the Council.

This forum will also be responsible for ensuring there is effective two-way communication between itself and the local service area health and safety forums.

Service Area Health and Safety Forums

All service areas must have access to a safety forum, or means of fulfilling the requirements of the consultation legislation. Their main purpose is to facilitate the process of consultation between the council as the employer (represented by managers who sit on the forum) and its employees (represented by Union and non-Union workplace health and safety representatives) at a service area level. They will ensure that any matters that cannot be resolved at a local level are escalated to the corporate forum for consideration.

Both the corporate and local service area health and safety forums will meet at least quarterly or more often should an urgent health and safety matter arise.

The objectives, terms of reference and membership of both health and safety forums can be found in Appendix 1.

2.12 Health and Safety Training

Employers must provide for all their employees the information, instruction and training necessary to ensure so far as is reasonably practicable, their health and safety at work. Health and safety training might include such things as instruction in safety and emergency procedures, the use of work equipment and information on safe systems of work. Employers must ensure that all their employees are competent to carry out their work in a safe manner consideration must also be given to contractors and new employees.

Key to identifying health and safety training is to risk assess, complete a training need analysis of the role and/or the work to be undertaken. The risk assessment and subsequent reviews of the risk assessment will help determine the level of training and competence needed for each type of work. Competence is the ability to do the work required to the necessary standard. All employees, including senior management, should receive relevant training. This may need to include basic skills

training, specific on-the-job training and training in health and safety or emergency procedures. There may be a need for further training e.g. about specific risks, required by other legislation.

Training needs are likely to be greatest for new employees on recruitment. They should receive basic induction training on health and safety, including arrangements for first aid, fire and evacuation. Particular attention should be given to the needs of young workers. The risk assessment should identify further specific training needs. In some cases, training may be required even though an employee already holds formal qualifications (e.g. for an update on new technology). Training and competence needs will have to be reviewed if the work activity a person is involved in or the working environment changes. This may include a change of department or the introduction of new equipment, processes or tasks.

An employee's competence will decline if skills are not used regularly (e.g. in emergency procedures, operating a particular item of equipment or carrying out a task). Training therefore needs to be repeated periodically to ensure continued competence. This will be particularly important for employees who occasionally deputise for others, home workers and mobile employees. Information from personal performance monitoring, health and safety checks, accident investigations and near-miss incidents can help to establish a suitable period for re-training.

The Corporate Health and Safety Unit have a risk assessment template and further training guidance via its Intranet site (pages 5272, 6092).

Although the primary method for selecting appropriate health and safety training is through **risk assessment**, clearly certain roles within the council require varying levels of health and safety knowledge. Each role should be the subject of a comprehensive training needs analysis. This will identify training requirements, including any specific health and safety training for that role. Further advice on training courses can be sought from the Learning Development Team or via Trent.

2.13 Health and Safety Information and Advice

Advice and guidance on health and safety matters can be obtained from your Health and Safety Adviser, based in the Corporate Health and Safety unit.

The council health and safety policy, Corporate Working Arrangements (CWA) and guidelines are available on the intranet (page 2043) therefore all staff with access to the Intranet has access to this information. Their line manager should provide staff without computer access with a hard copy of the relevant information and guidance.

All new and/or reviewed CWA's and guidelines will be issued to managers via the "intranet" system; through the health and safety forums and via safety bulletins. Managers should ensure they disseminate information to their staff as appropriate.

The health and safety policy will be subject to a regular review by the Health and Safety Advisers and updated as necessary.

3.0 Working Arrangements

The following CWA's and guidance can be found on the Health and Safety Intranet site on page 4870. There is a brief summary of the information that can be found in each document. All of the Corporate Working Arrangements contain details on the responsibilities of the Chief Executive & Directors, Heads of Service, Line Managers and employees. This summary is not intended to cover all of the issues included in the CWA, but gives some indication of the information contained therein.

Asbestos Management

This comprehensive document provides background information on asbestos and links to further information. It also details the responsibilities of individuals who control premises as well as those with wider responsibilities. There is guidance on the building risk assessment and for those who work on asbestos containing materials.

Commissioning Out Services, Working with Volunteer Groups or Engaging Volunteers

This document details the legislations, responsibilities and arrangements where work is commissioned out to external bodies, or where volunteers are engaged on a project.

Control of Substances Hazardous to Health (COSHH)

This document contains guidance on what is covered by the COSHH Regulations, the risk assessment process and training. There is also some information on personal protective equipment although this is covered in detail in the PPE Corporate Working Arrangement.

Display Screen Equipment (DSE)

Guidance on who needs to undertake a workstation risk assessment, training and eyesight tests are contained within this document.

Emergency Evacuation

This document provides guidance for the evacuation of premises in an emergency, including for those people with disabilities.

Fire and Emergency

This is the Corporate Working Arrangement for Fire and Premises Incident Management. It provides guidance on undertaking a fire risk assessment, fire fighting equipment and detection systems.

First Aid

This document provides guidance on the level of first aid cover that is required at a site. It also advises on the first aid equipment and materials that are required.

Hand Arm Vibration

This document advises on the dangers of Hand Arm Vibration, reducing the risk and health surveillance that may be required.

Incident Reporting Procedures

This document includes details on what need to be reported to the Corporate Health & Safety Unit. It includes incidents involving non-employees and pupils as well as employees and there is also a flow chart to assist with this process.

Legionella

The Corporate Working Arrangement on the Control of Legionella in Water Systems contains reference to COSHH, information from the HSE Approved Code of Practice and reference to the risk assessment process.

Lone Working

This document provides guidance on what is a lone worker, the reasons to have a system in place and guidance on the type of systems that can be used including the automated system employed by the Authority.

Managing Contractors

This document covers the selection of contractors including the requirement to use CHAS and Construction line registered contractors. It also deals with the Construction (Design and Management) Regulations 2007 (CDM).

Manual Handling

This document includes information on the risk assessment process, training as well as examples of manual handling practices.

Mobile Phones

This document contains guidance on the use of mobile phones including the legal position regarding driving.

New and Expectant Mothers

This document contains definitions regarding new and expectant mothers, legislative requirements and the risk assessment process. It also provides details on activities that could be of greater risk to the new or expectant mother.

Noise at work

This document advised on the risk assessment process, exposure limits, health surveillance and purchasing equipment to reduce the risk of noise.

Occupational Health - Infections & Disease

This document provides an introduction to the infection diseases and illnesses that may be encountered in the workplace.

Permit to Work

This document provides a description of the permit to work system.

Personal Protective Equipment

This document deals with the assessment of need, selection storage and maintenance of personal protective equipment.

Personal Safety Register

This document provides guidance in the use of the personal safety register

Portable Electrical Equipment

The Corporate Working Arrangement for Portable Electrical Equipment and Electrical Safety includes guidance on both portable and fixed systems. It also includes details on the risk assessment process, working with or near electrical systems, e.g. overhead/underground, and purchasing and maintenance of electrical systems or equipment.

Risk Assessment

This document includes definitions of terms related to the risk assessment process and details of what a risk assessment is and how it is undertaken.

Road Risk

This document gives guidance on the risk assessment process, details of the driver's handbook and the need to check driver's licenses.

Stress

This document gives the HSE position and gives Authority specific guidance for managers and staff on how to deal with stress in the workplace. It also provides links for further information from other organisations. This document also contains the stress risk assessment form for use with individuals who may be experiencing work related problems.

Violence and aggression

This document provides a definition for violence in the workplace. It also provides guidance on the risk assessment process and aspects that should be considered during this process including the use of interview rooms.

Work Equipment

This document provides advice on the possible hazards from work equipment and the importance of the selection, maintenance and inspection of this equipment.

Young Persons

This document provides a definition of a young person and provides guidance on the particular risks for young people in the workplace and the need to undertake appropriate risk assessments.

CORPORATE HEALTH & SAFETY FORUM

Terms of Reference, Objectives, Membership and Agenda

The Corporate Health and Safety Forum will have overall responsibility for keeping under review the measures taken to ensure the health, safety and welfare of its employees whilst at work. In doing so it will ensure that the Council is complying with current legislative requirements, Powys CC policies and corporate working arrangements. It will also disseminate any corporate health and safety initiatives across the Council.

This forum will also be responsible for ensuring there is effective two-way communication between itself and the local service area health and safety forums.

It will provide clear strategic leadership on all matters relating to the health, safety and welfare of its employees and others who may be affected by its undertakings. It will ensure that the health, safety and welfare of its employees and others is effectively managed throughout the council. It will instruct and monitor both the local health and safety forums and heads of service in all aspects of safety ensuring that standards and best practice is maintained at all times.

In doing so it will consider the following key objectives;

- The study of accidents, incidents and near misses statistics and trends so that proactive control measures can be implemented to reduce so far as is reasonably practicable, the instances of workplace accidents, incidents and ill health to the councils workforce.
- Receive up-dates from Heads of Service (or representative) on their service area health and safety action plans.
- To consider all matters brought forward from the council's local service area health and safety forums.
- To receive minutes from the councils local service area health and safety forums and consider any matters relevant for discussion.
- To monitor progress of the local service area health and safety forums on all matters pertaining to health and safety and their objectives in the provision of adequate health safety and welfare of its employees and others who may be affected.
- To disseminate health and safety instruction and information to the local service area health and safety forums safety forums.
- Consideration of reports and factual information provided by inspectors of the enforcing authority – The Health & Safety Executive (HSE)
- To publish minutes of the corporate safety forum and ensure copies are circulated to each of the council's local service area health and safety forums, and to the council's management team and chief executive.

- To meet at least quarterly or more frequently if there is a health and safety matter, which requires urgent attention.
- Meetings need to be planned to ensure sufficient time is allotted to properly discuss all health and safety matters.
- Agenda's should be circulated at least one week before the next meeting. Any matters for discussion must be received by the secretary in writing at least 2 weeks beforehand.
- The chairperson may consider items not notified by prior arrangement at his/her discretion under any other business on the agenda.
- Minutes should be circulated within 10 working days after the safety forum meeting, and also made available for each of the council's local service area health and safety forums. Adequate arrangements must also be in place to bring this safety information to the notice of all employees whom they affect.

Membership

- Chaired by the Portfolio Holder for HR and Health and Safety
- Vice Chair – Strategic Director for Workforce and OD
- Portfolio Holders
- Heads of Service
- Nominated Senior Managers with responsibility for health & safety
- Representatives from the local service area health and safety forums, including Union representation (from those Unions recognised by the Council), workplace employee representative.
- Professional Lead for HR.
- Corporate Health & Safety Advisors
- Other Officers or specialist advisers may be co-opted as required.
- Secretarial support

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- 1 Apologies for Absence
- 2 Minutes of Previous Meeting
- 3 Quarterly Reports from Health & Safety Advisers including accident statistics / reportable accidents / incidents to the HSE
- 4 Progress/update on Corporate Health & Safety Action Plan
- 5 Update on Corporate Working Arrangements
- 6 Health & Safety Executive related items
- 7 Exception reports by Strategic Directors and Heads of Service, on progress against Service Area Health & Safety Action Plans and issues brought forward from Service Area Health & Safety Forums
- 8 Matters brought forward by Unions Health & Safety Representatives
- 9 Any Other Business
- 10 Date of Next Meeting

LOCAL SERVICE AREA HEALTH & SAFETY FORUMS

The Service Area Health & Safety Forums will be constituted as follows: -

The Service Area Health & Safety Forums will have the responsibility of keeping under review the measures taken to ensure the health and safety at work of employees and others affected by their undertakings. It will report through the council's corporate health and safety forum and will ensure that any corporate health & safety instructions, initiatives are disseminated across their respective service areas within the council. In doing so it will consider the following key objectives;

- The study of accidents/incidents and near misses. This enables a comprehensive approach to be made on reviewing risk assessments, and improving safety procedures and working practices.
- Examination of safety audit reports.
- To review progress against service areas health and safety action plans. In order for Heads of Service (or representative) to provide quarterly up-dates to the corporate health and safety forum.
- Assisting in developing safety procedures and safe working practices.
- Monitoring the effectiveness and suitability of health & safety training for employees.
- Monitoring the adequacy of health & safety communication and publicity in the workplace.
- Consideration of reports and factual information provided by inspectors of the enforcing authority – The Health & Safety Executive (HSE)
- To receive and discuss a report from a member of the corporate occupational health & safety unit.
- All service area health & safety issues should be brought to the forum for consultation.
- Any health & safety issues, which cannot be resolved at the safety forum, will be referred to the corporate health & safety forum for consideration.
- A secretary should be appointed by the forum to arrange all such meetings as well as record the minutes and to distribute Agenda's and other relevant papers.
- Meetings will be held quarterly or more frequently if there is a health & safety matter which needs to be addressed urgently. Consideration should be given as to urgent safety issues whether the corporate forum also needs to be notified.
- Agenda's should be circulated at least one week before the next meeting. Any matters for discussion must be received by the Secretary in writing at least 2 weeks beforehand.
- Minutes should be circulated within 10 working days of the safety forum meeting, and also made available for the corporate health and safety forum. Adequate arrangements must be in place to bring this safety information to the notice of all employees whom they affect.

- Representatives from each of the local service area health and safety forums, such as Heads of Service/Line Managers with responsibilities for health & safety will be required to attend the corporate health and safety forum to report and update on relevant health and safety matters.
- Workplace employee representatives including union representation (to be nominated at local service area forums) will be required to attend the corporate forum.

Membership

- Chaired by the respective Head(s) of Service. Where a number of Service Areas are represented on one Safety Forum then the Heads of Service will rotate the Chair. If a Head of Service is unable to attend then he or she will send a Senior Manager in their place.
- Section Heads / Line Managers with responsibilities for health & safety.
- Trade Union representation from those Unions recognised by the Council.
- Teachers Unions
- Workplace employee representatives.
- Corporate Health & Safety Advisers will attend as ex-officio members of the Forums.
- Other employees or specialist advisers may be elected or co-opted onto the Forum as required.

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Local Service Area Health & Safety Forum (insert title)

Date & Venue of meeting (to be held at least quarterly)

AGENDA

Those present.

- 1. Apologies for absence.**
- 2. Minutes of previous meeting.**
- 3. Matters arising from previous minutes.**
- 4. Health & Safety matters brought forward for discussion.**
(by prior notification at least two weeks prior to the meeting)
- 5. Health & safety Advisors report:**
Including but not limited to:
 - a. Previous accidents, incidents and near misses.
 - b. Safety audits and inspections.
- 6. Progress/updates on Local Health & Safety Action Plans.**
- 7. Health & Safety Executive matters.**
- 8. Health & Safety training.**
- 9. Matters for referral to the Corporate Health and Safety Forum**
- 10.A.O.B. (at the discretion of Chair).**
- 11.Date of next meeting.**

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CYNGOR SIR POWYS COUNTY COUNCIL

Corporate Health & Safety Unit

**Corporate Working Arrangements
for
Managing Contractors**

Status	Issued
Date of Issue	February 2009
Date last reviewed	November 2012
Agreed by	Corporate Health & Safety Unit
Author	SC-J
Pages	13

CYNGOR SIR POWYS COUNTY COUNCIL
Corporate Health & Safety Unit
Corporate Working Arrangements for Managing Contractors

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1.0 Introduction

- 1.1 This corporate working arrangement is aimed at situations where service areas, departments, schools and responsible persons engage contractors. It clarifies the general health and safety responsibilities of clients and contractors, in order to protect each other, and any other person that may be affected by their undertakings. These responsibilities, if not properly managed, can lead to events that could prove costly to all parties, as well as the immediate effects, further consequences can arise from delays to the work, claims for damages and possible legal action.
- 1.2 The definition of a contractor is anyone who is called in to carry out work, but is not an employee, of Powys County Council, however for the purposes of this corporate working arrangement, Powys County Council building maintenance services, Information Technology and other internal works services are referred to as internal providers.

2.0 Policy Statement

- 2.1 Powys County Council intends, so far as is reasonably practicable, to protect employees and others from the risks associated with the work undertaken by contractors. This code of practice demonstrates commitment to identify, and control the risks associated when engaging contractors, and the continuing improvement of the health, safety and welfare, of any persons affected by their undertaking.
- 2.2 The overall responsibility for implementing the requirements of the policy and ensuring resources are available, to ensure that the code of practice is followed rests with the Chief Executive.

3.0 The Legal Framework

- 3.1 The County Council has a duty under section 2 of the Health & Safety at Work etc Act 1974, to ensure the health, safety and welfare of its employees and others who may be affected by its working activities.
- 3.2 The Management of Health and Safety at Work Regulations 1999 requires that a health and safety management system is in place in all work places.
- 3.3 The CDM Regulations 2015, this Regulation places legal duties upon persons involved with construction work, this includes clients, designers and contractors (for further information see <http://www.hse.gov.uk/pubns/indg411.pdf>).

- 3.4 The Workplace Regulations 1992 (Health Safety and Welfare Regulations).
- 3.5 Other Regulations will apply, some of which may be specific to the type of work being undertaken by the contractor, for specific hazards that exist during the work, or the nature of the project, examples of these would be the Control of Asbestos Regulations 2012, Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 etc.

4.0 Responsibilities

4.1 The **Chief Executive and Executive Directors** are responsible for:

- the implementation of this corporate working arrangement and that all employees are familiar with its contents of the code of practice ensuring, insofar as it is relevant to their role and responsibilities.
- the allocation of sufficient resources to effectively manage contractors.

4.2 The **Heads of Service** are responsible for:

- ensuring arrangements to bring this corporate working arrangement and any revisions to the notice of all employees within their Service Areas and others who may be affected.
- ensuring Service Unit Managers and Team Managers receive sufficient training to undertake their role.
- ensure that the resources required to implement this corporate working arrangement are made available, and that financial requirements are included in budget bids.
- ensure that procedures are put in place for the control of contractors.
- ensure that accidents and incidents to or involving contractors/internal providers are reported.
- ensure that a data base of contractors is set up for their service area.

4.3 The **Head teachers, Section Heads, Line Managers & Supervisors** are responsible for:

- identifying employees who may be exposed to risk, during contractors/internal providers work.
- ensuring, in liaison with your health and safety adviser, that all employees receive information, instruction and training on the management of contractors.
- ensure that any information that is applicable to the task, process, contract or project is passed on to the contractors/internal providers,

also that any information is also passed on to the client, from the contractor.

- ensure that work practices are observed by contractors/internal providers including any safe working methods and adherence to the control measures resulting from the risk assessment.
- ensure co-ordination and co-operation between all parties during the engagement of the contractor/s.
- ensure appropriate management and supervision of contractors/internal providers is arranged throughout the task, process, contract or project.
- ensure clear communications are established, and agreed between the client, contractors, sub contractors and premises users.

4.4 All **Other Employees** will:

- comply with the requirements of this code of practice.
- report any concerns to their line manager as soon as possible, including issues of poor working practices, in order that remedial actions can be taken.
- adhere to safe systems of work or training and awareness for the purposes of this code of practice.

4.5 The Corporate **Health & Safety Advisers** will be responsible for:

- providing advice and guidance to managers on the effective control of contractors in the workplace, including the auditing of contractor works.

5.0 Arrangements

5.1 Selection of Contractors

All contractors that undertake construction work for Powys County Council, must be pre-qualified through the CHAS and Construction Line schemes, and hold current validation. The responsible person /client must also carry out an assessment of competence for the particular type of project/works to undertaken by a contractor, and ensure that appropriate management arrangements are in place.

You need to decide how you will determine a contractor's competence. You could, for example, ask prospective contractors:

- what experience they have in the type of work you want done;
- what their health and safety policies and practices are;
- about their recent health and safety performance (number of accidents etc);
- what qualifications and skills they have;

- their selection procedure for sub-contractors;
- for their safety method statement;
- what health and safety training and supervision they provide;
- their arrangements for consulting their workforce;
- if they have any independent assessment of their competence;
- if they are members of a relevant trade or professional body; or
- whether they or their employees hold a 'passport' in health and safety training. This is a growing trend in some industries.

You can then decide how much evidence (e.g. references) you need to seek in support of what prospective contractors have told you.

Responsible persons must decide what they need to do to effectively manage and supervise the work of contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected by their undertaking, the greater the management and supervisory responsibilities of the client.

Responsible persons may need to agree with the contractor how the work will be done and the precautions that need to be taken. Again, the extent of the responsible persons responsibilities will be determined by the impact that the contractor's work, could have on anyone likely to be affected by their undertaking.

Relevant issues include, but are not limited to:

- Working procedures, including permits to work.
- Personal protective equipment to be used, and who will provide it.
- Reporting of accidents and incidents.
- Number of persons that will be on site.
- Welfare facilities.
- Working times, deliveries and work areas.
- Fire Safety including a Fire Risk Assessment.

The selection of any sub-contractors is probably best left to the contractor. Clients must, however, satisfy themselves that a contractor has an effective procedure for appraising the competence of a sub-contractor.

5.2 Risk Assessment

The Management of Health and Safety at Work Regulation 1999 imposes specific duties to:

- Co-operate with others.
- Undertake a risk assessment of work activities, in order to identify protective and preventative measures and record significant findings.

- Implement arrangements for planning, organisation, control, monitoring and review of the preventative and protection measures and record these arrangements.
- Ensure the adequate provision of emergency arrangements, for the duration of any work.

An assessment of risk is no more than a careful examination of what, could cause harm to people, so that precautions can be taken to remove or reduce the risk, in most cases the client and contractor will need to discuss this in detail. Where the risk assessment is not sufficient to explain how the work will be done, a safe system of work and/or method statement will be required, these will be task specific.

5.3 Information, Instruction and Training

The Council will provide instruction, training and awareness sessions to all appropriate parties. Such training will focus on:

Head teachers, Section Heads, Line Managers and Supervisors

- Should receive appropriate training to enable them to identify risks associated with the appointment of contractors/internal providers, in order to ensure that competent contractors/internal providers are engaged.
- Managers should also be informed of their responsibilities under this code of practice and their role in the effective management of contractors.

Employees

- Employees should be provided with the relevant information, instruction and training to understand existing hazards, and how to remove or reduce the risk of injury.

6.0 Further Information

Further information can be found in the documentation as listed below:

1. Use of Contractors, HSE Books INDG 368.
2. Management of Health and Safety at Work Regulations 1999, Approved Code of Practice, HSE Books, ISBN 0 7176 2488 9.
3. Five Steps to Risk Assessment, HSE Books INDG 163.
4. Managing Contractors, HSE Books, HSG 159, ISBN 0 7176 1196 5.
5. Working together, HSE Books, INDG 268, ISBN 0 7176 2253 3.
6. Managing Health and Safety in Construction, Construction (design and management) Regulations 2007, ACOP, HSE books, L144, ISBN 0 7176 6223 4.
7. CHAS and Construction line.

Or contact your Health and Safety Advisor.

7.0 Review of Corporate Working Arrangement








In line with recommendations of the Health and Safety Executive, on the Management of Health & Safety, this corporate working arrangement will be subject to review in line with all corporate health and safety working arrangements, or when there is any significant change.

SSIP FORUM MEMBERSHIP

31 JULY 2019

Within SSIP there are:

- 25 Registered Members
- 20 Certification Body Members (OHSAS 18001 certification only)

NAME OF SCHEME	DATE JOINED	LOGO
REGISTERED MEMBERS:		
Contractors Health and Safety Assessment Scheme (CHAS)	15 May 2009 Founder Member	
Exor H&S Qualified	11 June 2009 Founder Member	
National House-Building Council (NHBC) – Safemark	12 June 2009 Founder Member	
Safety Management Advisory Services (SMAS)	15 July 2009	
Altius VA CDM Comply	21 September 2009	
Eurosafe CDM Competent	28 September 2009	
British Constructional Steelwork Association (BCSA)	17 November 2009	

Association for Project Safety (APS) – Corporate Membership	30 November 2009	
Alcumus SafeContractor	30 July 2010	
D W Health & Safety Contractor Competency Scheme	21 July 2011	
Construction Federation Services Safe-T-Cert	31 August 2011	
MSL Safepartner	01 February 2012	
Greenlight Safety Assessment Scheme Ltd	01 February 2012	
CQMS Safety-Scheme	02 April 2012	
The Health and Safety Assessment Scheme (HSAS)	17 September 2012	
Acclaim Accreditation	12 November 2012	
Avetta Formerly PICS Manual Audit	07 March 2013	
ARB Approved Contractor Scheme operated by the Arboricultural Association	01 May 2013	

FASET Membership Audit	15 June 2015	
Principal Approved Supplier Scheme	28 April 2016	
PQS Pre Qualification Scheme	19 May 2017	
National Access & Scaffolding Confederation (NASC)	03 October 2017	
International Powered Access Federation (IPAF)	06 February 2018	
Achilles BuildingConfidence	13 March 2018	
ACDC Register	19 November 2018	
CERTIFICATION BODY MEMBERS OHSAS 18001 CERTIFICATION ONLY		
British Standards Institution (BSI)	11 December 2009	
NQA	10 February 2010	
BM TRADA Certification	25 October 2010	

DNV Certification	16 June 2011	
LRQA SSIP Registration Scheme	02 August 2011	
SGS Systems & Services Certification Services	12 August 2011	
Alcumus ISOQAR	19 August 2011	
ACM	18 April 2013	
Bureau Veritas Certification UK	20 May 2013	
NSAI	14 August 2013	
Intertek Certification (formerly Moody International)	18 November 2013	
URS Certification	15 October 2014	
Ocean Certification	31 October 2014	

The British Assessment Bureau	08 April 2015	
Advanced Certification	27 March 2017	
ACS Registrars	15 June 2017	
TÜV UK Ltd	07 September 2017	
System Certification Services Ltd	07 September 2017	
Steel Construction Certification Scheme	20 th April 2018	
SOCOTEC Certification UK	15 th May 2018	

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