



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2018/19

OVERVIEW AND SCRUTINY COMMITTEE

Agenda Item No: 5

13th November 2018

REPORT OF THE DIRECTOR OF HUMAN
RESOURCES

**'FIRE RISK ASSESSMENTS' A
REVIEW OF PROCEDURES FOR
COUNCIL OWNED/OCCUPIED
BUILDINGS.**

Author: Mike Murphy, Health and Safety Advisor, Tel 01443 425536

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present Members with an update on the Council's Fire Safety Risk Assessment process, as requested at the Overview and Scrutiny meeting in April this year.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Consider the content of this report and determine whether the information provides sufficient evidence that the Council's arrangements for fire safety risk assessments are adequate.

3. BACKGROUND

Overview and Scrutiny Committee, at its meeting on 18th April 2018, considered a report, (link below) reviewing the Council's procedures for fire risk assessment.

Following discussion with officers, Members agreed the appropriate Cabinet Member be requested to implement the following:

- To re-establish the 'Fire Safety Working Group' to review sites where all Service Groups are represented.
- To review the schedule of buildings against the Council's property asset list.
- To review/update the list of 'Responsible Persons' for each property.
- To continue with the quarterly review of fire risk assessments and present to the 'Fire Safety Working Group' for monitoring of task implementation.
- To provide a targeted approach to 'Responsible Persons' and provide specific instructions to reinforce their 'site level' duties.
- That the Health and Safety Team continue to undertake a rolling programme of 'Fire Safety' audits, prioritised on a risk basis.

Further, it was resolved that in order for Members to monitor the situation, an update report be presented in 6 months.

4. **UPDATE / CURRENT POSITION**

4.1 Fire Safety Working Group (FSWG)

The FSWG has been re-established, with the following members:

Officer	Job Title	Service Area
Phil Bond	Corporate Maintenance Manager	Corporate Estates
Sue Roberts	Service Manager	Adults, Business Support & Client Finances
Chantal Ferguson	21 st Century Support & Compliance Officer	Education
Jeanette Howells	Business Support Manager	Highways & Streetcare
Andrew Gough	Insurance Manager	Legal Services
Mike Murphy	Health and Safety Adviser	Human Resources

The working group has met once and agreed a number of actions, including a process for monitoring compliance with task implementation. The group also identified the need for additional members, to ensure all service areas of the Council are appropriately represented. The next meeting of the group has been arranged for 28th November 2018, and thereafter the group shall meet quarterly, approximately one month after the publication of the fire risk assessment compliance reports. This will enable the group to consider the outcome of the review of the compliance reports, and determine whether any proposed remedial action is adequate or needs further escalation.

The Health and Safety Advisor meets quarterly with the Trade Unions to consult on matters affecting their members, and as part of this consultation, updates from the FSWG are included.

4.2 Review the Schedule of Buildings against the Council's Property Asset List

Corporate Estates use a system called Technology Forge (TF) for managing the Council's property portfolio. The information within this system has been reviewed in consultation with Heads of Service and updated where necessary (for example to reflect changes to service areas and / or disposals / acquisitions), and the data is now accurate. This data will now be used to ensure the information contained in the Council's fire risk assessment system (RAMIS) is also accurate.

4.3 Review / Update the List of Responsible Persons for each Building

Corporate Estates has developed and maintains a list of 'responsible persons' for each Council site, and this list has recently been reviewed and updated. As part of the review, Group Directors were asked to provide details of current site managers for each building under their control. The review was completed during September this year and the list is now accurate. A process has been proposed to review the list on a quarterly basis to ensure the information remains accurate, for example, to take account of changes in personnel etc.

4.4 Continue Quarterly Review of Fire Risk Assessments and Present to the FSWG for Monitoring of Task Implementation

The health and safety team has continued to produce quarterly reports on fire safety risk assessments, including percentage compliance with task implementation. These reports are circulated to individuals that have been nominated by the service Groups, as being accountable for ensuring compliance. A member of the health and safety team will arrange to meet with the relevant nominated officer, within 2 weeks of the production of the report, to review compliance on an individual premise by premise basis, and in particular, identify any areas of concern and agree appropriate action to remedy. The results of this

monitoring will be reported back to the FSWG for further consideration and / or action as necessary, which may include a report being made to the relevant Group Management Team. Appendix 1 outlines the process involved.

4.5 Provide a Targeted Approach to Responsible Persons and Specific Instructions to Reinforce their Site Level Duties

As reported to the April meeting, a number of site manager guides (aimed at different service areas, for example, schools, offices, leisure centres etc.) have been produced and circulated. For reference, attached at Appendix 2, is the 'Site and Building Managers Guide to Health and Safety in Offices'. Page 6 of this guide refers specifically to fire safety arrangements.

Many site managers have received face to face training in their role and responsibilities, including for fire safety. In addition, a pilot course was recently held for Site Managers / Caretakers of Secondary Schools, which included a session on fire safety. Subject to a review of feedback from the course, it is anticipated this will be extended to include all schools, early next year. Riskmonitor, the Council's appointed fire risk assessors, offer specific training on the use of the RAMIS system and this training is available to all site managers.

As detailed in point 4.3 above, the list of 'responsible persons' was updated in September and is now accurate. The health and safety team will, in conjunction with colleagues from Corporate Estates, contact all site managers to remind them of their role and responsibilities in managing fire safety risks. The site managers will also be provided with information and guidance, including useful contacts for further advice, to support them fulfil this role. It is anticipated this will be completed by early December 2018.

4.6 Health and Safety Team to Continue to Undertake a Rolling Programme of Fire Safety Audits

The health and safety team is continuing its programme of fire safety audits. As part of the prioritisation of visits, consideration is now also given to data contained in the quarterly reports, for example, premises with a low compliance rating will be audited more frequently. The programme currently aims for 2 audits to be completed per month and since the meeting in April, 13 visits have been made. The health and safety team has a work programme which contains a number of other priority areas, for example, Hand Arm Vibration, Radiation, Traffic Management, and as work in these areas progresses and / or is completed, there will be capacity to increase the number of fire audits.

5. EQUALITY AND DIVERSITY IMPLICATIONS

5.1 This is an information report, therefore, no Equality and Diversity Assessment is required.

6. CONSULTATION

6.1 This is an information report, therefore, no consultation is required.

7. FINANCIAL IMPLICATION(S)

7.1 There are no financial implications at this time.

8. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

8.1 The Regulatory Reform (Fire Safety) Order 2005 requires employers to have due regard to fire safety arrangements in the work place, including the need to assess the risk from fire.

9. LINKS TO THE COUNCIL'S CORPORATE PLAN / OTHER CORPORATE PRIORITIES/SIP

9.1 The effective management of fire safety risks supports the Council's Corporate Plan by protecting assets, including staff and premises, which are required to deliver essential services well, and will also assist the Council live within its means by minimizing avoidable losses.

10. CONCLUSION

The Council has had procedures in place for managing the risks from fire, for many years. The procedures are regularly reviewed and updated to meet changing needs and legislative requirements, for example, the decision to procure the assessment of the Council's property portfolio by an external specialist consultant in 2012, and the adoption of a formal Council policy in October last year.

Additional monitoring processes are now in place and are being further developed to tighten up the previously existing measures and help ensure that where shortcomings in our controls are identified by the risk assessment, suitable actions are promptly taken to remedy these.

Fire Safety Risk Assessment - Monitoring of Task Implementation Procedure



The Health and Safety Team produce and circulate (to the Group nominated responsible person), a quarterly compliance report.



Within two weeks of the report being circulated, a member of the Health and Safety Team and the relevant nominated person will meet to review the compliance report, identifying any issues and agreeing appropriate remedial action and timescales.



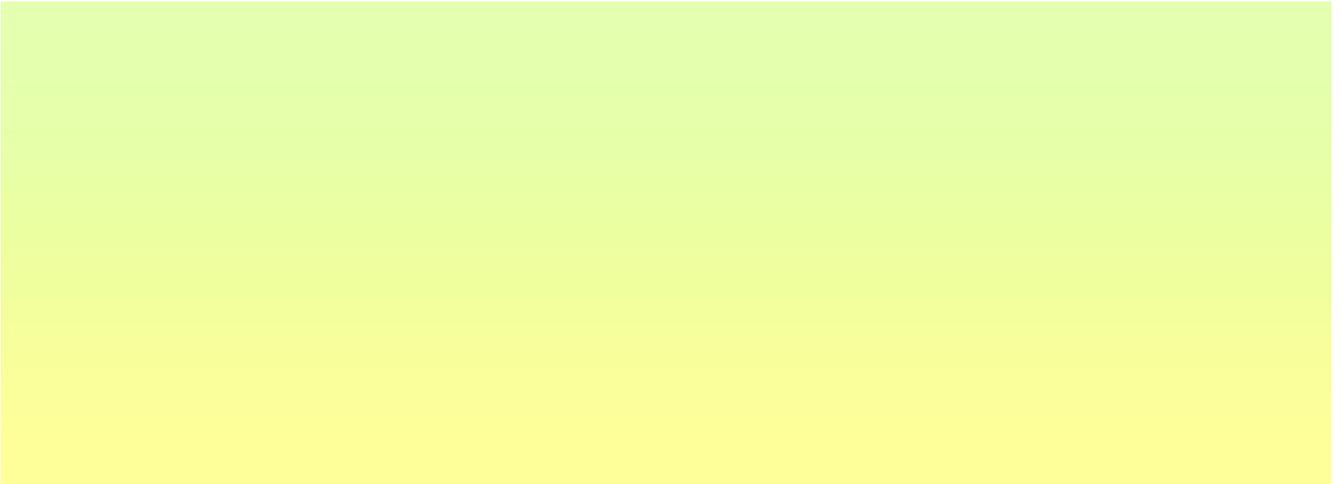
Within one month of the report being circulated, the Fire Safety Working Group will be convened to, amongst other things, receive an update report from the meetings (detailed above) and review the findings.



Where necessary the relevant Fire Safety Working Group member will report to the Group Management Team for escalation.



Site and Building Managers'
Guide to Health and Safety
in
Offices





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Author(s): Health and Safety Team, Human Resources, Ty Elai, Williamstown

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Introduction

This guide has been developed to assist site managers understand and fulfil their duties under health and safety legislation. It draws attention to the main hazards found in offices, and provides information and guidance to safeguard employees and other persons who may visit or share the site e.g. members of the public, contractors, etc.

It is the responsibility of the relevant group directorates to appoint site managers, and deputies if necessary. Group directorates should contact Corporate Estates Asset Management Team who will coordinate and maintain an up to date database of site managers. Site managers must be provided with relevant information, instruction and training regarding their role and responsibilities. In large multi-occupancy or shared sites it is likely that the site manager will have a coordinating role for the management of health and safety throughout the site. In general, the site manager will have responsibility for communal areas and ensuring that the relevant maintenance and servicing of equipment and systems is carried out in accordance with set standards e.g. fire extinguishers, emergency lighting, portable appliance testing etc. The day-to-day management of individual offices, storage areas and kitchens etc., used by individual sections will be the responsibility of the relevant section head.

In large multi-occupancy or shared sites it is possible that the site manager will need assistance and cooperation from other site users on issues such as fire, first aid, traffic management, accident reporting and security. These arrangements should be documented and agreed with the relevant section heads. Please note, there is a legal requirement that where different employers share a workplace they must cooperate and coordinate with each other on health and safety matters.

Self Audit/Inspection Checklists are provided at the end of the guide and should be used by the site manager to direct their attention to areas that require regular examination.

Legal Duties

As an employer, the Council has duties under the Health and Safety at Work etc Act 1974 (the Act) to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees, and others who might be affected by its undertaking. This includes the provision and maintenance of:

- a safe and healthy place of work and working environment;
- safe plant, equipment and working systems;
- safe handling, transport and storage of materials and substances;
- information, instruction, training and supervision to enable employees to recognise and minimise hazards;
- adequate welfare facilities.

Employees of the Council also have duties under the Act, the most important of which are to take care of their own health and safety and that of others who might be affected by their work activities, and to cooperate with their employer in all matters of health and safety.

In order to assist in the process of managing health and safety, the Council has developed Health and Safety Policies covering a host of specific topics. The policies can be viewed and downloaded from the Council's intranet site at [Council Policies](#).

The following pages provide information and guidance concerning the management of the main health and safety hazards likely to be encountered in an office environment.

Further advice and guidance can be found by either contacting the Health and Safety Team based at Ty Elai Williamstown and/or Corporate Estates based at Valley's Innovation Centre, Navigation Park, Abercynon.



Asbestos

Asbestos is a naturally occurring fibrous material that has been a popular building material since the 1950s. It is used as an insulator (to keep in heat and keep out cold), has good fire protection properties and protects against corrosion. Asbestos is found in many products used in buildings, including ceiling tiles, pipe insulation, boilers and sprayed coatings, and because asbestos is often mixed with another material, it is hard to know if you are working with it or not. Some offices will have asbestos containing materials (ACMs) in some areas of the building, but generally speaking, if the building was built from the year 2000 onwards then this is unlikely.

The Council has a legal duty to control and manage the presence of asbestos in all properties under its control. To this end, Corporate Estates have undertaken surveys of Council premises and have developed a framework for managing ACMs that includes:

- the identification of ACMs in the building;
- the assessment of the condition of the ACMs;
- either removal, or management in situ which would include the development of an Asbestos Management Plan;
- providing information to employees and contractors;
- training for employees where required; and,
- appropriate record keeping.

The site manager will follow the Asbestos Management Plan provided by Corporate Estates and will:

- ensure they are aware of the emergency arrangements;
- keep the Asbestos Management Plan readily available and use it to manage and control any ACMs that may be present in the building;
- inform anyone who may work in the vicinity of the ACMs of their presence (e.g. maintenance staff);
- report any ACMs that might, or have become damaged to Corporate Estates for immediate action;

- contact Corporate Estates when any building works are planned including, refurbishments or demolition, running computer cables, electrical cables, plumbing etc.

If your premise has not received an asbestos survey, or as the site manager you have not received training/instruction regarding your responsibilities, please contact Corporate Estates.

Additional Information/Guidance

- [Council Policy—HS24—Control and Management of Asbestos](#)
- The Site Asbestos Management Plan*

*Contact Corporate Estates for copy

Two workers installing computer equipment were exposed to dangerous asbestos fibres after drilling into asbestos containing material. Although an asbestos survey had been carried out, this was not communicated to the contractor, and the contractor had not requested to see the asbestos survey report prior to the work commencing. Both the landlord and the contractor were prosecuted by the Health and Safety Executive (HSE) following the incident.



Communication

It is the site manager's responsibility to ensure that there are clear and effective channels of communication throughout the site for information and guidance relating to its health and safety management, particularly in multi-occupancy/shared sites.

This can be achieved by holding regular meetings with other site users to discuss site based issues, circulating written information to ensure site users are kept apprised and ensuring safety signage is appropriate and adequate. Notice and information boards should be kept up to date.

The site manager must ensure that the HSE's health and safety law poster is completed appropriately and displayed where employees can easily read it. The poster includes basic health and safety information and lets people know who is responsible for health and safety on site.

Current legislation requires the employer to consult with employees on health and safety matters. Consultation involves not only giving employees information, but also listening to and taking account of what they say, particularly when they report problems, and before making any health and safety decisions. The Council's Employee Suggestion Scheme and Hazard Reporting Scheme can assist in this process.

Where building or maintenance issues arise, the site manager must inform Corporate Estates. Communication and/or co-ordination with Corporate Estates should ideally be done via an identified "single point of contact" for the site. It is the responsibility of the site manager to inform Corporate Estates immediately of any changes or contact details in respect of this person.

Additional Information/Guidance

- [The Council's Employee Suggestion Scheme](#)
- [The Council's Hazard Reporting Scheme](#)

Control of Contractors

The control of contractors within a site is very important. Contractors in an office environment may be involved in long-term major refurbishment work or everyday maintenance, such as servicing of the heating system, repairing damaged guttering, maintaining the emergency lighting system etc.

The site manager should always liaise with Corporate Estates and also follow the Council's Policy HS23 Managing Contractors, for the planning, selection, appointment and monitoring of anyone undertaking works. This includes:

- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks on site clearly identified;
- exchanging information on hazards and risks.

The site manager will ensure effective communication is established and maintained through:

- regular workplace meetings with contractors;
- providing contractors with copies of appropriate hazard registers, such as the asbestos register;
- informing employees and visitors about hazards on site;
- having effective signing in and out procedures for contractors;
- informing contractors of emergency site procedures e.g. fire evacuation plan
- sharing findings of risk assessments with contractors;
- asking contractors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- informing employees and visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
- monitoring the work against agreed methods.

Any issues or unsafe practice concerning the work of contractors must be reported to Corporate Estates.

Additional Information/Guidance

- [Council Policy HS23—Managing Contractors](#)
- [Using Contractors—A brief guide—HSE](#)



Control of Substances Hazardous to Health

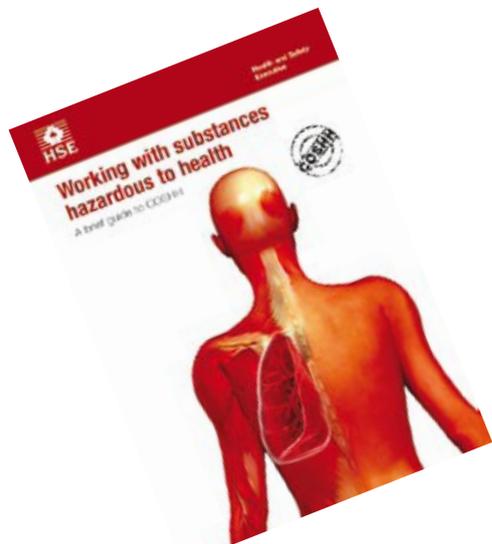
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require employers to prevent or control exposure to hazardous substances. This would include substances listed as: very toxic; toxic; harmful; corrosive; irritant; and, microorganism. They can be in the form of a solid, liquid, gas, vapour or microorganism, and can endanger life by being: inhaled; ingested; or, absorbed/injected through the skin or mucous membranes.

In offices these substances could include general cleaning materials, adhesives, photocopier toner, etc. In general, these types of product are used by cleaners and caretakers. Responsibility for the undertaking of COSHH Assessments and the development of appropriate control measures is the responsibility of line managers.

The site manager must liaise, where required, with the line managers to ensure materials are stored and used appropriately.

The site manager must report back any issues to those responsible.

All substances must be stored in their original containers and in accordance with manufacturers' requirements, and kept secured away from vulnerable persons.



Additional Information/Guidance

- [Council Policy—HS3—Control of Substances Hazardous to Health](#)

Electricity

Electricity can kill. It can also cause shocks and burns and can start fires. The Electricity at Work Regulations 1989 cover the use of electricity in offices. These regulations require employers to maintain electrical systems and electrical equipment within their control.

Electrical systems include the lighting and power circuits, and portable electrical equipment such as vacuum cleaners, power tools etc. All work carried out on electrical circuits and equipment such as installation work, inspection, testing and maintenance, must be carried out by a competent person. Fixed electrical installations must be inspected and tested at regular intervals. Corporate Estates have contracts in place for both fixed and portable electrical equipment.

All portable electrical equipment should be subject to periodic portable appliance testing (PAT). The frequency of the testing varies according to the appliance and its usage, although it is generally undertaken on an annual basis for office type equipment such as printers, computers etc. You will find stickers or labels on the equipment indicating when it was last inspected and the date when the next inspection is due. Residual Current Devices must be used where required. If you are unclear as to when the fixed electrical systems or portable equipment was last checked you should contact Corporate Estates.

Employees using portable equipment must visually check it prior to use, and report any damage or defects. For example broken plugs, frayed flex, discoloured or overheated cables. Defective or unsuitable equipment should be immediately withdrawn from service and labelled until it is either repaired or destroyed.

Employees must not bring their own electrical equipment into the Council's offices.

Electrical switch-rooms must be kept free from combustible materials and never used as storage areas.

Additional Information/Guidance

- [Council Policy HS10—Electricity at Work](#)
- [Electrical Safety at Work—HSE](#)



Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the “responsible person” to ensure that a Fire Safety Risk Assessment (FRSA) is completed and regularly updated. If a current FRSA is not available on site, the site manager should liaise with their direct line manager to establish whether or not an assessment has been undertaken, and to request a copy of the resulting report. In the absence of a report, arrangements must be made for a FRSA to be completed. Corporate Estates can assist in this matter.

The site manager is responsible for overall management of the day-to-day fire precautions on site and will ensure that systems and arrangements are developed to:

- identify any significant findings from the FRSA and implement any actions required;
- check escape routes to ensure they can be used and are not obstructed;
- check the emergency exit devices on doors to ensure they work correctly;
- test fire alarm systems, including weekly alarm tests and periodic maintenance by a competent person;
- test and maintain emergency lighting systems, fire extinguishers, hose reels and fire blankets etc., including periodic maintenance by a competent person;
- record the training of relevant people;
- ensure a coordinated site based emergency evacuation plan is developed;
- liaise with other site users to ensure personal emergency evacuation plans (PEEPS) are developed for disabled persons;
- maintain the fire log book.



The site manager must also:

- update the FSRA as required;
- liaise with Corporate Estates on building and maintenance issues; and,
- undertake an annual review of the FRSA.

As stated previously, in large multi-occupied or shared sites many of the fire related maintenance and procedural arrangements will need to be coordinated with other site users.

The current fire related maintenance contracts in place and managed through Corporate Estates include:

- fire fighting equipment e.g. extinguishers - 1 service per year;
- fire detection and alarm systems e.g. smoke/heat detectors, alarm repeater - 4 visits per year;
- emergency lighting - 4 visits per year;
- gas heating systems - 2 visits per year (summer/winter) (the summer visit will include a gas safety check); and,
- gas safety check – annual (see reference to gas heating systems above).

The site manager must ensure that the maintenance is undertaken in line with the above contracts. Any discrepancies or uncertainties must be reported to Corporate Estates.

Additional Information/Guidance

- Council Policy HS20—Fire Safety Policy (Draft)
- [Fire Risk Assessment Guide—Offices and Shops—HSE](#)
- [Fire Risk Assessment Guide—Means of Escape for Disabled People—HSE](#)
- Fire Log Book



First-Aid

Under the Health and Safety (First-Aid) Regulations 1981 “Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn’t matter whether the injury or illness is caused by the work they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases.” The extent of first-aid provision will depend on a number of factors, such as the types of hazards present, the number of employees, the history of accidents, the proximity of medical services etc. This can be determined by carrying out a first-aid needs risk assessment. The approved code of practice (ACoP) for the regulations provides guidance to help employers meet their obligations.

The site manager will liaise with other site users to ensure that the required numbers of first-aid trained persons or appointed persons are available during the hours of work.

Sufficient and adequately stocked first-aid boxes must be provided and maintained by authorised personnel. The location of the first-aid boxes and the name(s) of the person(s) responsible for their up-keep must be clearly displayed throughout the site.

Records should be kept by the first-aiders/appointed persons of all treatment administered, and should include the name of the injured person, date, time and circumstances of the accident, and details of the injury sustained. This information must also be recorded on the incident/accident form.

Additional Information/Guidance

- [Council Policy HS9—First Aid at Work](#)
- [First Aid at Work—Guidance on the Regulations—HSE](#)
- [First Aid at Work—Your Questions Answered—HSE](#)

General Working Environment

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of basic health, safety and welfare standards. These regulations aim to ensure that workplaces meet the health, safety and welfare needs of all employees, including people with disabilities. The Regulations cover factors such as:

- **Health** - ventilation, temperature, lighting, cleanliness, waste materials, room dimensions and space, workstations and seating.
- **Safety** - maintenance, floors and traffic routes, doors, gates, walls, windows.
- **Welfare** - sanitary conveniences, washing facilities, drinking water, accommodation for clothing, changing facilities, facilities to rest and eat meals.

It is probable that the majority of queries received by site managers will be in some way related to these areas. The site manager should therefore make themselves aware of these regulations.

Additional Information/Guidance

- [Council Policy HS12—Workplace Health, Safety and Welfare](#)
- [Workplace Health, Safety and Welfare—A Short Guide for Managers—HSE](#)



Incidents/Accidents

It is the responsibility of all employees to report incidents and accidents that occur on Council premises or which arise from work carried out on behalf of the Council. Incidents and accidents must be reported on the Council's Incident/Accident Investigation and Injury Record form HS5 (A).

Certain incidents/accidents are also reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following are reportable if they arise 'out of or in connection with work':

- accidents that result in the **fatal injury** of an employee or member of the public;
- accidents that result in an employee suffering a **major injury** (fracture, dislocation etc.)
- accidents that result in an employee being **absent from work or unable to do their normal duties for more than seven days**;
- accidents that result in a member of the public suffering an injury and being **taken to hospital directly from the scene of the accident**;
- an employee **diagnosed with one of the specified work-related diseases**; or,
- one of the specified 'dangerous occurrences' – these do not necessarily result in injury but have the potential to do significant harm.

Reporting Arrangements

In the event that a work-related accident occurs on the site, the relevant manager must notify the health and safety team in line with the timescales identified in the Accident Reporting Arrangement Guidelines.

Where an incident/accident occurs on site and involves an employee, it is the direct line manager's responsibility to investigate. However, the site manager must be notified in order that hazardous areas and trends can be identified and any repairs or remedial work can be organised. Where the incident/accident involves a visitor, member of the public or contractor then the site manager should investigate unless there are obvious reasons why the responsibility rests with a different manager.

Additional Information/Guidance

- [Council Policy HS5—Reporting of Injuries, Diseases and Dangerous Occurrences](#)
- [Accident Reporting Arrangement Guidelines—May 2012](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013—HSE](#)

Interview Rooms

Interview rooms have an important role within the Council's office facilities as they provide an area of privacy where employees and members of the public can meet.

Where possible it is important that the interview room is in a location that prevents unauthorised access by the visitor(s) to the rest of the building. The design of the room should be such that it affords the employees a means of removing themselves from any violent situation, should it occur.

It is equally important that, where necessary, the interview room is fitted with a panic alarm for employees to summon assistance if needed. Arrangements should be developed for employees to follow in the event of the alarm sounding, and all employees must be aware of these procedures. Arrangements should include the need for the interviewer to check the room prior to the interview for any objects that could be used as weapons.

Additional Information/Guidance

- [Council Policy HS13—Violence at Work](#)



Legionella

Legionnaires' disease is a potentially fatal type of pneumonia, which is contracted by inhaling tiny airborne droplets or particles containing viable Legionella bacteria. Although healthy individuals may develop Legionnaires' disease, the elderly, smokers, alcoholics, and those with cancer, diabetes or chronic respiratory or kidney disease would be more at risk. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, whirlpool baths and hydrotherapy baths.

Corporate Estates have undertaken Legionella Surveys of the water systems within Council premises and developed site specific Legionella Site Log Books.

The site manager will follow the Legionella Survey/Site Log Book and will:

- keep the Log Book updated and readily available and use it to manage and control the water systems in the building;
- carry out the monthly temperature monitoring as instructed in the Log Book;
- carry out weekly flushing of any low-use water outlets as instructed in the Log Book and record actions accordingly; and
- record the findings and report any failings to the Legionella Team for investigation/rectification.

If your premise has not received a Legionella Survey/Site Log Book, or you as the site manager have not received training/instruction regarding your responsibilities, please contact Corporate Estates.

Additional Information/Guidance

- The Council's Legionella Survey/Site Log Book*

* Produced by Corporate Estates

Moving and Handling

There are always occasions when employees working in an office will need to move equipment, furniture, boxes etc. It is therefore essential that before undertaking these tasks, a risk assessment is undertaken that considers the factors below:

- avoiding hazardous manual handling operations where reasonably practicable —
 - is the job necessary?
 - can it be done in a different way?
 - can it be mechanised?
- assess any hazardous operations that cannot be avoided;
- reduce the risk of injury as far as is reasonably practicable -
 - add specialist sliders or wheels to furniture that has to be moved
 - provide sack trucks or trolleys
 - spread moving and handling tasks throughout the day
- ensure employees have received suitable and sufficient training.

The most useful assessments are set out in a simple format so that it is possible to quickly assimilate what equipment, techniques and numbers of employees are required to carry out the task safely. Simple tasks only require simple assessments, e.g. dividing large boxes into smaller loads. More complex tasks will require detailed assessment and will need to be recorded. In some instances generic assessments are acceptable, however, all assessments should consider the task, the load, the working environment and the individual's capabilities.

Clothing, footwear and protective equipment are other factors that have a direct impact on movement and the ability to adopt the correct posture while moving and handling. They should allow employees to perform a full range of unrestricted movements.

Additional Information/Guidance

- [Council Policy HS4—Manual Handling](#)
- [Manual Handling at work - A brief guide—HSE](#)



Passenger Lifts

All passenger lifts must be thoroughly examined by competent persons, at least every six months. As well as the lift, the inspection/maintenance programme should include any release mechanism, alarm and communication device installed. Corporate Estates have contracts in place for the examination and maintenance of lifts, and the site manager should consult and cooperate with them, the lift manufacturer and/or the lift servicing/maintenance company regarding matters concerning the lift.

Site managers are responsible for ensuring:

- notices are appropriately displayed instructing that the lift is not to be used in the event of a fire (unless it has been designed as a fire evacuation lift);
- sufficient people are designated and suitably trained to act as “responsible persons” in the event of a lift breakdown;
- appropriate procedures are in place for responsible persons to follow in the event the lift fails, trapping someone inside it;
- notices are prominently displayed in/on/adjacent to the lift giving:
 - the names and contact details of the responsible persons
 - clear instructions on how to isolate the electrical supply to the lift
 - details of where any access panel and emergency manual lift door release keys are located
- only trained and competent individuals have access to lift machinery, and that unauthorised access to the manual cranking mechanism/lift electronics etc. is prevented;
- notices are displayed inside the lift explaining what to do in an emergency;
- any emergency telephone, bell or other device, fitted in the lift for summoning help, is functioning correctly and can be heard where assistance is available; and,
- emergency operating procedures are periodically tested.

Additional Information/Guidance

- [Thorough Examination and Testing of Lifts - A simple guidance for lift owners —HSE](#)
- Council's Safety Bulletin—Lift Breakdowns—14 February 2012

Site Security

Crime does sometimes occur in public buildings and usually involves the “opportunist” theft of property from unlocked or unattended offices, but it can occasionally involve physical or non-physical violence against employees. By ensuring that security, like safety, is non-negotiable, opportunity for crime can be substantially reduced. The site manager is responsible for ensuring that on-site security is effective and sustained at an appropriate level.

Procedures should be developed for locking and unlocking the building and for receiving and supervising visitors, and, where assessed as necessary, CCTV and magnetic swipe/proximity card access systems installed. All procedures and systems should be periodically reviewed to assess their efficiency.

All site-based employees should be made aware of security procedures and informed of their responsibility to follow them. Steps should be taken to monitor employee compliance with those procedures.

Additional Information/Guidance

- [Council Policy HS13—Violence at Work](#)



Slips, Trips and Falls

Most slips occur when the flooring or ground is wet or contaminated. Most trips are due to poor house-keeping. These types of accidents are seen by many as inevitable and many people may not take them seriously. However, the statistics prove that slip, trip and fall accidents cost employers and the NHS millions of pounds each year, notwithstanding the pain and suffering of those injured.

The solutions are often simple and cost effective. A suitable assessment of the risks should identify the necessary control measures. For example:

Internal Areas

- floor surfaces should be kept free from obstructions and holes and defects repaired promptly, particularly those on staircases;
- handrails should be fitted on stairs;
- stairs should be maintained in a safe condition, kept free of obstructions and well lit;
- spillages should be cleaned up immediately;
- section heads are responsible for ensuring that the work areas under their control are kept clean, tidy and free from defects.

External Areas

- steps and paths in outdoor areas should be kept in good condition and free from obstructions that could lead to slips or trips;
- changes in surface levels such as on ramps and steps should be clearly marked and lighting should be suitable and sufficient;
- steps should have a suitable handrail, and paths that are used during the hours of darkness should be provided with outdoor lighting.

During the winter months it is likely that the risk of slips, trips and falls will increase. Arrangements should be developed to ensure that the increased risk is managed appropriately. For example:

- undertaking a pre-winter risk assessment/ inspection of pipes, guttering, drainage channels, traffic routes etc., to ensure leaks are identified and repaired before the onset of winter;

- ordering supplies of salt/grit, and developing procedures to ensure adequate stocks are maintained;
- prioritising pedestrian and vehicle routes for gritting;
- agreeing the timing and frequency of gritting; and,
- informing other site users of these arrangements.

Additional Information/Guidance

- [Workplace Health, Safety and Welfare—A Short Guide for Managers—HSE](#)
- [Council Guidance—Snow & Ice Management—A Guide for Site Managers](#)
- [Preventing slips and trips at work—A brief guide—HSE](#)



Smoking

The Smoke-Free Premises (Wales) Regulations 2007 prohibit smoking in enclosed or substantially enclosed public places, including workplaces. There is no obligation on employers to provide designated areas where employees can smoke. However, if designated smoking areas are provided, they should be located outside the building and away from doorways, windows and pedestrian routes. Arrangements must be made to remove all smoking debris.

“No smoking” signs must be placed in prominent positions at or near each entrance, so that people entering can see them.

Please note that the Council's 'Smoking in the Workplace' Policy imposes restrictions on smoking over and above those required by the aforementioned legislation. For example:

- employees can only smoke in their own time;
- the restrictions on smoking apply equally to both tobacco products and e-cigarettes;
- employees or visitors are not permitted to charge e-cigarettes in the workplace and/or in vehicles owned, leased, hired or rented by the Council.

Additional Information/Guidance

- [Council Policy HS18—Smoking in the Workplace](#)
- [Smoking Guidance and signage—Welsh Assembly Government](#)



Traffic Management

Every year about 70 people are killed and 2500 seriously injured in accidents involving vehicles in the workplace. Being struck or run over by moving vehicles are the most common causes of these accidents. Although the likelihood of being struck by a vehicle in an office site is low, the potential still exists. Vehicles likely to be encountered on an office site include cars, vans, delivery vehicles etc. Additionally, there may be occasions where building or refurbishment works may impact on the regular traffic management arrangements on site.

It is therefore essential that a risk assessment be undertaken to identify the potential hazards and to ensure that appropriate control measures are adopted.

The risk assessment should take into account items such as: the type of vehicles accessing the grounds; reversing vehicles; access for emergency vehicles; parking; pedestrian routes; vulnerable visitors; unsecured gates etc. Control measures could include: speed limits; adequate lighting; separate access/egress for pedestrians and vehicles; clearly marked and/or designated parking bays; assistance for reversing vehicles; close supervision of visitors; one-way systems etc.

Additional Information/Guidance

- [Managing Traffic Safety on Council Premises](#)
- [Workplace Transport Safety—A brief guide—HSE](#)



Visitors

Visitors to Council offices could include members of the public, contractors and other visiting Council employees. To protect visitors from harm, it will be necessary to know they are on site.

The simplest way of recording visitors' presence is by using a register and/or issuing a visitor's badge. Where practical, visitors must sign in and out indicating who they are visiting, the time they arrived and the time they leave.

Visitors must be informed of the risks to which they may be exposed whilst on site and any emergency arrangements, including the location of assembly points. Where an emergency arises, measures must be taken by the responsible person to ensure the visitor is accompanied to a place of safety. The responsible person may not necessarily be the site manager, but is likely to be the person who is meeting the visitor. Adequate supervision must be maintained while the visitor is on site.

Where disabled persons access the site, the responsible person must ensure, where necessary, that personal emergency evacuation plans (PEEPs) are developed for these individuals (See Fire Safety).

Additional Information/Guidance

- [Council Policy HS15—Visitors in the Workplace](#)

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require the risk to people's health and safety, from equipment that is used at work, be prevented or controlled. Generally any equipment which is used at work is covered by PUWER. Work equipment in an office environment includes items such as, shredders, stepladders, trolleys, and photocopiers.

Work equipment provided must meet the requirements of PUWER, and in doing so it must be:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition; and
- in certain circumstances, inspected to ensure that it is, and continues to be, safe for use.

Any inspection/maintenance must be carried out by a competent person and records kept. Where appropriate, employees will be expected to undertake visual inspections of equipment before use, and report to their line manager, any defects noted.

Risks created by the use of the equipment must be assessed, and eliminated where possible or controlled.

Employees using work equipment must receive adequate training, instruction and information for the equipment they are using.

Section heads are responsible for work equipment used solely by their employees.

Additional Information/Guidance

- [Council Policy HS21—Work Equipment](#)
- [Providing and using work equipment safely - A brief guide - HSE](#)

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Self Audit/Inspection Checklists

(To be completed by the site/building manager)



Policies and Procedures	Yes	No	Comments/Action Required
Have you access to all the current Corporate H&S Policies?			
Have you access to all current H&S Guidance? (Available on Intranet)			
Have you on display the completed Health and Safety Law Poster?			
Asbestos			
Have you a current Asbestos Register and Management Plan for your premise?			
Have you received training/instruction in its use including the emergency arrangements?			
Do you inform all contractors/maintenance staff / surveyors of the requirement to read and sign the register?			
Do you inform everyone who may work near asbestos of its presence?			
Have you arrangements in place that when you are not available a competent member of staff manages this process?			
Communication			
Are all site-based employees made aware of site safety arrangements?			
Are meetings with other occupiers held regularly?			
Has Corporate Estates been provided with current site contact information?			
Control of Contractors			
Have you arrangements in place to risk-assess how building work / maintenance / refurbishment works will affect the safety at the premise?			
Are Corporate Estates consulted and involved before and during construction/maintenance/ refurbishment works?			
Have you identified in-house personnel who are points of contact for contractors and visiting workers?			
Do you have arrangements in place to exchange information regarding hazards and risks with the contractors?			
Do you have arrangements in place to regularly communicate and meet with contractors?			
Are arrangements in place to ensure all site-based employees and visitors are made aware of hazards and risks associated with the contractor's work?			



COSHH	Yes	No	Comments/Action Required
Is there an inventory of all hazardous substances used/stored on site?			
Have appropriate COSHH assessments been undertaken?			
Are substances stored safely away from vulnerable people?			
Are arrangements in place for liaising with cleaner/caretaker's line managers?			
Are arrangements in place to liaise with contractors regarding hazardous substances?			
Have all relevant employees been suitably trained concerning safe methods of work?			
Has suitable personal protective equipment been issued, and employees trained in its correct use?			
Are procedures for dealing with spillages in place?			
Are new employees trained before using substances?			
Electricity			
Have the electrical systems been checked by competent persons?			
Are appliances in good condition?			
Are plugs, sockets and leads in good condition?			
Are electrical leads prevented from trailing across floors?			
Are there enough sockets (i.e. sockets not overloaded)?			
Are RCDs used where required?			
Are regular visual checks of equipment carried out?			
Do only competent people check and maintain equipment?			
Are employees trained in the safe use of equipment?			
Are there mechanisms in place to safely deal with faulty equipment?			



Fire Safety				Refer to rear of fire risk assessment folder for annual fire safety self audit.
First-aid	Yes	No	Comments/Action Required	
Has a first-aid needs risk assessment been carried out to determine the number of first-aiders and appointed persons required?				
Where required, are all shifts covered by suitable numbers of first-aiders and appointed persons?				
Are notices displayed detailing the location of the first-aid provision on site, including the identity and location of the first-aider(s) and/or appointed person(s)?				
Are all first-aid kits clearly marked?				
Are all first-aid kits, fully stocked, and regularly checked and replenished when necessary?				
General Working Environment				
Are floor surfaces suitable, flat, free from trip hazards and properly maintained?				
Have you arrangements for cleaning up spillages?				
Are carpets in good condition?				
Are stairs well lit?				
Is the stair covering in good condition and clean?				
Are stairs free from obstructions?				
Are lighting levels sufficient including those in corridors and stairs?				
Is there sufficient ventilation?				
Is glazing in good condition ?				
Are window restrictors in place, where required?				



Incidents/Accidents	Yes	No	Comments/Action Required
Are all incidents and accidents investigated and reported appropriately within set timescales?			
Are records kept at the premise of all incidents and accidents?			
Are incidents / accidents reviewed to identify trends?			
Interview Rooms			
Is the interview room appropriately located to prevent unauthorised access to the rest of the building?			
Has the room been designed to allow employees to safely leave if they feel threatened?			
Is there a panic alarm installed?			
Are procedures in place for employees to follow in the event the alarm is activated?			
Are alarms regularly tested?			
Is the room free of objects that could be used as weapons?			
Legionella			
Have you a Legionella Survey/Site Logbook?			
Have you received training/instruction regarding your responsibilities?			
Do you undertake weekly flushing of low-use water outlets as instructed in the Legionella Survey/Site Log Book?			
Do you carry out monthly water temperature checks as instructed in the Legionella Survey/Site Log Book?			



Moving and Handling	Yes	No	Comments/Action Required
Is moving and handling avoided where possible?			
Have all manual handling tasks been assessed and preventative measures implemented?			
Do assessments cover the load, work method, workplace, working environment and individual capability?			
Are appropriate lifting and handling aids available and used?			
Are employees trained in use of equipment and handling techniques as appropriate?			
Passenger Lifts			
Are all passenger lifts maintained and inspected in accordance with set contract (contact Corporate Estates)?			
Is there signage outside the lift indicating that it must not be used in the event of a fire?			
Are there emergency procedures in place if the lift fails and people are trapped?			
Are there notices inside the lift stating what to do in the event of an emergency?			
If fitted, are checks made on the emergency telephone, bell or other device to call for assistance?			
Are drills carried out periodically to test the efficiency of the emergency operating procedures?			
Site Security			
Have suitable assessments of security needs been undertaken, and are periodic reviews carried out?			
Are there procedures in place for locking/unlocking the premises?			
Are there procedures in place for receiving and supervising visitors?			
Have all site-based employees been informed of these procedures, and is compliance with them monitored?			



Slips Trips and Falls	Yes	No	Comments/Action Required
Internal Areas			
Are floors in good condition?			
Are pedestrian routes free from obstruction and trip hazards?			
Are changes to surface levels clearly marked?			
Are work areas kept clear of trailing cables and other trip hazards?			
Are pedestrian routes appropriately and adequately lit?			
External Areas			
Are all steps and pathways in good condition and free from obstructions?			
Are suitable handrails in place for steps?			
Is there lighting for paths used after dark?			
Are procedures in place for clearing snow and gritting traffic routes?			
Have traffic routes been prioritised for clearing/gritting?			
Have sufficient supplies of salt/grit been ordered?			
Has suitable training and instruction been provided to relevant staff?			
Smoking			
Are appropriate "No Smoking" signs suitably displayed?			
If provided, are designated smoking areas located away from doors and windows?			
Have arrangements been made to remove all smoking debris?			
Have all site-based employees and others been informed of the restrictions on the use of both tobacco products and e-cigarettes?			
Are procedures in place to monitor compliance?			



Traffic Management	Yes	No	Comments/Action Required
Has a Traffic Management Risk Assessment been undertaken?			
Where possible, are pedestrians segregated from vehicles?			
Is the car park adequately lit?			
Is all relevant signage clear and visible?			
Visitors			
Have you arrangements in place to account for all visitors?			
Are steps taken to inform visitors of any known risk?			
Do you inform visitors of the fire evacuation procedures?			
Have you "Personal Emergency Evacuation Procedures" in place for disabled visitors?			
Work Equipment			
Is the equipment in good condition?			
Is the equipment inspected in accordance with the relevant legislation?			
Are appropriate service/inspection records maintained?			
Have suitable and sufficient risk assessments been carried out?			
Have employees received appropriate training?			
Are records kept of employee training?			

Signature:

Date:

