

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

MANAGEMENT OF HEALTH AND SAFETY FOR TECHNICAL SERVICES – TRADES

SP05

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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
Sept 2023	01	Initial issue	Colin Hannigan Health & Safety Team

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, EDC have a duty to also;

- appoint competent people to help implement the arrangements;
- set up emergency procedures;
- provide clear information and training to employees;
- work together with other employers sharing the same workplace.

This document has been created to provide a suitable and correct procedure for the management of health and safety for all trade operatives working for EDC.

2. SCOPE

This procedure applies to all East Dunbartonshire Council, employees, trade operatives and Team Leaders and the role specific activities required from them.

3. ROLES AND RESPONSIBILITIES

3.1. CHIEF EXECUTIVE

The East Dunbartonshire Council (EDC) Chief Executive has ultimate responsibility for health and safety and ensuring the management of health and safety for all trade operatives working for EDC.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible and accountable within their areas of responsibility for this management procedure is implemented in respect of premises under the control of or otherwise, occupied by EDC personnel.

3.2 EXECUTIVE OFFICERS & MANAGERS

The Executive Officers and Managers must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in the implementing the measures of this Management Procedure to comply with relevant Health and Safety legislation.

3.3 HEALTH AND SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties in regards to the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Manager, Team and Squad Leaders in fulfilling their duties.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

3.4 TEAM LEADERS

Team Leaders must ensure that they understand the scope and content of their responsibilities for the successful implementation of this Management Procedure where this is relevant to their area of work.

As a Team Leader, you are expected to “lead by example” in everything that you do;

Team Leaders must;

- Organise, manage and plan your work in line with programme requirements;
- Be approachable and responsive with the ability to communicate clearly and effectively;
- Have the confidence to stop any unsafe work you witness by your people and all others;
- Be motivated and be able to motivate others to work safely;
- Share your knowledge, experience and positive attitude towards achieving safe standards;
- Understand risk management, especially in relation to the tasks being undertaken;
- Brief your teams on safe systems of work such that they understand and adhere to the specified control measures;
- Recognise that health and safety is everybody’s responsibility and that you, and all line managers; lead by example;
- Fulfil your legal responsibilities as Team Leader;
- Contribute proactively at Health and Safety co-ordination and progress meetings.

3.5 EMPLOYEES

All employees must cooperate with the Health & Safety team in following procedures and instructions based on this Health and Safety Management Procedure.

4. DEFINITIONS

CSCS: Construction Skills Certification Scheme

CPCS: Construction Plant Operatives Scheme

IPAF: International Powered Access Federation
MEWP: Mobile Elevated Working Platform
PASMA: Prefabricated Access Suppliers' and Manufacturers' Association

5. TRADE OPERATIONS FOLDERS

Trade Folders are placed into seven sections. Each operative or team of operatives will be supplied with a folder containing each of these sections.

Team Leaders are responsible for the maintenance and upkeep of the Trade Folders and will review each folder at least every 12 months against the latest health and safety documentation, updating where required.

Trade Folders are as follows:

- Trade Specific Risk Assessments
- Daily Setting To Work Brief
- Dynamic Risk Assessment
- Checklists and Inspections
- Work Permits
- COSHH
- Accidents, First Aid and Fire

5.1 TASK SPECIFIC RISK ASSESSMENTS

Risk Assessments must be made specific to each trade and completed by the Team Leader with the assistance and engagement of trade operatives and the Health and Safety Department.

5.2 DAILY SETTING TO WORK BRIEF

Setting our teams to work the correct way ensures operatives understand their scope of work and the associated risks involved. Operatives can then make informed decisions on how to best approach and complete a task safely. By taking the time to plan activities safely, operatives are empowered to put into practice the controls they have put in place.

The B02 Daily Setting to Work Team Brief should be used where teams are set to work in situations that differ from repetitive, previously risk assessed tasks. However, it is recommended that the B02 is used with all work that involves high risk operations.

5.3 DYNAMIC RISK ASSESSMENTS

A Dynamic Risk Assessment (DRA) is an on the spot assessment of unplanned hazards that need to be controlled. The D02 Dynamic Risk Assessment is not required for every task and should only be used when the task being completed is not already covered under the general Trade Specific Risk Assessments

Trade operatives should retain all completed DRA's and feedback periodically and via their Team or Squad Leader so new Risk Assessments can be compiled by the Health and Safety Team where required.

5.4 CHECKLISTS AND INSPECTIONS

The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) place specific duties on employers and employees to maintain and record inspections to work equipment, lifting equipment and accessories.

EDC must ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.

EDC must ensure that where any machinery has a maintenance log, the log is kept up to date:

- F01 Work Equipment Register must be recorded weekly where tools and equipment are being used.
- G01 Lifting Equipment and Accessories Inspection Register must be recorded weekly where lifting equipment and/or lifting accessories are used.
- G02 Lifting Equipment Inspection Report must be completed to reflect all current and in use lifting equipment and accessories.
- H01 Mobile Elevated Working Platform (MEWP) Checklist must be completed prior to any use of a mobile elevated working platform.
- F03 Harness and Lanyard Inspection Record must be completed every week where personal fall restraints are in use.
- F02 Mobile Plant Daily Check
- A Fire Extinguisher Monthly Check must be recorded.

5.5 WORK PERMITS (SAFE SYSTEM OF WORK)

Team Leaders will act as the permit authority. Permits can only be issued and closed by the Team Leader, and only with a full understanding of the task/job that is to be/has been completed.

5.5.1 Stepladder / Ladder Use

- Ladders and Stepladders must only be used where there is no alternative for safe working at height is available.
- Ladder use is for short duration work only.
- Any use of a ladder should be completed as a two-person operation.
- The H02 Ladder Register must be maintained.

5.5.2 Breaking of Ground

Where ground is to be broken then an 'N03 Permit to Dig' MUST be issued to help manage work near to underground services.

Subject to task specific risk assessment, a permit may be issued at the start of a week and be valid for the duration of that week.

The purpose of the permit is to ensure:

- All known services have been located
- Sufficient trial holes have been dug to identify the route(s) taken by each service
- There is sufficient clearance between the proposed excavation and the existing services

- Sufficient arrangements have been made to provide support and /or traffic management
- All operatives and supervisors involved are trained and competent.

The N03 Permit to Dig can only be issued by a trained and competent Team Leader. Any excavation left unattended must be managed and secured with double clipped Heras fencing.

An 'O01 Excavation Daily Inspection Checklist' must be completed where there is a change in the working conditions surrounding the excavation. For example, following heavy rainfall after a rest or break period or at the start of the days' work.

5.5.3 Hot Work

- N04 Hot Work permits must be utilised where any hot works take place irrespective of duration and size.
- Only those trained and competent in the operation of work equipment designed to create hot works will be issued with a hot works permit.
- Following the completion of hot works, operatives must check the area for sources of ignition until 60 mins have expired following the completion of works plus a further two hours after this.

5.5.4 Mobile Elevated Working Platform (MEWP)

Where the use of a MEWP is required (Static Boom (Class1b); Mobile Verticals (Class 3a); Mobile Boom (Class 3b) only), then a 'N01 MEWP Permit to Work' must be completed.

This will be issued by the Team Leader and is location specific.

- Only those who hold the relevant IPAF competency card will operate a MEWP

5.5.5 Restricted Space / Confined Space Work

Restricted Space: An area where access and or egress is difficult or there is restricted working space which presents a hazard.

Examples include:

- Small loft spaces
- Basements or crawl spaces with low ceilings and difficult escape routes.

Confined Space: A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Examples include:

- Sewer works
- Deep trenches
- Plant rooms
- Substations

The Department Manager must ensure a safe system of work (SSOW) is agreed prior to all confined or restricted space work operations.

- Contact the Health and Safety Team for assistance with SSOW.
- Task specific risk assessments and rescue plans must be in place prior to any restricted or confined space work.
- It is the recommendation that all Confined Space work be awarded to a competent specialist contractor where possible.
- In the event confined space work must be carried out by trade teams, it will be carried out by individuals who are trained and competent in undertaking works in confined spaces.
- A 'N02 Confined Space Entry' Permit to work is required for all EDC confined space entry work.
- All confined space entry monitoring equipment must be calibrated and tested, and the monitoring procedure followed prior to entering any confined space

5.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All products that are classed as hazardous must:

- Have an up-to-date Safety Data Sheet
- Have an up to date J04 COSHH Assessment
- Be recorded on an inventory of hazardous Materials
- Be marked, labelled and securely stored according to the Safety Data Sheet.

5.7 ACCIDENTS, FIRST AID AND FIRE

5.7.1 Accident and Incident Reporting

All accidents and incidents, however minor, must be recorded on the Accident/Violent Incident/Fire Alert Reporting Form (**HS1a**); this should be completed in accordance with Health and Safety Procedure SP01.

All near-miss incidents must be recorded on the Near Miss Incident - Dangerous Occurrence Reporting Form (**HS1b**)

It is the responsibility of all employees to ensure they notify their line management of an injury/incident as soon as possible to ensure the incident is recorded.

5.7.2 First Aid

A first aid box must be provided and located in each EDC vehicle to ensure there are adequate supplies for the nature of the hazards involved.

All boxes will comply with BSI standard **BS8599**. Only specified first aid supplies will be kept. Creams, lotions or drugs, however mild, will not be kept in first aid kits.

First aid boxes will display the:

1. Name of the person responsible for upkeep.
2. Contents of the box and replenishing arrangements.

First aid boxes should be inspected monthly and restocked when necessary.

5.7.3 Fire

A fire extinguisher must be provided and located in each EDC vehicle, these should only be used to assist in the safe escape from a fire. In the event of a fire, Emergency services should be contacted on **999**.

6. ASBESTOS

For guidance on the management of Asbestos and asbestos containing materials (ACM's), please refer to the EDC Health and Safety Policy EDC/HSP/04 Asbestos Management.

7. PERSONAL PROTECTIVE EQUIPMENT

A minimum standard set of East Dunbartonshire Council branded Personal Protective Equipment will be supplied to trade operatives.

The basic standard set of equipment must include:

- Hard hat head protection to **EN 397**.
- Safety footwear with steel toecap and midsole protection to **EN 345**
- Hi-visibility vest / jacket / waistcoat to **EN 471**.
- High impact safety glasses/goggles to **EN 166**
- Eye protection to be **EN 166 F** for all nail gun use.
- Safety Goggles / face visor conforming to **EN 166 1.B 3.4.9** for use with abrasive wheel.
- Disposable FFP3 RPE Face Fitted Mask to **EN 149 ***
- Standard EDC branded Tradesperson Uniform

*All operatives at risk of exposure to construction dust (silica, wood and non-silica stone dust) must have an RPE Face Fit test completed with the results recorded onto the Face Fit Test Record.

8. TOOLING AND EQUIPMENT

Tooling and equipment for Technical Service Trade operatives will vary from department to department and for each trade.

As per **Section 4.7** of the **SP07: Management of Vibration** procedure;

Senior Managers, Team Leaders and Workshop will make sure that the Vibration Working Group is notified of the procurement of new vibrating tools and equipment prior to purchase.

A sample of all new vibrating tools and equipment shall be trialled to confirm manufacturers' vibration information has been verified and at acceptable levels prior to purchase.

All new vibrating tools and equipment should be purchased via the I-procurement (i-proc) system. This will ensure that all manufacturers' vibration information has been collected and protection measures identified.

When placing orders for vibrating equipment i-proc will prompt those placing the order to ensure that the vibration levels and EDC Health & Safety Procedure: SP07 Management of Vibration has been considered before progressing.

When vibrating tools and equipment are to be hired the Team Leader and Workshop will ensure that the equipment is hired for no more than a period of 28 days. This shall ensure the timeous return of the hire equipment and make sure the service is not reliant on hire equipment for prolonged periods. Ideally, this should be a short-term measure and if equipment is required for longer, it should be leased or purchased.

9. TRAINING AND COMPETENCE

EDC shall ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.

Copies of operative training certificates (CPCS/PASMA/IPAF etc...) will be kept on file (training matrix) by each department, and should be made available upon request.

10. SAFETY BRIEFINGS

Safety briefings are a proactive way to ensure health and safety is forefront in the minds of our employees and make them aware of current risks and hazards. Daily safety briefings by Team Leaders or supervisors to operatives help to foster a good health and safety culture.

It is encouraged that the B02 Daily Setting to Work Team Brief be used to assist in the safe setting to work of EDC trade operatives.

11. TOOLBOX TALKS

Toolbox talks allow EDC employees to explore the risks of specific health and safety issues relating to their roles and responsibilities, and think about ways to deal with them. Toolbox talks should focus on a single topic and be held regularly for greatest impact.

Monthly toolbox talks will be delivered by Team Leaders and recorded on the B01 Health and Safety Briefing Record. A record should be maintained by each department.

The Health and Safety Department will periodically issue and deliver toolbox talks that will be relevant to current HSE initiatives or following a specific safety alert.

12. SAFETY INSPECTIONS AND AUDITS

12.1 HEALTH AND SAFETY DEPARTMENT

The Health and Safety Department will complete periodical safety inspections and audits to ensure compliance with statutory regulation and EDC standards and procedures.

Areas identified for improvement will be communicated with Managers and Team Leaders. Communication, engagement and support at all levels are an important step in creating a good safety culture within EDC.

12.2 TEAM LEADERS

Team Leaders are encouraged to complete a monthly 'P01 Team Leader Health and Safety Inspection Report' to ensure compliance with statutory regulation and EDC standards and procedures.

The P01 Team Leader Health and Safety Inspection Report will be submitted to the Department Manager and any actions noted must be closed out with evidence produced where necessary.

Close outs must be completed on the P02 Team Leader Health and Safety Inspection Close Out and confirmed by the Team Leader.

13. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

14. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment Regulations 2018

East Dunbartonshire Council: Health and Safety Policies/Procedures

- HSP01 Health and Safety Policy
- HSP02 Gas Safety
- HSP03 Fire Safety
- HSP04 Management of Asbestos
- HSP05 Management of Contractors
- HSP06 Occupational Health
- HSP07 Controlling Workplace Hazards
- SP01 Accident and Incident Reporting
- SP02 Asbestos Management for Property Maintenance
- SP03 Trade Specification for Scaffolding
- SP07 Management of Vibration
- SP10 Hearing Conservation Program

East Dunbartonshire Council: Health and Safety Forms

- HS1a Accident/Violent Incident/Fire Alert Reporting Form
- HS1b Near Miss Incident - Dangerous Occurrence Reporting Form
- B01 Health and Safety Briefing Record
- B02 Daily Setting to Work Team Brief
- D01 Task Specific Risk Assessment Pro-forma
- D02 Dynamic Risk Assessment
- F01 Work Equipment Register
- F02 Mobile Plant Daily Check
- F03 Harness and Lanyard Inspection Record
- G01 Lifting Equipment Accessories Examination Register
- G02 Lifting Equipment Inspection Report
- H01 MEWP Checklist
- H02 Ladder Register
- J04 COSHH Assessment
- N01 MEWP Permit to Work
- N02 Confined Space Entry Permit to Work
- N03 Permit to Dig
- N04 Hot Works Permit to Work
- P01 Team Leader Health and Safety Inspection Report
- P02 Team Leader Health and Safety Inspection Close Out