



ABERDEEN
CITY COUNCIL

Health and Safety Policy

(HS.1.0)



Aberdeen City Council

Health and Safety Policy

1.0 Policy Statement

Aberdeen City Council recognises that health and safety is a fundamental part of both the efficient and effective delivery of quality local government services.

Aberdeen City Council Elected members, Chief Executive, Directors, Heads of Service and Operational Line Management are committed to making health, safety and wellbeing a high priority in all our activities. They will visibly lead by example in actively establishing a positive health and safety culture by ensuring so far as is reasonably practicable steps to:

- provide and maintain safe and healthy working conditions and environment for all our employees, clients and any others who may be affected by our work activities;
- provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances;
- identify, assess and provide adequate control of occupational health and safety risks arising from our work activities, ensuring risks are dealt with sensibly, responsibly and proportionately to eliminate or minimise risks;
- prevent and further reduce incidents, instances of near miss and cases of work-related ill health;
- provide information, instruction, training and supervision as necessary as timeously as possible to ensure that employees are competent to do their tasks, and services are delivered safely without the risk to health;
- ensure that responsibilities of individuals are clearly defined and understood by all;
- engage and consult with employees on matters affecting their health, safety and wellbeing;
- maintain an effective system of joint consultation with trade union representatives and, where elected, non trade union representatives of employee safety, as appropriate;
- maintain arrangements for the co-ordination and co-operation with other employers where employees or clients in shared premises, facilities or activities with persons working in other organisations;
- continually improve our health and safety performance in delivery of our services;
- develop and implement emergency procedures – evacuation in case of fire or other significant incident;
- ensure commitment, support and action from all employees and allocation of sufficient resources to enable legal compliance as a minimum acceptable level; and
- review and revise this policy annually.

The above requires the commitment, support and action from everyone working within Aberdeen City Council and is central to the ongoing effective management of health and safety within the organisation.

Signed

Date

23/3/15

Angela Scott
Chief Executive
Aberdeen City Council

2.0 Responsibilities

2.1 Elected members

Elected members have the responsibility of endorsing the organisation's policy and strategic direction to its stakeholders. There is a collective responsibility for providing leadership and direction, which means that all elected members have a responsibility for ensuring occupational health, safety and wellbeing within the organisation. To enable elected members to have a proper understanding of such risks, the systems in place for managing risks, and an appreciation of the causes of any failures elected members will:

- visibly demonstrate and “champion” the strategic importance of health and safety via a leadership style that promotes, sets and enforces a positive health and safety culture;
- ensure that decisions taken when developing Council policies and services reflect the Council's health, safety and wellbeing commitment;
- ensure that adequate resources are available to implement the corporate health and safety policy;
- consider and monitor the overall health and safety performance and trends of the Council and compliance with health and safety legislation;
- review corporate and Directorate annual reports on health and safety;
- appoint a senior Elected member with specific responsibility for health and safety.

2.2 Chief Executive

The Chief Executive has ultimate overall responsibility for all health, safety and wellbeing issues within the Council and will provide strong effective leadership and direction for the implementation of this policy. The Chief Executive will visibly demonstrate commitment in regular health, safety and wellbeing discussions around; the reporting of performance measures; ensuring systems are in place for the identification and addressing of improvement areas; effective communication and consultation; all supported by robust governance arrangements.

The Chief Executive will ensure, via Corporate Management Team that responsibilities are met and that adequate resources are made available to implement a “Plan, Do, Check, Act” approach to the sensible, responsible and proportionate management of risk within the organisation.

Practical day-to-day responsibility for ensuring this policy is put into practice is delegated to operational line managers in respect of areas under their management control as detailed below:

2.3 Corporate Management Team – (Chief Executive and Directors)

- Responsible for ensuring the corporate health and safety policy is implemented at strategic level;
- Visibly demonstrate and “champion” the strategic importance of health, safety and wellbeing via a leadership style that promotes, sets and enforces a positive health and safety culture;
- Develop and foster a culture which regards health and safety management as an integral part of the organisations general management arrangements;

- Establish, implement, maintain and embed an occupational health and safety management system;
- Supportive of management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately;
- Setting and monitoring of annual health and safety objectives and targets;
- Undertakes assessment of the effectiveness of health and safety management within the organisation to provide management assurance of compliance.
- Allocation of sufficient resources to implement the corporate health and safety policy;
- Promoting health, safety and wellbeing as a shared employee and management objective and will include the consultation with recognised safety representatives; and
- Informing elected members of health and safety issues, as appropriate.

2.4 Directors

- Embed occupational health, safety and wellbeing as an integral part of service delivery at strategic level through to operational delivery;
- Responsible for the implementation, maintenance and monitoring of health and safety policy and associated policy, procedures and guidance within their Directorate;
- Production, review and communication of their Directorate health and safety arrangements detailing specific tasks and responsibilities. This requires to include a plan, do, check, act approach to eliminate, reduce or control risk;
- Develop and implement a range of risk control measures which ensure compliance with statutory requirements and applicable codes of practice.
- Ensuring that all places of work under their control are maintained in a condition that is safe and without risks to health, safety and wellbeing.
- Development of Directorate health and safety improvement plan, setting of annual targets, measuring performance through Corporate Health and Safety Committee, Directorate Health and Safety Committees and senior management meetings. Progress will be regularly evaluated, reported and published in annual Directorate Health and Safety report to the Corporate Health and Safety Committee; and
- Ensuring effective discussion and communication of health and safety issues and performance at health and safety committees and senior management meetings.

2.5 Heads of Service

- Responsible for the implementation, maintenance and monitoring of health and safety policy arrangements and Directorate health and safety improvement plan within their Service at an operational level;
- Ensuring key occupational health and safety risks related to their service delivery and work tasks are identified and eliminated, reduced or controlled;
- Identify and implement proactive health, safety and wellbeing workplace initiatives;
- Ensuring proper control, including management, of contractors' activities;
- Prepare and present to the Corporate and Directorate Health and Safety Committee an annual health and safety report evaluating service performance and set future objectives and targets for benchmarking;
- Represent management at health and safety committees;
- Ensure the availability of accurate and accessible information on the incidence and of work related accidents and occupational ill-health, with the setting of clear priorities, targets and strategies for their reduction;
- Regularly review occupational health and safety information (including wellbeing such as maximising attendance, working hours, occupational health provider and employee

assistance service utilisation and reports) to identify trends and potential action, implement to improve performance and compliance with legal requirement and corporate policy;

- Ensuring effective management of employee workload to ensure that an appropriate balance is struck between work and life outside;
- Nominate responsible persons for delegated health and safety duties in establishments including a premises responsible person. Ensure mechanisms are in place in shared premises for the communication and co-ordination with defined roles and responsibilities;
- Ensuring effective discussion and communication of health and safety issues and performance at health and safety committees, senior management and workplace meetings; and
- Undertakes assessment of the effectiveness of health and safety management within their related Service. Ensuring that compliance checks on the health and safety management systems are received and corrective action implemented.

2.6 Operational Line Management

- Responsible for the implementation, maintenance and monitoring of the health and safety policy arrangements and Directorate health and safety improvement plan in their area of responsibility;
- Responsible for ensuring that appropriate health and safety arrangements are in place, ensuring that any health and safety responsibilities delegated to staff within their area are clearly identified, relayed and undertaken;
- Undertaking and ensuring valid risk assessments are available, and regularly reviewed, for activities undertaken by the service and pertinent findings of risk assessments and any changes to work practices communicated to staff;
- Ensuring the provision and maintenance of safe vehicles, plant and equipment and ensure safe handling, transportation, storage and use of substances;
- Ensuring that all staff are, and remain, competent to carry out any activities required as part of their duties and responsibilities through the provision of appropriate information, instruction training and supervision;
- Encouraging each employee to co-operate in incident and near miss prevention and to exercise personal responsibility so as to avoid accidents to themselves and others;
- Actively monitor and review health and safety performance taking action as appropriate;
- Responsible for recording and investigating incidents and near misses to identify remedial actions and trends to prevent reoccurrence;
- Monitor working conditions and environment including the completion of Workplace Inspections, undertake and arrange where appropriate referrals and health surveillance through occupational health provider;
- Implement and monitor employee attendance management, regularly review workload and working hours in line with legal requirements and corporate policy taking remedial action where necessary;
- Ensuring compliance with all relevant Council guidance documents and procedures;
- Motivating and empowering employees to work in a safe and healthy manner in order to encourage a positive attitude towards health, safety and welfare in the workplace; and
- Ensuring effective discussion and communication of health and safety issues and performance at health and safety committees, senior management, workplace meetings and discussions.
- Undertakes assessment of the effectiveness of health and safety management within their related service delivery.

2.7 Employees

- Responsible for co-operating with supervisors and managers on health and safety matters;
- Working in accordance with any health and safety instruction or training that has been given;
- Not interfering with anything provided to safeguard their health and safety;
- Taking reasonable care of their own health and safety;
- Not to compromise the health and safety of persons working with or around them through negligent acts or omissions;
- Setting a good example to others, especially young or inexperienced workers;
- Reporting all health and safety concerns to an appropriate person;
- Employees must inform line management as soon as practicable of incidents and instances of near miss; and
- Participating in health and safety related workplace discussions and meetings.

2.8 Health, Safety and Wellbeing Manager

- Provide competent occupational health and safety advice to members of the Council, Corporate Management Team, operational line management and employees;
- Provide up to date information on changes to legislation;
- Develop corporate policy, procedures and guidance that will ensure compliance with statutory requirements and applicable codes of practice;
- Co-ordinate, interpret, progress enquiries from enforcing authorities and support Directorates in addressing actions;
- Independently assess health and safety management system compliance within the organisation;
- Undertake proactive and reactive monitoring, analysis and evaluation of health and safety performance to check compliance and identify remedial actions;
- Preparation of an annual corporate health and safety management report and improvement plan intended to ensure that safety standards are raised or maintained throughout the Council;
- Actively promote and develop a positive health and safety culture within the organisation;
- Assist in the enhancement of the organisations occupational health and safety management system to improve health and safety performance within the organisation;
- Identify and implement proactive health, safety and wellbeing workplace initiatives;
- Provision of corporate occupational health service and employee assistance programme; and
- Delivery of the corporate health and safety development programme.

2.9 Health and Safety Co-ordinators

- Responsible for the co-ordination of health and safety activities across each Directorate;
- Reporting of reportable incidents and instances of near miss in line with corporate guidance;
- Maintaining and reporting specific health and safety information including:
 - Directorate risk register;
 - Directorate health and safety matrix;
- Preparation and co-ordination of annual health and safety report and improvement plan in conjunction with Directors and Heads of Service;
- Issue and co-ordination of Workplace Inspections; and
- Maintaining and dissemination of health and safety information across Directorates, as appropriate.

2.10 Health and Safety Representatives

This policy uses the term 'Health and Safety Representative' to apply to both appointed and elected representatives.

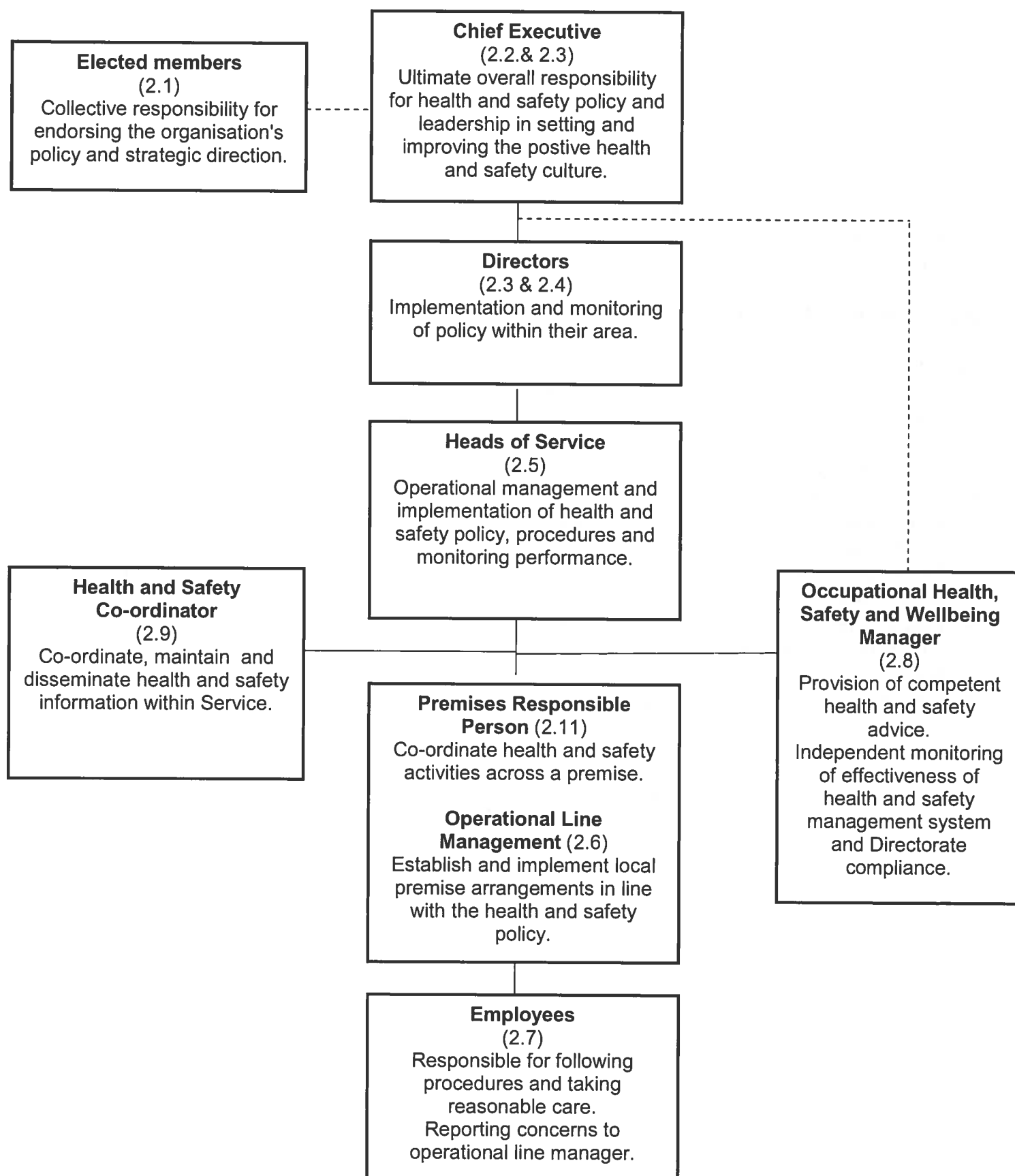
- Promote a sensible, responsible and proportionate approach to health and safety;
- Joint working with line management in "championing" health and safety in the workplace;
- Undertaking functions as per the Safety Representatives and Safety Committees Regulations 1977 (as amended) or the Health and Safety (Consultation with Employees) Regulations 1996 (as amended);
- Independent of management, represent the workforce on health and safety generally, or make representations on potential hazards and dangers; and
- Attending and participation at relevant health and safety committees.

2.11 Premises Responsible Person

The Premises Responsible Person is the Operational Line Management in charge of a premise. In the case of a multi-occupied premise agreement must be reached for one Council nominated employee to fulfil this role to co-ordinate and communicate with other Services and third parties.

- Responsible for the co-ordination of health and safety activities across a premise;
- Responsible for ensuring suitable emergency arrangements for the premise are in place;
- Main point of contact for health and safety on the premises and related workplace monitoring;
- Sense check health and safety arrangements between occupants from an operational perspective;
- Responsible for progressing identified workplace monitoring actions and checking effectiveness of controls;
- Responsible for the security of the premise and preventing unauthorised access; and
- Operation of permit to work system for contractors undertaking work within the premise and surrounding grounds.

2.11 Structure Chart





3.0 Arrangements

This policy is the over-arching policy for health and safety management within Aberdeen City Council. It is supported by other related policies, procedures and guidance available on the Intranet "the Zone" health and safety pages.

4.0 Planning and Implementation

The organisations health and safety management system reflects Successful Health and Safety Management (HSG 65) in terms of a Plan, Do, Check, Act approach to achieve a balance between the systems and behavioural aspects of management.

Directorates will ensure that health and safety is an integral part of service delivery through the development of Directorate health and safety specific arrangements as necessary to implement the corporate health and safety policy statement. The corporate and Directorate health and safety improvement plans will provide the framework for continuous improvement of the organisations health and safety management system. Strategic decisions will take into account the potential impact on operational delivery.

4.1 Health and Safety Committees

The Corporate Health and Safety Committee will be held on a quarterly basis in line with its constitution/ terms of reference. A quarterly and an annual report will be produced to detail the organisations health and safety performance along with a corporate health and safety improvement plan. Each quarterly report will focus on one of the following system components Controls, Co-operation, Communication and Competence. This collated information will inform the committee of the current status of each with identified summary improvements.

Each Director and nominated Head of Service will establish and maintain a Directorate Health and Safety Committee in line with issued guidance. Meetings will be held on a quarterly basis to monitor performance and progress on the Directorate's health and safety improvement plan, management and independent assurance checks.

Planning for health and safety shall be included as a standing agenda item within the remit of the Directorate Senior Management Team meetings (SMT) and Corporate Management Team (CMT). See appendix 1 for the process for raising and dealing with health and safety issues.

The Health and Safety Committee is not an alternative or substitute for local liaison meetings or safety groups involving employee representation.

4.2 Health and Safety Improvement Plans

The Chief Executive will ensure that a corporate health and safety improvement plan is developed, implemented and monitored by the corporate management team (CMT) and through the Corporate Health and Safety Committee to improve the existing health and safety management system and performance.

Directorates will prepare a health and safety improvement plans outlining specific Directorate health and safety objectives and targets (short and long term) developed in consultation with the health, safety and wellbeing team and trade unions.

All health and safety improvement plans will be regularly evaluated, reported and monitored by the Directorates' senior, management teams (SMT). Updated health and safety improvement plans will form part of the Directorates' annual health and safety report presented to the Corporate Health and Safety Committee.

4.3 Risk Identification

Directorates will identify all significant health and safety risks arising from their service delivery using corporate risk assessment templates as per procedures and guidance, this includes:

- Generic risk assessment – task based employee work activities;
- Specific risk assessment – COSHH, DSE, First Aid, Manual Handling, Stress, Young Persons, New and Expectant Mothers, Noise, Vibration.

Identified risks will be dealt with sensibly, proportionately and responsibly in the development and implementation of safe systems of work with adequate controls.

Risk assessment findings and their associated controls will be communicated to the affected employees using appropriate methods of informing, instructing and training. Adequate level of supervision will positively reinforce safe working arrangements.

4.4 Fire Safety

The management of fire within council workplaces will be undertaken in line with corporate policy, procedure and guidance. Each establishment will produce a local Fire Safety Policy and Emergency Fire Action Plan that will ensure arrangements are in place for the maintenance of fire safety measures and any required emergency evacuation.

The fire risk assessment programme will be managed by the Health, Safety and Wellbeing Manager. Fire risk assessments will be undertaken and provided to Directorates for action and retaining on the premise.

4.5 Vehicles, Plant and Equipment

Directorates will ensure that all vehicles, plant and equipment provided for service delivery is suitable, fit for purpose and appropriately inspected, examined, certificated and maintained. Such regimes will reflect risk assessment based on manufacturers instructions, legislation and Approved Codes of Practice requirements such examples include Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, Provision and Use of Work Equipment Regulations 1998 (PUWER) and pressure systems. Specific risk assessments will be undertaken for those activities that present an occupational risk to health such as Display Screen Equipment (DSE) workstations, vibration and noise.

Arrangements will be made to ensure that defective equipment is taken out and remains out of service until repaired or removed.

Arrangements will be made to provide adequate information, instruction and training to employees to ensure competency in its operation prior to use and at determined suitable frequencies.

Portable appliance testing and fixed electrical installations will be undertaken by competent persons frequency based on assessment of risk normally annual /biannually for portable appliances and at five year intervals fixed installations. Informal visual inspections of electrical equipment will be carried out by employees using equipment.

4.6 Hazardous Substances

Adequate arrangements will be made for the safe use, handling, storage, security and transportation of substances in line with corporate procedure and guidance to prevent injury or ill health due to exposure to hazardous substances.

Corporate and related Directorate procedures and arrangements will be followed for occupational hazardous substances to health such as asbestos, legionella, gas, lead and ionising radiation.

Corporate infection control guidance and Directorate arrangements will be followed to reduce the risk of ill health from identified biological hazards such as blood borne viruses and bodily fluids via risk assessment.

Health surveillance will be implemented within workplaces by operational line management and where appropriate referrals through the Council's occupational health provider.

The Council operates a policy that so far as is reasonably practicable ensures that a smoke free working environment and surrounding workplace grounds exists for all employees. A complete ban on smoking in all Council wholly or substantially enclosed workplaces will be applied including vehicles.

4.7 Management of Contractors

Commissioning Directorates will assess all contractors in terms of health and safety in line with corporate guidance. The contractor's health and safety policy statement, safe system of work and method/ risk assessments, information on past performance eg incidents/ near misses/dangerous occurrences, enforcement action, insurance cover, operatives training and qualifications will be examined through the procurement process by competent persons.

The contractor must be given details of any specific risks such as asbestos. Securing of co-operation, communication arrangements, site security and working arrangements must be discussed with the "Premises Responsible Person" prior to the start of works. The Directorate will monitor the performance of the contractor health and safety management during the contract, taking action where necessary to ensure the health and safety of persons who may be affected by the work activities.

4.8 Occupational health and wellbeing

The Council will create a work environment designed to protect the health and wellbeing of employees and optimise the opportunity to help employees improve their own health. There will be the effective management of employee workload and working hours to ensure that appropriate balance is struck between work and life outside. Corporate policy, procedure and guidance will be followed by Directorates to provide and maintain safe and healthy working conditions and environment.

The organisation is committed to health promotion to improve the health and wellbeing of its employees and wider local community. This will be demonstrated via participation in the Healthy Working Lives Awards. Employee initiatives and information will be assessed planned and organised through the Employee Good Health Group and the Health, Safety and Wellbeing team to enable employees maintain and enhance a happier and healthy lifestyle.

The Council's occupational health provider, will work with and to the benefit of both the employer and employee to address the medical needs, occupational health issues and health surveillance of employees whilst at work. The provider will assess employees providing recommendations to ensure the control of potential health risk at work after injury, medical condition or ill health, and participate in employee health and wellbeing intervention and initiatives. A supportive maximising attendance management system will contribute to employee's wellbeing.

The Council's employee health assistance provider will provide an independent, impartial and confidential service designed to support employees accessible 24 hours a day, 365 days a year. Support, advice and information on how to deal with any issues that they may be facing are available via a range of resources such as website, telephone and face to face counselling.

5.0 Monitoring of Health and Safety Performance

5.1 Health and Safety Reports

An annual health and safety management report will be produced by the Health, Safety and Wellbeing Manager to make comparison on organisational performance progress against the corporate health and safety improvement plan.

Occupational health service and Employee Assistance Service providers will provide quarterly anonymised information on utilisation of their service with outcomes and support provided.

Directorates will prepare and present to the Corporate Health and Safety Committee an annual health and safety report covering all their related services that evaluates their health and safety performance as per corporate guidance. Reports will include, as a minimum, information on the following issues:

- a. Profile of the Directorate and associated Services and its main functions and activities;
- b. Management of health and safety within the Service. This should include a report detailing the progress of the health and safety improvement plan objectives based on the financial year from the previous twelve months (updated improvement plan);
- c. Occupational health and safety risk management, planning and progress;
- d. Information on incidents and instances of near miss, including trends and lessons learnt;
- e. Sickness and ill health absence highlighting areas for improvement;
- f. HSE issues / interventions;
- g. Health and safety training;
- h. Collated information on management assurance checks;
- i. Directorate health and safety objectives (improvement plan) based on the financial year for the coming twelve months.

5.2 Incident Recording, Investigation and Reporting

Employees must inform line management as soon as is practicable of incidents and instances of near miss (including others affected by our service delivery e.g. members of the public) in the course of their work duties. Line management will then complete the appropriate forms in relation to the accident where necessary as per corporate guidance.

Incidents and instances of near miss will be investigated by operational line management to address the root cause and feed back the learning points to everyone involved and the Service, Directorate and organisation where appropriate. The level of investigation is determined by the severity of injury sustained or potential for serious injury or loss. This will assist in the identification of remedial actions to prevent reoccurrence. The Health, Safety and Wellbeing team should be informed of serious incidents as soon as possible in line with corporate guidance where necessary to provide necessary support to line management.

The notification of RIDDOR injuries / incidents, dangerous occurrences and work related ill health will be undertaken in line with corporate guidance. Incident and near miss reports and related information will be held by Directorates for a minimum of 3 years from the date of the incident or 40 years in the case of work related disease.

5.3 Incident and near miss analysis

Incident and near miss records will be analysed to identify trends by services and Directorate Health and Safety Committees involving employee safety representation. This will be undertaken corporately by the Health, Safety and Wellbeing Team and the Corporate Health and Safety Committee.

5.4 Proactive Monitoring

Six monthly workplace safety inspections of each establishment shall be undertaken within all Directorates as part of their health and safety improvement plan.

The health and safety matrix will be used by the Directorates as part of the safety performance monitoring process.

Management will promote a positive health and safety culture during regular workplace visits.

The Health, Safety and Wellbeing team will undertake regular monitoring of legislative and internal procedure compliance. This will be undertaken using audits, compliance monitoring and physical verification via inspections, assessments and workplace monitoring. There will be a planned programme for fire risk assessment and health and safety audits to cover the four components of the health and safety management system.

Identified actions will be provided to Directorates for remedial action.

5.5 Performance

Risk profiling will assist in the approach to managing the organisations health and safety risks. As part of reviewing performance the organisation will take action on lessons learned.

Individuals will be held to account for serious failings or if failings reoccur.

6.0 Health and Safety Advice

The Health, Safety and Wellbeing team will actively monitor the implementation of this policy. They will provide professional consultancy advice to line managers, employees, trade unions and elected members in managing the health, safety and wellbeing of all employees and anyone who may be affected by the council's work activities.

7.0 Health and Safety Information, Instruction and Training

Providing health and safety information, instruction and training is a legal requirement and a key factor in ensuring good management and safe systems of work.

Corporate health and safety training is available to Directorates through the Health, Safety and Wellbeing team. Directorates will source appropriate service specific training to ensure the competency of employees in undertaking their work tasks. Directorates will actively provide and support information, instruction, training and supervision by providing the resources to ensure that employees have the necessary skills and competencies to do their tasks and services are delivered without risk to health.

All new employees will receive a service workplace induction and corporate induction.

Training needs will be identified through risk assessment, accident/ incident investigation, personal development plans and the corporate Performance, Review and Development system.

8.0 Health and Safety Representatives

Directorates will engage and consult the relevant health and safety representatives in accordance with the current council policy.

Health and Safety Representatives appointed by recognised trade unions will be provided with, on request, information necessary to carry out their functions as defined under the Safety Representatives and Safety Committees Regulations 1977 and representatives of employee safety in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Health and Safety Representatives may undertake workplace inspections accompanied by a line management representative.

Health and Safety Representatives should attend relevant health and safety committees.

9.0 Communication, Consultation and Co-ordination

Directorates will engage and consult with employees on matters affecting their health, safety and wellbeing. Clear two way clear communications will be maintained throughout the organisation to address and improve health and safety arrangements and culture (see Appendix 1). Employees will be encouraged to raise health and safety concerns when they arise. Directorates will ensure co-operation and co-ordination with other employers where employees or clients share premises, facilities or activities with persons working in other organisations.



The Health and Safety Co-ordinator or equivalent will be responsible for the co-ordination of health and safety activities across the Directorate. This will include, but is not limited to:

- Preparation and co-ordination of a twelve monthly health and safety report and improvement plan in conjunction with Directors and Heads of Service;
- Reporting relevant incidents and instances of near miss in line with corporate guidance;
- Maintaining the Directorate risk register;
- Updating and reporting on their related health and safety matrix;
- Dissemination of information across the Directorate, as appropriate;
- Maintaining and dissemination of Directorate and service specific health and safety information; and
- Issue and co-ordination of Workplace Inspections;

Health and safety will be integral to the decision making process at strategic and operational levels.

Policies, procedures, guidance and information will be developed by the Health, Safety and Wellbeing team and posted on "the Zone" health and safety pages for reference. Equally information will be circulated to the Health and Safety Co-ordinators for dissemination and potential action.



Appendix 1 Communication and discussion of health and safety issues

