

2018 Health and Safety Policy



Section	Table of contents	Page
1	Statement of Policy	
	Table of contents	2
	Policy Statement	4
2	Organisation	
	Organisational chart	6
	Responsibilities	7
3	General Arrangements	
	1. Health and Safety Law	11
	2. Professional Safety Services	11
	3. Risks from Activities	12
	4. Inspections of Premises	12
	5. Health and Safety Training	12
	6. First Aid	13
	7. Accidents, Major Accidents or Incidents	13
	8. Health Surveillance	13
	9. Consultation with Employees	14
	10. Contractors and Visitors	14
	11. Hazardous Substances (COSHH)	14
	12. Display Screen Equipment	15
	13. Electrical Equipment	15
	14. Fire and Bomb Safety	15
	15. Lone Working	15
	16. Stress	16
	17. Violence and Aggression	16
	18. Slips, Trips and Falls	16
	19. Systems of Safe Working	16
	20. Personal Protective Equipment	16
	21. Plant and Work Equipment	17
	22. Safety Signs	17
	23. Driving Combined Authority Vehicles	17
	24. Manual Handling	17
	25. New & Expectant Mothers	17
	26. Working at Heights	18
	27. Asbestos Management	18
	28. Competent Persons	18
	29. Contingency Planning	19
	30. Permit to Work	19
31. Biological Hazards	20	

3	General Arrangements – cont.....	Page
	32. Smoke free workplace	20
	33. Alcohol & Substances	21
	34. Mobile phones	21
	35. Home working	21
	36. Young Persons	21
	37. Welfare Provision	22
	38. CDM Regulations	22
	39. Policy Introduction and Review	23

Section 1 – Policy Statement

West Yorkshire Combined Authority's Health and Safety Policy Statement

Policy Aims

To be an organisation where everyone can undertake their roles and responsibilities and fulfil their potential free from work related injury or ill health; this includes elected members, directors, employees, consultants, secondees, contractors and members of the public and others who may be affected by our work activities.

Policy Objectives

- To conduct all our activities safely and in compliance with Section 2 of the HASAW etc. Act 1974 and where possible, best practice.
- To ensure a systematic approach to the identification and assessment of risks and the allocation of resources to control them.
- To be an organisation that promotes a positive health and safety culture that is demonstrated by open communication, and a shared commitment to the importance of health, safety and welfare.
- To promote the principles of sensible risk management.

The Combined Authority recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and working environment for all of its employees and other persons as may be affected by its activities.

The Combined Authority will seek to ensure an active health and safety culture throughout its workforce and will strive to meet and adhere to all relevant UK and EC legislation and codes of practice.

The Combined Authority will seek to ensure that all buildings, plant and equipment meet appropriate health and safety standards. It will promote safety training and encourage a high concern for safety among all employees through management example and through joint consultation, and develop and communicate information on sensible risk management and safe working practices. At the same time, the Combined Authority will require all employees to demonstrate a proper personal concern for their own safety and for that of the people around them, and for the safety of buildings and equipment, by exercising due care and attention, and in observing safe working methods, including those inherent in their professional craft or training.

The Combined Authority will adopt a risk based approach to health and safety management, founded on the principles of sensible risk management.

This will include the Development of a five year Corporate Health and Safety Strategy. The seven aims of the strategy are:

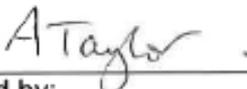
1. Develop, introduce and maintain a recognised Health and Safety Management System (HSG65) which will control risks (via a design, cultural and process system) and ensure continuous improvement in health and safety standards and performance.
2. Support departments and managers to comply with health and safety Legislation and to target health and safety improvements in higher risk areas.
3. Support our goal to reduce incidents, injuries and ill - health at work.
4. Provide the framework for reviewing occupational health and safety performance.
5. Undertake a range of activities to improve the health and safety culture of the Combined Authority.
6. Undertake a range of activities to improve employee health and wellbeing.
7. To encourage an increase in workforce competence, to promote sensible and proportionate risk management attitude and reinforce worker inclusion in all health and safety matters.

It is a requirement of the Combined Authority that this policy statement and its implications are understood and acted upon at all levels within the organisation. Linked to this policy statement will be organisational arrangements by which the Combined Authority will ensure that this policy is implemented.

Copies of the policy will be brought to the attention of employees and will be available on the intranet and notice boards with the master copy held by the Health and Safety Manager on behalf of the Managing Director.



Signed by:
Ben Still
Managing Director



Signed by:
Angela Taylor
Resources Director (Safety Champion)

Date April 2018
West Yorkshire Combined Authority

Next review date December 2018
To be undertaken by David Thompson, Health and Safety Manager

The Combined Authority Organisational chart

You can find the most up to date chart on the HR Intranet page.

Section 2 - Organisation

2.1 Roles and Responsibilities

The Health and Safety at Work etc Act 1974 and subordinate legislation states that employers and employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

The Combined Authority recognises that the key to further improvements in health and safety lie in securing a systematic corporate approach to its safety management throughout the organisation and that it becomes fully integrated with all other aspects of corporate business. This requires strategic leadership, and must be supported by a CMIOSH (Chartered Member of Institute of Occupational Safety and Health), for professional advice and input.

2.2 Governance

Governance is about the Combined Authority doing the right things in the correct manner for the right people in a timely, open, honest, inclusive and accountable way. The Leadership Team are responsible for the overall governance arrangements for health and safety.

2.3 Elected Members

The Combined Authority elected members have a responsibility to conduct their business and make decisions that conform to health and safety legislation and policy. Members must ensure that the decisions they make, take account of health and safety issues and that sufficient resources are allocated for this purpose. Because of the powers given to individual members, there is an increased possibility that they could be held legally liable for the consequences of their decisions in health and safety terms.

2.4 The Managing Director and Directors shall:

- Ensure that health and safety is integrated into all relevant decisions.
- Recognise their role in engaging the active participation of employees in improving health and safety and the importance of high quality safety training.
- Ensure that there is a system in place to identify and manage health and safety risks and that this system remains effective.
- Review health and safety performance (at least annually).
- Ensure that the Health and Safety policy statement reflects current organisational priorities.
- Ensure that management systems provide for effective monitoring, reviewing and reporting of health and safety performance.
- Be kept informed about any significant health and safety issues, and of the outcome of the investigations into the causes.
- Ensure that they address the health and safety implications of their decisions.
- Ensure that they provide visible, active and model leadership.
- Establish effective two-way communication systems and management structures.

- Introduce effective ways to communicate, promote and champion health and safety.
- Ensure that they regularly meet and discuss health and safety matters with the Combined Authorities Health and Safety Manager.
- At all times challenge health and safety procedures and practices, for the greater good.

The **Managing Director (MD) and Directors** shall also ensure the following are in order to meet their responsibilities as set out in the health and safety policy:

- All reports for decision include health and safety implications of business decisions.
- The Director of Resources (Safety Champion), provides adequate health and safety progress reports to Leadership Team meetings.
- Ensure the active participation of employees in improving health and safety.
- Organisational performance (leading and lagging indicators), are agreed.
- Annual health and safety plan and training are in place.
- The safety policy statement is in alignment with current organisational priorities.
- Management systems provide for effective monitoring, reviewing and reporting of health and safety performance.
- The MD, individual Directors and HoS will participate in at least one annual Health and Safety Committee Inspection (at one of the Combined Authorities premises), and at least one health and safety committee meeting every two years.
- Employees are kept up to date on health and safety issues via the Combined Authority communication Strategy.
- Health and Safety Committee minutes are published via the Combined Authority Intranet page and are displayed on safety notice boards.
- The Health and Safety Manager will provide the Managing Director, Directors and HoS with competent advice on health and safety matters.

2.5 Heads of Service (HoS), and Managers must comply with the Combined Authority health and safety policy and in particular are required:-

- To visibly promote, support and implement the Combined Authorities strategic health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- To ensure that the health and safety policy/guidance, procedures, action plan and risk management programme etc, are implemented as an essential part of business, preparation planning and service delivery.
- To develop and implement corporate safety working procedures to ensure that health and safety standards are evidently met.
- To support incident investigations, review reports and statistics, utilise information on trends and hot spots.
- To undertake and evidence, safety monitoring and ensure the provision of adequate resources to achieve compliance.
- To complete DSE self-assessment audits as required.

- Where two or more services share a site, to ensure that clear health and safety roles and responsibilities and means of communication and co-ordination between the services are established and maintained.
- To identify hazards, and participate in the production of risk assessments, record the significant findings and implement any necessary control measures.
- Implement health and safety systems, risk assessment and Safe Working Procedures in relation to; health and safety updates, in partnership with senior managers.
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- To report all accidents, incidents and near miss events etc, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- To complete health and safety self-assessment audits as required.

2.6 All Employees, Agency Workers, Consultants, Secondees and Contractors etc must comply with the Combined Authority health and safety policy and in particular are required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

2.7 Health and Safety Manager is responsible for:

- Act as the competent person and remain fully up-to-date with all H&S legislation and industry best practice. Provide clear guidance and advice to Directors, Heads of Service and all senior / departmental managers and others, for them to ensure adherence to current H&S legislative requirements.
- Develop and review the corporate H&S Policy at least annually (or when significant changes occur) and develop health and safety management systems, safety strategy and improvement plans.
- Develop, monitor and where required, manage the H&S performance of the Combined Authority in line with legislative requirements.

- Keeping the Leadership Team, H&S Committee, Risk Management Group, Unions and Safety Representatives up to date, while providing input in relation to any formal Leadership Team reviews of H&S performance
- Developing and managing health and safety management systems and ensure that robust systems are in place.
- Advise managers how they can implement H&S systems and procedures, update and monitor compliance of; incident recording, control of contractors, and all other health and safety risks to the Combined Authority.
- Take a lead role in serious incident investigations, reporting (e.g. RIDDOR) and follow up actions. Promote a culture of ownership of H&S and continuous improvement throughout the organisation in conjunction with senior managers.
- Provide input into the review and monitoring of training.
- Liaise and maintain a good working relationship with official bodies such as the HSE, local Council enforcing officers and fire authorities etc.

2.8 Responsibilities of the Health and Safety Committee

- Agree health and safety strategy.
- Monitor health and safety compliance using the Combined Authority Safety Management Systems.
- Recommend corrective actions.
- Ensure the consultation and active participation of employees through representatives.
- Keep Leadership Team informed about any significant health and safety issues.

2.9 Responsibilities of Union appointed Health and Safety Representatives

- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees s/he represents) and to examine the causes of accidents in the workplace;
- To investigate complaints by an employee s/he represents relating to the employee's health, safety or welfare at work;
- To make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above;
- To make representations to the employer on general matters affecting health, safety or welfare at work of the employees in the workplace;
- To carry out inspections in accordance with current Regulations;
- To represent the employees s/he was appointed to represent in consultations at the workplace with inspectors of the HSE or any other enforcing authority;
- To receive information from inspectors in accordance with section 28(8) of HASAW (The Health and Safety at Work Act, 1974); and
- To attend meetings of safety committees where s/he attends in her/his capacity as a Safety Rep in connection with any of the above functions; but without prejudice to sections 7 and 8 of HASAW, no function given to a Safety Rep by this paragraph shall be construed as imposing any duty on her/him.

Section 3 – General Arrangements

1. Health and Safety Law: What You Should Know

The Combined Authority has a duty of care to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace.

Employers must give you information about the risks in your workplace and how you are protected, also instruct and train you on how to deal with the risks.

Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.

Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate Line Manager in the first instance.

Health and safety advice is available from:

- Health and Safety Manager
- Union Safety Representative
- Your Line Manager
- HR Manager
- Intranet page

2. Health & Safety: Professional Services

Why Health and Safety at Work is Important to the Combined Authority

No one wants to suffer injury or ill health, or be responsible for causing it. As an employer and controller of workplace premises, the Combined Authority has to comply with the law and there are sound reasons for paying thorough attention to workplace health & safety, and for making sure that there is the appropriate expertise.

Workplace injury and ill health are expensive, for these reasons:

- Employees are our most valuable resource and they could become incapacitated or work below par.
- Unsafe acts or conditions can cause damage and disrupt plant and equipment.
- Management time is used unproductively in investigation and remedy.
- Work schedules are disrupted and valuable time is lost.
- Conviction for a criminal offence may result in fines and bad publicity.

- Civil liabilities can be substantial and the trend is towards larger settlements, even if awards are covered by insurance, premiums will go up and up.

3. Risks Arising From Work Activities

The Combined Authority accept that risk assessments are required and (via its Managers) will ensure effective risk assessments are carried out at all its locations. Any significant findings will be recorded.

Any employee, who discovers an unsafe act or unsafe condition relating to their workplace / work activity, must report it to their Line Manager immediately, so that the appropriate action can be taken to prevent an incident.

Further information can be found via: <http://www.hse.gov.uk/> or our Intranet page.

4. Health and Safety Inspections of the Combined Authority Premises

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage workplace safely.

As such, each HoS and line manager shall ensure a process is in place to conduct site specific safety inspections in their area and the level of risk will determine the frequency of inspection.

Any defects found during this inspection will be reported to the site manager and action taken to address the defect. Any defects that cannot be addressed will be reported to the HoS for high level action. If at any stage the HoS cannot rectify this defect (due to for financial restrictions etc), then the LTB will be informed via the normal channels.

The Combined Authority's Health and Safety Committee also carry out one annual inspection at each major location.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

5. Health and Safety Training

The Combined Authority will ensure that suitable and sufficient training is provided to employees, to comply with statutory requirements and secure a safe and healthy working environment.

Line Managers with the aid of the Health and Safety Manager & the HR Team, will continuously assess the health and safety training needs of employees and record the training provided. Learning needs are reviewed (at least yearly) as part of the Performance Review process. The Combined Authorities general learning and development plan will help to set out the organisation's approach to learning and development and includes a specific section on health and safety learning activities.

Role based specific training will be identified by Departmental / Line Managers, and delivered in conjunction with Human Resources.

6. First Aid Provision

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision for first aid arrangements are in place at all its locations. First aid treatment can play a vital part when someone has been injured and may mean the difference between life and death. In the case of emergency employees should:

- assess the situation and not put themselves in danger
- make the area safe
- send for help without delay (raise the alarm, contact a first aider or the emergency services)

First aid boxes are kept on each site with the delegated first aiders. Posters of first aiders are on each safety notice board in each location.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

7. Accidents / Incident Reporting & Investigation

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision for reporting incidents are in place at all locations. All health and safety related incidents must be recorded on an incident report (a blank copy of these reports are available via the H&S pages on Intranet). All completed reports must be approved by the site/line manager and sent to the Health and Safety Manager with 24 hours.

Managers must

- Follow the requirements of the corporate incident reporting procedure.
- Ensure that all work related incidents are promptly reported and investigated using our incident form.
- Review risk assessments and implement actions to prevent reoccurrences

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

8. Health Surveillance

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision for health surveillance is in place at all its locations. Employees will be provided with occupational health support, via Human Resources if this is assessed as being appropriate to safeguard their health whilst at work.

Further information can be found via <http://www.hse.gov.uk/> or our H&S / HR Intranet page.

9. Consultation with Employees

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision for consultation with its employees is in place at all its locations. Further information can be found via: <http://www.hse.gov.uk/>.

The Combined Authority has a continuing dialogue with employees through the H&S committee and Union Safety representatives. The Combined Authority shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

Further information can be found via <http://www.hse.gov.uk> or our [Intranet page](#)..

10. Contractors, Consultants, Secondees and Visitors

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision for the control of contractors is in place at all of its locations. This is a statutory duty under the Health and Safety at Work etc. Act 1974 to protect the health and safety at work of their employees and of others who could be affected by their activities e.g. visitors, customers, contractors.

Further information can be found via: <http://www.hse.gov.uk> or our [Intranet page](#)./.

11. Hazardous Substances to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) amplifies and extends this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

COSHH Material Safety Data Sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities. These are made available to employees for their information and protection.

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage COSHH. All employees shall be instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

12. Display Screen Equipment Workstations

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage users of Display Screen Equipment (DSE) workstations. DSE assessments are carried out for each PC work station by new staff members starting work and when significant changes occur, like moving desks. Staff who hot desk daily need to carry out a DSE assessment, but not formally record this unless there are concerns. Arrangements must be in place for workers to have breaks, changes of activity, have for eye tests and the provision of spectacles. DSE assessments will be kept centrally by the Health and Safety Manager and be reviewed annually.

Further information can be found via <http://www.hse.gov.uk/> or via our Intranet page.

13. Electrical Equipment

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations, for electrical equipment to be kept safe. It shall undertake relevant checks to also ensure that electrical equipment is suitable and that users of electrical equipment receive training and guidance from a qualified individual.

Further information can be found via <http://www.hse.gov.uk/> or via our Intranet page.

14. Fire & Bomb Safety

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision (i.e. a qualified and experienced person) is in place to carry out fire risk assessments pursuant to the Regulatory Reform (Fire Safety) Order 2005. An in-depth fire risk assessments shall be carried out when a significant change occurs on site, or at least every 3 years and an annual confirmation received from site managers annual to confirm that no significant change has occurred in the past 12 months.

Further information can be found via <http://www.hse.gov.uk/> or via our Intranet page.

15. Lone Working and overseas travel

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage lone and over sea working and take steps to avoid or control unacceptable risks. As such, each line manager shall ensure a process is in place to conduct specific risk assessments for those employees.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Combined Authority in meeting its legal obligations and any process that is in place.

Managers will ensure that a system is in place for the monitoring of lone and overseas workers and that they are equipped with a mobile telephone if relevant.

The person responsible for ensuring these controls are in place is:

- Directors and Heads of Service.

Dedicated lone working and overseas travel risk assessments will be implemented by:

- Departmental/Line Managers and employees.

Further information can be found via: <http://www.hse.gov.uk/> or our Intranet page.

16. Stress

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage stress. There are two health and safety issues to be dealt with firstly, the ill health of staff who suffer from stress owing to pressure of work; and, secondly, the reduced ability of these persons to work safely and reliably because of that stress.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

17. Violence and Aggression at Work

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage abuse. This means not being subjected to any form of threat, verbal or physical abuse.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

18. Slips, Trips and falls

Over a third of all UK major injuries reported each year are caused as a result of a slip or trip (the single most common cause of UK injuries at work). These cost employers over £512 million a year in lost production and other costs. Slips and trips also account for over half of all reported injuries to members of the public in the UK.

Legal actions brought as a result of an injury can be extremely damaging to business, especially where the public are involved. Insurance covers only a small proportion of the costs.

The Combined Authority recognising the importance of slips and trips, and the Health and Safety Manager has introduced a teared system of incident investigation and while working with managers this new system has had a dramatic effect in reducing PIC's.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

19. Systems of Safe Working

A safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.

Under section 2 of the HASAW Act it is a legal required to provide these a safe method of work and the Combined Authority (via its Managers) ensure that suitable and sufficient risk assessments and method statements (RAMS) are provided at all of its locations to reduce risks etc.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

20. Personal Protective Equipment (PPE)

The Combined Authority have basic duties concerning the provision and use of personal protective equipment (PPE) at work. The legal requirement falls under the HASAW Act 1974 and the provision and use of PPE under the Work Place Regulations 1992, in that free personal protective equipment is to be supplied and used at work, wherever there are risks to health and safety that cannot be adequately controlled in other ways. The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this risk.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

21. Plant and Work Equipment (PUWER)

PUWER is an abbreviation for Provision and Use of Work Equipment Regulations 1998. It is often referred to as the PUWER Regs or PUWER 98 regulations. The Provision and Use of Work Equipment Regulations 1998 (PUWER) came into force on 5 December 1998.

The Combined Authority must ensure that the work equipment provided meets the requirements of PUWER. This will ensure that it is:

1. Suitable for use, and for the purpose and conditions in which it is to be used;
2. Maintained in a safe condition for use so that people's health and safety is not at risk;
3. and inspected in certain circumstances, to ensure that it is and continues to be safe for use. Any inspection should be carried out by a competent person (this could be an employee if they have the necessary skills, knowledge and experience to perform the task) and a record kept until the next inspection.

You should also ensure that risks created by using the equipment are eliminated where possible or controlled as far as reasonably practicable by:

1. taking appropriate 'hardware' measures, eg providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
2. taking appropriate 'software' measures such as following safe systems of work (eg ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training about the specific equipment.

A combination of these measures may be necessary depending on the requirements of the work, your assessment of the risks involved, and the practicability of such measures.

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this risk. Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

22. Safety Signs

It is a legal requirement to provide safety signs while at work and should comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Safety signs and signals are required where, despite putting in place all other relevant measures, a significant risk to the health and safety of employees and others remains.

Signs must be clear and legible, and should be used to identify actions that are prohibited (eg no access), safeguards that must be followed (eg ear protection must be worn), warning of a hazard (eg corrosive material) and to direct towards fire exits/equipment or first-aid equipment. The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this risk.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

23. Driving the Combined Authorities Pool Vehicles

More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Department for Transport figures).

Health and safety law applies to Combined Authority work activities on the road in the same way as it does to all work activities and the Combined Authority need to manage the risks to drivers as part of its health and safety arrangements.

Effective management of work-related road safety helps reduce risk, and it could also result in, for example:

1. fewer injuries to drivers;
2. reduced risk of work-related ill health;
3. reduced stress and improved morale.

Health and safety law does not apply to people commuting (ie travelling between their home and their usual place of work), unless they are travelling from their home to somewhere which is not their usual place of work. The Combined Authority have a driving manual for staff useage. The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place to manage this risk.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

24. Manual Handling

The Combined Authority recognises that manual handling is one of the most common causes of absence through injury in the workplace and must be avoided, so far as is reasonably practicable. Where it is not possible for services to eliminate manual handling, risk assessments must be undertaken to determine the level of risk and suitable controls should be introduced to reduce the risk of injury to the lowest extent reasonably practicable.

Such controls may include training, mechanical aids, automation, re-designing systems of work or even the workplace itself. In most instances, manual handling assessments should be incorporated into model risk assessments, however specific manual handling assessments must be carried out when required.

All staff (including temps and contractors) who may be exposed to general manual handling risks should complete the agreed training for manual handling via their induction and refreshed per the agreed period. Where specific manual handling risks have been identified, appropriate job / task specific training should also be provided.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

25. New and Expectant Mothers

Specific health and safety requirements relating to new and expectant mothers at work are mainly contained in Regulations 16 to 18 of the Management of Health and Safety at Work (MHSW) Regulations 1999 (SI 1999/3242).

Regulation 3 of MHSW places a legal duty on all employers to assess the health and safety risks that their employees are exposed to whilst at work. Once the risks have been assessed, the employer is then required to put in place the appropriate health and safety measures to control those identified risks.

The Combined Authority have certain obligations towards their employees once they have been notified in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to her employer stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the employer should immediately take into account any risks identified in their workplace risk assessment. If that risk assessment has identified any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then employers must take action to remove, reduce or control the risk.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

26. Working at Heights Regulations 2000

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this risk.

The Working at Height Regulations 2000 (as amended) apply to all work at height, both internal and external, where there is a risk of a fall liable to cause personal injury. There are now no height limits. The Regulations place duties on employers, the self-employed, and any person who controls the work of others to the extent of their control (for example the facilities etc. who may contract others, such as window cleaners to work at height).

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

27. Asbestos Management

The Combined Authority will ensure (via Facilities and Assets Team) that effective control and management of risk relating to Asbestos Containing Materials (ACM) in all places that the Combined Authority is responsible for and where staff work. The responsible persons for the compliance of the Control of Asbestos Regulations 2012, rest with the delegated person (these can be found on the Intranet page link under asbestos).

Further information can be found via: <http://www.hse.gov.uk> or our [Intranet page](#).

28. Competent Person

The Combined Authority will ensure there is access to health & safety advice from a 'competent person'. The objective is to ensure a coherent approach is applied across West Yorkshire Combined Authority.

The Combined Authority is required to have in place suitable & sufficient arrangements to ensure that:

- They have access to health and safety advice from a competent person (i.e. the 'Health and Safety Manager').
- The Health & Safety Manager has direct access to the Managing Director and Director Resources on matters of Health and Safety importance.

Competent persons must be suitably qualified and experienced as follows:

1. Qualified to: CMIOSH level, and
2. Have at least three years' experience as a health and safety professional.

29. Contingency Planning

The Combined Authority will ensure that a Business Continuity Plan is in place to address the effect of a major disruption to operations. The objective is to ensure a coherent approach to contingency planning across West Yorkshire Combined Authority (in the initial phases following an emergency) is achieved with due regard to the health, safety and welfare of employees.

Further information can be found via <http://www.hse.gov.uk/> or our [Intranet page](#).

30. Permit to Work

The Combined Authority (via its Managers) will ensure that all work activities carried out within its premises are undertaken safely and without major risk to health. The objective is to ensure a coherent approach to the implementation of systems of work that are safe and without risk to health.

Further information can be found via <http://www.hse.gov.uk/> or our [Intranet page](#).

31. Biological Hazards

The Combined Authority (via its Managers) will ensure that work involving biological hazards is subject to a suitable and sufficient risk assessment to minimise health risks and to reduce these where reasonably practicable. The objective is to ensure a coherent approach to work involving biological hazards

across West Yorkshire Combined Authority as a contribution to a culture of proactive protection.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

32. Smoke free workplace

Due to the dangers of passive smoking, the Smoke-free (Premises and Enforcement) Regulations 2006 state that all employers have to provide a smoke-free workplace for all employees. From 1 July 2007, it is no longer lawful to smoke, or to permit smoking in any workplace or public place, if that place is 'enclosed or substantially enclosed'.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

33. Alcohol and Substance Abuse

The Combined Authority is committed to ensuring the health, safety and welfare of those who work for us and those affected by our activities.

In order to ensure employees are fit and able to perform their duties, employees will not consume alcohol or substances prior to or during a working shift (whether or not you are on working time or a break).

The Health and Safety at Work etc. Act 1974, places a general duty on the Combined Authority to 'ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees'.

Further information can be found via intranet website or <http://www.hse.gov.uk/>

34. Mobile Phones and Driving while at work

The Combined Authority prohibits any use of mobile telecommunication devices while driving or cycling at work, except where there are exceptional circumstances such as an emergency and only when it is safe for drivers to take or make a call.

A person is "driving" if the vehicle is stationary and the engine is running. The offence will apply to all motor vehicles, including motorcycles and bikes.

Further information can be found via the intranet or <http://www.hse.gov.uk/>.

35. Home Working

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this risk.

The objective is to ensure a coherent approach to such work across the Combined Authority as a contribution to a culture of proactive protection. In some cases, an in-depth risk assessment maybe required.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

36. Young Persons

The Combined Authority on occasion employ a number of young persons and schoolchildren on work experience schemes. Because of their lack of experience, lack of awareness to risks and immaturity, these young persons require additional care during their employment. The work placement coordinator (departmental manager) will carry out an induction and risk assessment with each 'work placement' provided by Human Resources. When completed this documentation must be returned to Human Resources.

When young persons are attending a meeting at the Combined Authority premises, the supervising person will take responsibility for that young person.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

37. Workplace (Health, Safety and Welfare) Regulations 1992

Employers have a general duty under section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and Welfare of their employees at work. People in control of non-domestic premises have a duty (under section 4 of the Act) towards people who are not their employees but use their premises. The Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work.

These Regulations aim to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities. Several of the Regulations require things to be 'suitable'. Regulation 2(3) makes it clear that things should be suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, including in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations, should be made accessible for disabled people.

The Combined Authority (via its Managers) will ensure that suitable and sufficient provision is in place at all of its locations to manage this regulation.

Further information can be found via <http://www.hse.gov.uk/> or our Intranet page.

38. Construction Design & Management (CDM) Regulations 2015

The Construction (Design and Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

The Combined Authority (via its Managers) will ensure that suitable and sufficient resources are in place to manage the risk from construction work. The appointed person(s) under the description of Client (commonly known as the Project manager), will implement the requirements of both the Regulations and our Corporate CDM Procedure.

The Combined Authority employees should ensure Grant Agreements with third parties/ suppliers include CDM (and H&S) obligations as relevant.

Further information can be found via: <http://www.hse.gov.uk/> or our Intranet page.

39 Policy Introduction and Review

This current Policy has undergone introduction and review, as follows:-

Function	Date	Reviewed By	Approved By
Twelfth review	May 2016	HS Manager	DR
Thirteenth review	October 2016	HS Manager	DR
Fourteenth review	January 2017	HS Manager	MD / DR
Fifteenth review	April 2018	HS Manager	MD / DR