

Health and Safety

Corporate Health and Safety Manual (Policy) May 2022

Keith Purvis / May 2022

Table of Contents

| Section | Title | Page |
|--|--|------|
| 1.0 | 1.1 Introduction | |
| | 1.2 Purpose | |
| | 1.3 Context of the Organisation | |
| | 1.4 Needs and Expectations of Interested Parties | |
| | 1.5 Scope | |
| | 1.6 Definitions | |
| | 1.7 Roles and Responsibilities | |
| | 1.7.1. Governance | |
| | 1.7.2. Elected Members | |
| | 1.7.3. Managing Director and Directors (Top Management) | |
| | 1.7.4. Heads of Service (HoS) and Managers | |
| | 1.7.5. All Employees (Both Permanent and Temporary) | |
| | 1.7.6. Health and Safety Partner | |
| | 1.7.7. Health and Safety Committee | |
| 1.7.8. Health and Safety Representatives | | |
| 2.0 | 2.0 Health and Safety Policy Statement | |
| 3.0 | 3.1. General Requirement | |
| | 3.2 Accident, Incident and Near Miss Reporting | |
| | 3.3 Accident, Incident and Near Miss Investigation | |
| | 3.4 Alcohol and Substance Abuse | |
| | 3.5 Asbestos Management | |
| | 3.6 Audit, Compliance and Inspection | |
| | 3.7 Biological Agents | |
| | 3.8 Bomb / Terrorist Threat | |
| | 3.9 Business Trips | |
| | 3.10 Communication and Consultation | |
| | 3.11 Construction Design and Management (CDM) Regulations 2015 | |
| | 3.12 Continual Improvement | |
| | 3.13 Control of Contractors | |
| | 3.14 Control of Visitors | |
| | 3.15 Control of Substances Hazardous to Health (Coshh) | |
| | 3.16 Display Screen Equipment (DSE) | |
| | 3.17 Driving for Work | |
| | 3.18 Electricity at Work | |
| | 3.19 Emergency Preparedness and Response | |
| | 3.20 Fire Safety | |
| | 3.21 First Aid | |
| | 3.22 Health and Safety Policy | |
| | 3.23 Health and Safety Training | |
| | 3.24 Health Surveillance | |
| | 3.25 Housekeeping | |
| | 3.26 Legal Requirements | |
| | 3.27 Legionella | |
| | 3.28 Lone Working | |
| | 3.29 Management of Change | |

| | | |
|------------------|--|--|
| | 3.30 Management Review | |
| | 3.31 Manual Handling | |
| | 3.32 Mobile Phones | |
| | 3.33 New and Expectant Mothers | |
| | 3.34 Noise at Work | |
| | 3.35 Non-conformance | |
| | 3.36 Occupational Health | |
| | 3.37 Permit to Work | |
| | 3.38 Personal Protective Equipment | |
| | 3.39 Professional Health and Safety Advice | |
| | 3.40 Risk Assessment | |
| | 3.41 Safety Signs | |
| | 3.42 Smoke Free Workplace | |
| | 3.43 Stress Management | |
| | 3.44 Violence, Harassment or Bullying | |
| | 3.45 Work Equipment | |
| | 3.46 Working at Height | |
| | 3.47 Working from Home | |
| | 3.48 Workplace Environment | |
| | 3.49 Young Persons | |
| 4 | 4.1 Policy Introduction and Review | |
| 5 | <p>Appendices</p> <p>Table of Interested Party Requirements</p> <p>Policy Responsibilities at Ploughlands House</p> | |
| Possibles | <ol style="list-style-type: none"> 1. Compressed Air 2. Confined Spaces 3. Explosive Atmospheres 4. Extreme Thermal Environments 5. Flammable Substances 6. Gas Cylinders (Handling, Storage and Use) 7. Hot Work 8. Mechanical Lifting Operations 9. Radiation - Ionising Radiation, Non-ionising Radiation 10. Vibration | |

Section 1

1.1 Introduction

The West Yorkshire Combined Authority is an organisation which was formed to deliver economic and transport schemes across the West Yorkshire region in partnership with the public and private sector and since 2021 includes the Mayor of West Yorkshire and the Police and Crime Commissioner.

The Combined Authority and LEP work in partnership with one another - and with local councils and business – to ensure everyone in our region benefits from a strong, successful economy and a modern, accessible transport network.

Although the Combined Authority and LEP are separate bodies, we have a shared vision for our region and a shared organisation that supports us to deliver this.

The Combined Authority also operates the Metro network of bus stations, travel centres and public transport information across West Yorkshire.

Operational policing assets of West Yorkshire Police, including National Air Police Service Assets, are owned by the Combined Authority in connection with the Mayors Police and Crime Commissioner functions but are managed by West Yorkshire Police.

[Back to Index](#)

1.2 Purpose

This Health and Safety manual was developed to describe the commitment of the Combined Authority in meeting the health and safety requirements in Great Britain, additionally this manual and the management system it describes were developed to comply with the ISO 45001 standard.

This Manual is the first tier document in the Health and Safety management system employed by the Combined Authority all sub tier documentation is developed to ensure a process of continual improvement in our Health and Safety management and as part of our commitment to continual improvement in our Health and Safety performance.

[Back to Index](#)

1.3 Context of the Organisation

The Combined Authority will establish the context of the organisation by considering both the external and internal issues that are relevant to our activities and that may affect our ability to achieve the intended outcomes of this health and safety management system.

[Back to Index](#)

1.4 Needs and Expectations of Interested Parties

A full list of Interested Parties and their needs and expectations is provided as [Appendix 1](#).

[Back to Index](#)

1.5 Scope

This manual is applicable to all operations and activities carried out by the Combined Authority, it is also applicable at all locations and facilities we operate.

The scope of the health and safety management system is to encompass all the activities of the combined authority which will include but not be limited to the following:

- Office based activities.
- Bus Station operation.
- Business Trips.

Where joint responsibility and interdependencies with West Yorkshire Police Policies exist in respect of Policing Assets, these are detailed in [Appendix 2](#).

[Back to Index](#)

1.6 Definitions

| | |
|------------------------------|--|
| Audit | An examination to verify the adequacy of and compliance with the established Health and Safety Management system. |
| Continual Improvement | Recurring process of enhancing the Health and Safety Management System in order to achieve improvements in overall performance. |
| Corrective Action | Measures taken to rectify conditions adverse to health and safety and to preclude repetition. |
| Dangerous Occurrence | An event specified in schedule 2 of RIDDOR which is indicative of unsafe conditions having occurred. |
| Hazard | Situation or act with a potential for harm in terms of a human injury or ill health, or a combination of these. |
| Hazard Identification | Process of recognising that a hazard exists and defining its characteristics |
| Ill Health | Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and /or work-related situation. |
| Incident | An unplanned event, irrespective of whether harm, injury, damage, loss, casualty or mishap occurs. |
| Interested Party | Person or group concerned with or affected by the health and safety performance of an organization. |
| Near Miss | An incident where no injury or damage occurs, but where there was potential for injury or damage to result. |
| Non-Conformance | A deficiency in characteristic, documentation or implementation. |

| | |
|-------------------------------|--|
| Policing Assets | Assets held by the Combined Authority in connection with the Mayors Police and Crime Commissioner functions including operational policing assets and National Air Police Service assets |
| Preventive Action | An action to eliminate the cause of a potential nonconformity. |
| RIDDOR | Reporting of Injuries, Diseases and Dangerous Occurrences Regulations |
| Risk | Combination of the likelihood of a hazardous event or exposure and the severity of injury or ill health that it can cause. |
| Risk Assessment | Process of evaluating the risks arising from a hazard, taking account of any existing controls and deciding whether or not the risk is acceptable. |
| The Combined Authority | West Yorkshire Combined Authority. |
| Workplace | Any physical location in which work related activities are performed under the control of the organisation. |

[Back to Index](#)

1.7 Roles and Responsibilities

The health and safety roles, responsibilities and accountabilities of all personnel have been established within the system, these responsibilities are communicated to relevant employees as part of their [induction](#) to the organisation.

All members of management and all employees are expected to be actively involved in the implementation and improvement of our management system and act according to the rules and processes that have been defined and to work and carry out activities in a safe and healthy way.

The health and safety roles, responsibilities and accountabilities of personnel working for or on behalf of the Combined Authority, are as outlined below:

[Back to Index](#)

1.7.1 Governance

Governance structures will be put in place to set, monitor and challenge the organisations compliance with statutory and our own internal requirements.

The Regulatory and Compliance Board will (as one of its roles), provide strategic direction and challenge on all regulatory and compliance matters relating to health and safety and report its finding back to the Senior Management Team.

The Health and Safety Committee (See below) will refer any areas of concern to Regulatory and Compliance Board for consideration.

Joint Governance arrangements with West Yorkshire Police are in place to monitor and challenge compliance with statutory and internal requirement in respect of Policing Assets. These governance arrangements are documented outside of this policy.

[Back to Index](#)

1.7.2 Elected Members

The Combined Authority elected members have a responsibility to conduct their business and make decisions that conform to current health and safety legislation and comply with the organisations policies. They must ensure that decisions they make, address health and safety issues and that sufficient resources are allocated for this purpose. The Mayor and by delegated authority, the Deputy Mayor for Policing and Crime have this responsibility in respect of Policing Assets.

[Back to Index](#)

1.7.3 The Managing Director and Directors (Top Management)

- Overall responsibilities and accountability for health and safety throughout the organisation.
- Ensuring commitment to the health and safety policy and its objectives.
- Delegating responsibilities for the implementation of the health and safety management system.
- Provide the necessary resources to ensure the successful implementation and control of health and safety management system. Resources may include human resources, specialised skills, facilities, equipment, training or financial resources.
- Integrating health and safety into all relevant decisions.
- Ensure the active participation of employees in improving health and safety.
- Ensure the establishment and engagement of a health and safety committee.

[Back to Index](#)

1.7.4 Heads of Service (HoS), and Managers

- Implementation of health and safety management system within their area of responsibility.
 - Ensure induction of staff includes health and safety responsibilities and requirements.
 - Ensure staff are trained and competent to carry out their assigned duties.
 - Evaluate staff on HSE performance.
 - Ensure all risks have been identified and controls are effectively implemented.
 - Carry out and/or support incident investigations.
 - Carry out health and safety monitoring.
 - Report accidents, incidents and near miss events etc, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
-

[Back to Index](#)

1.7.5 All Employees (Both Permanent and Temporary)

- Full co-operation with the implementation and operation of the health and safety management system.
- To take reasonable care for the health and safety of themselves or any other person who may be affected by their acts or omissions.
- To comply with all health and safety instruction, procedure, guidelines, training requirements and any other requirement established by the management.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns hazardous conditions or defect in the health and safety arrangements.

[Back to Index](#)

1.7.6 Health and Safety Partner

- Undertake the role of 'Competent Person', as defined by the Management of Health and Safety at Work Regulations 1999.
- Develop a health and safety management system which will ensure health and safety requirements are established, implemented, monitored and maintained.
- Promote a culture of safe working practices across the organisation.
- Coordinate internal and external auditing activities.
- Report health and safety performance to the senior leadership team and various other forums for review.
- Carry out analysis on the trends of accidents, incidents, near-misses, dangerous occurrence, occupational disease etc.
- Make recommendations for improvement.
- Be the organisation lead on health and safety and provide expert professional advice to the organisation and its managers, ensuring compliance with all legal and organisational requirements.
- Liaise with HSE and other external organisations.

[Back to Index](#)

1.7.7 Health and Safety Committee

- Report health and safety issues together with recommendations for corrective action.
 - Keep under review measures taken to ensure health and safety at the workplace.
 - Investigate any matters which are considered unsafe or a risk to health.
 - Assist in development of health and safety procedures, rules, etc.
 - Review the effectiveness of safety and health programmes.
-

- Review the health and safety policies and procedures and make recommendations for any revisions.
- Receive directorate level reports on health and safety and consider any recommendations or observations made.
- Raise the profile and level of health and safety awareness across the organisation.
- Refer any areas of concern to Regulatory and Compliance Board.

[Back to Index](#)

1.7.8 Health and Safety Representatives

- Investigate potential hazards and dangerous incidents at their workplace and examine the causes of accidents.
- Investigate complaints by any employee that they represent, which relate to that individual's health and safety or welfare at work.
- Consult with management on health and safety matters.
- Carry out workplace inspections.
- Attend any health and safety training related to the role.

[Back to Index](#)

Section 2 – Policy Statement

Health and Safety Policy Statement

The Combined Authority recognises its duty to comply with all relevant health and safety legislation and codes of practice. It is our policy to exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment.

It is our aim that the Combined Authority is not involved in any significant health and safety issues, and that we are regarded highly for our commitment towards health and safety.

It is the intention of the Combined Authority to provide a healthy and safe working environment for all employees, contractors and clients. We will ensure that systems are in place which will allow us to assess risk, maintain, monitor and, where necessary, improve safety performance, and to identify and rectify any defects speedily, included in these systems will be the means to allow communication and consultation on health and safety matters between all levels of the organisation.

In return, the Combined Authority expects that employees of all levels will exceed their minimum legal duties, this includes co-operating with us on safety matters and taking care of their own safety and that of others who may be affected by their actions, whether from within the organisation or from outside.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their job safely.

It is our intention to constantly monitor, amend and where necessary, update health and safety targets, and to further ensure that we adopt the safest possible working practices appropriate to our operations.

The policy and the way it has operated will be reviewed at least annually and more often if the organisation changes in nature or size. Any revision necessary to improve safety performance will be made and then reported to employees.

Signed:

[Back to Index](#)

Section 3 – General Arrangements

3.1 General Requirement

The organisation's health and safety management system is to be adhered to by all employees at all locations.

The management system will fulfil the requirements of British legislation as well as the specifications of ISO 45001-2018.

The requirements of the health and safety management system are described in more depth in the following sections, which for ease of use are listed alphabetically not in order of importance.

[Back to Index](#)

3.2 Accident, Incident and Near Miss Reporting

The full procedure for the reporting of accidents, incidents and near misses, including those covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, is contained in section 4 of the combined authority safety management system and must be strictly adhered to at all times.

All accidents, however minor, must be reported on the in-house forms. This includes accidents that occur away from the combined authority locations, where applicable these accidents must be reported immediately to the location owner in accordance with their procedures.

Due to the information which is contained on the reporting forms, they will usually be subject to General Data Protection Regulations (GDPR) and must therefore be kept in a secure location and in accordance with the relevant retention periods, with access limited to authorised personnel only.

All health and safety incidents and near misses must also be reported on the relevant in-house electronic forms.

The completed reports should be sent in the first instance to the relevant building manager and the Health and Safety Partner.

All accidents, incidents and near misses etc should be reported as soon as is possible, usually expected to be within 30 minutes.

All completed reports must be approved by the site/line manager and sent to the Health and Safety Partner with 24 hours of occurrence.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant procedure: [Accident, Incident and Near Miss Reporting](#)
[Back to Index](#)

3.3 Accident, Incident and Near Miss Investigation

The combined authority will ensure where it is practicable that all accidents, incidences of work-related ill health, dangerous occurrences or near misses will be fully investigated by suitably trained staff.

We will, so far as is reasonably practicable, implement any recommendations made as part of one of the above investigations. In the event of any remedial action taken, staff will be fully involved and provided with the necessary information, instruction and training.

Where relevant we will co-operate fully with any investigating authority.

The full Accident, Incident and Near Miss Investigation Procedure can be found in section 2 of the safety management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant procedure: [Accident, Incident and Near Miss Investigation](#)

[Back to Index](#)

3.4 Alcohol and Substance Abuse

The combined authority is committed to providing a healthy, safe and positive working environment for all staff and to promoting the health, safety and well-being of our employees. It is recognised that this can be put at risk by members of staff who misuse alcohol and substances to such an extent that it affects their health, performance, behaviour or relationships at work.

Alcohol and illegal drugs and substances are therefore forbidden from all of the organisations work locations, vehicles and activities.

Any person who appears to be under the influence of alcohol, illegal drugs or substances will not be permitted to continue working and may be subject to disciplinary procedures.

Where it is appropriate, we will adopt a supportive and constructive approach when dealing with staff who may be experiencing drug and/or alcohol dependencies or addictions.

Employees are required to inform their manager of any addiction for which they are receiving treatment in order that we may put into place any help or adjustments that may be required to aid their recovery.

Any alcohol and/or substance related problem which is divulged will be treated in strict confidence subject to the provisions of the law.

The full policy can be found in the HR section of the intranet.

Relevant policy: [HR Policy – Alcohol and Substance Abuse](#)

[Back to Index](#)

3.5 Asbestos Management

The combined authority acknowledge that health hazards may arise from exposure to asbestos, we will strive to protect our employees and any other persons who may potentially be exposed by implementing appropriate control measures.

Any the combined authority premises known to contain asbestos will have a register developed and maintained, where relevant regular monitoring will take place in accordance with the [Asbestos Management Policy](#).

No work shall commence on asbestos material or materials thought to contain asbestos until it is sampled and an assessment of the potential exposure is undertaken.

A suitable plan of work should then be made before the work commences.

The Facilities and Assets team are responsible for asbestos management and all enquiries should be directed to them.

Any work which involves the use or removal of Asbestos will be carried out in accordance with the Control of Asbestos Regulations 2012.

The full policy can be found in the [Asbestos section](#) of the health and safety pages on the intranet.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: [Asbestos Management Policy](#)

[Back to Index](#)

3.6 Audit, Compliance, and Inspection

In order to ensure that the combined authority health and safety management system is to a “world class” standard it will be based on British legislated requirements and on the International Organisation for Standardisation (ISO) 45001 – 2018 Occupational Health and Safety Management Systems.

In order to comply with the ISO requirements for continual improvement the PDCA (Plan, Do, Check, Act) model is incorporated into the system, this will ensure compliance with the system is checked and any [non-conformances](#) are identified and resolved.

Compliance checking of health and safety standards is essential in order to ensure that the controls and procedures contained within the management system are being suitably implemented and adhered to. It also helps to demonstrate that a pro-active approach to health and safety is being maintained by the combined authority.

We will operate a structured audit, compliance and inspection system which will include, where applicable, daily and weekly inspections, compliance checking, internal and external audits.

The system will be planned and structured to determine and ensure that health and safety management conforms to our procedures and ISO 45001 requirements.

The results of any audit, check or inspection will be discussed with the relevant manager and any necessary actions agreed, these results will provide an input for the health and safety committee and management review.

Additionally, the Health and Safety Partner will periodically monitor health and safety compliance with relevant legislation, management system and other requirements.

The results and recommendations of this monitoring will be an input to the management review meeting.

Relevant procedures: [Monitoring and Review](#)
[Non-conformances](#)

[Back to Index](#)

3.7 Biological Agents

Exposure to harmful biological agents can result in serious diseases that may be passed to other people. This can include micro-organisms, viruses or toxins from a biological source that can affect human health.

It is the Combined Authority's intention to implement measures that will eliminate these risks or reduce them to as low a level as is reasonably practicable.

Any work involving biological hazards such as blood, vomit, etc. will subject to a suitable and sufficient risk assessment to minimise health risks.

Any potential exposure to biological hazards must be strictly controlled under the Control of Substances Hazardous to Health Regulations 2002 (COSHH), Legionnaires' disease is also covered by the requirements of the Health and Safety at Work, etc Act 1974.

The full procedure can be found in occupational health section of the health and safety management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: Biological Agents – **To Be Developed**

[Back to Index](#)

3.8 Bomb / Terrorist Threat

The increase in terrorism in recent years has dictated that organisations require policies and procedures to identify their responses to potential terrorist threats, such as explosive

devices being planted on their premises, or packages being delivered that contain explosive devices or chemical / biological agents.

Due to the location and function of our premises the Combined Authority has an established process in place as guidance on how to respond to these threats, this includes:

- A list of standard questions to ask if a threat is received by telephone.
- Sequence of who to notify.
- Guidance on search and evacuation.

The full policy and advice can be found on the [Incident Management and Business Recovery](#) pages of the intranet.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant procedure: [Bomb Alert](#)

[Back to Index](#)

3.9 Business Trips

When travelling on behalf of the Combined Authority there is a potential for employees to be exposed to additional risks which could affect their health, safety or security, particularly when travelling abroad. We need to consider and assess these risks and implement any mitigation required to reduce them to an acceptable level.

We have defined three levels of business trip, each has specific health and safety requirements associated with it, from simply making sure somebody knows where you are to a fully comprehensive travel specific plan and risk assessment.

These requirements are the minimum standard expected for each level of business trip and must be adopted by all employees of the Combined Authority who may be involved in business trips.

The full procedure can be found in section 3 of the management system.

Relevant policy: [Business Trips Policy, Procedure and Toolkits](#)

[Back to Index](#)

3.10 Communication and Consultation

Effective communication is an essential part of the Combined Authority management system, it is essential that our health and safety procedures are communicated to all levels of the organisation and where appropriate, externally to customers and stakeholders.

It also establishes the method for effective consultation between the management and employees in the company via the Health and Safety Committee and the Union Safety Representatives.

Information will be communicated through the company and to external bodies in a variety of ways such as procedures, safety notifications, email, intranet communications, notice boards, meetings, etc.

The full procedure can be found in section 1 of the management system.

Relevant Policy: [Health and Safety Communication and Consultation](#)

[Back to Index](#)

3.11 Construction Design and Management (CDM) Regulations 2015

The Construction (Design and Management) Regulations 2015 require that health and safety be taken into account and is co-ordinated and managed at all stages of a construction project from concept to demolition.

Construction work is defined as the carrying out of any building, civil engineering or engineering construction work and includes the maintenance and removal of services associated with fixed plant and other structures.

The Combined Authority may hold various roles under CDM and will ensure compliance with all regulated duties.

The full policy can be found in the [Construction Design and Management section](#) of the health and safety pages on the intranet.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: [Construction Safety \(CDM\)](#)

[Back to Index](#)

3.12 Continual Improvement

Continual Improvement is defined as “A recurring process of enhancing the Health and Safety Management System in order to achieve improvements in overall performance.”

This basically means that we will constantly review our health and safety policies and processes to make them better and easier for people to use.

In order to facilitate this the health and safety management system has been developed following the Plan – Do – Check – Act ethos.

The full policy can be found in section 6 of the management system.

Relevant policy: Continual Improvement - **To Be Developed**

[Back to Index](#)

3.13 Control of Contractors

All contractors should be registered on the InTend website.

Our internal processes will include where necessary requesting copies of and assessing health and safety policy statements, risk assessments, method statements, insurance certification and training certification for staff.

On arrival at any the Combined Authority site all contractors will be given a contractor induction by their Combined Authority project manager, in which our requirements and site rules will be explained, acknowledgement of this will be signed by each individual.

Whilst on our sites contractors will be subject to audit and inspection in accordance with the Combined Authority policy, the frequency and severity of these inspections will be dependent on the level of risk and the duration of the work.

The full policy can be found in section 3 of the management system.

Relevant policy: [Management of Contractors](#)

[Back to Index](#)

3.14 Control of Visitors

Visitors to our sites can be at greater risk than employees because they are not familiar with the locations or the hazards that may be present.

We must inform visitors of any particular hazards that may be present on our sites and of the emergency procedures particular to each location.

It is also essential that all visitors are registered in and out and should be supervised, monitored or accompanied as necessary and appropriate.

When carrying out risk assessments we must take into account the risks to visitors and to others caused by having visitors present.

A [Personal Emergency Evacuation Plan \(PEEP\)](#) must be developed, by their host, for all visitors with disabilities.

The full policy can be found in section 3 of the management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: Control of Visitors – **To Be Developed**

[Back to Index](#)

3.15 Control of Substances Hazardous to Health (COSHH)

All substances which are hazardous to health will be managed under the scope of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, which lay down the essential requirements and a sensible step-by-step approach for the control of hazardous substances and for protecting people who may be exposed to them.

All chemicals used must be supplied with a manufacturer's safety data sheet, and have an appropriate COSHH assessment carried out, the safety data sheet and assessment must be available to any end users.

COSHH records including the data sheet, assessment and issue records should be held in a COSHH file at each location, copies should also be sent to the Health and Safety Partner for inclusion in the corporate COSHH files which will be created on the intranet and made available from the Health and Safety page.

Any employees who are in contact with harmful materials should be instructed in all of the necessary control measures to protect their health, the controls must be used and their use verified by line management.

All chemicals must be stored in accordance with the manufacturer's instructions.

Hazardous substances which may be found within the Combined Authority could include but not be limited to printer cartridges, cleaning chemicals, fuel for pool cars, etc.

The full policy and procedure can be found in section 3 of the management system.

Relevant policy: [Control of Substances Hazardous to Health](#)

[Back to Index](#)

3.16 Display Screen Equipment (DSE)

DSE is defined as "devices or equipment that have alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional screens and those used in emerging technologies such as laptops, touch-screens and other similar devices."

All members of staff must carry out a [DSE assessment](#) for each PC / workstation they use taking account of their physical requirements, layout of the workstation, levels of lighting, condition and suitability of equipment etc, this should be repeated if a significant change occurs.

When hot desking it is not necessary to carry out a written DSE assessment every day, but an assessment of the “standard workstation” must be in place.

DSE assessments when completed must be sent to line managers for them to assess and to provide any initial support, equipment or adjustments that may be required. If they are unable to provide these adjustments (due to a medical condition), they should liaise with the relevant HR Business Partner or Health and Safety Partner to provide additional support and advice or assessment where required.

Arrangements must be in place for workers to have breaks, changes of activity, eye and eyesight tests and where relevant the provision of corrective appliances.

The full procedure can be found in section 1 of the management system.

Relevant policy: - [Display Screen Equipment](#)

[Back to Index](#)

3.17 Driving for Work

Driving in the course of work is an occupational safety issue, road traffic accidents can be very serious and may lead to the injury or prosecution of individuals, they may also expose the Combined Authority to prosecution or involve productivity costs.

The best way to avoid traffic accidents at work is to first minimise the use of car travel and then where car travel cannot be avoided to drive safely and ensure that the law and Highway Code are observed.

Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance.

Staff driving vehicles on behalf of the Combined Authority must hold a valid (in the UK) licence for the vehicle they are driving, this should be verified by the combined authority via the DVLA. anyone using their own vehicle should have current business insurance, MOT and road tax this should also be verified by the Combined Authority.

The full process detailing the combined authority requirements can be accessed from Legal and Governance.

Relevant process: Use of personal vehicles for business purposes

[Back to Index](#)

3.18 Electricity at Work

Whilst electricity is a familiar and necessary part of everyday life, its use carries with it inherent risks which need to be mitigated to as low a level as possible.

There are simple precautions which can be taken when working with, or near electricity to significantly reduce the risk of electrical injury or damage, these include visual inspection prior to use, installation of residual current device (RCD) protection, selection of low voltage options, etc.

The Combined Authority will ensure that all electrical equipment is maintained in good order and tested in accordance with current recommendations.

Installation, maintenance, repair and testing must only be carried out by a trained and competent person.

The full procedure detailing the Combined Authority requirements can be found in section 3 of the management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: Electricity at Work – **To Be Developed**
[Portable Appliance Testing](#)

[Back to Index](#)

3.19 Emergency Preparedness and Response

The Combined Authority has established and maintained procedures intended to ensure that appropriate emergency plans exist and that the responsibilities and actions required in an emergency are detailed and clearly understood by all personnel.

An emergency plan will be developed for each the Combined Authority location, the purpose of the plans is to ensure that in an emergency, the risk to employees, property and the environment is minimised as much as possible.

The emergency plans will outline the action to be taken when specified emergency situations arises and include:

- Identification of the person or persons to take charge during the emergency.
- Duties of responsible persons during these events.
- Details of any actions to be taken by other personnel.
- Routes of communication with outside bodies e.g. emergency services.

The plans will be tested in accordance with legislated and system requirements.

Further advice can be found on the intranet at: [Incident Management and Business Recovery \(IMBR\) \(sharepoint.com\)](#)

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: [Incident Management and Business Recovery Plan](#)

[Back to Index](#)

3.20 Fire Safety

In the event of a fire occurring or being discovered staff should raise the alarm in accordance with local procedures. People should only attempt to put out a fire if they are trained and competent and it is safe to do so.

Details of the emergency fire procedures will be displayed prominently within all the Combined Authority facilities.

Fire risk assessments have been carried out for each location, these are reviewed on an annual basis by each facility manager and revisited every 3 years by a Fire Safety Professional.

The full procedure detailing the Combined Authority requirements can be found on the health and safety page of the intranet.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: [Corporate Fire Safety Policy](#)

[Back to Index](#)

3.21 First Aid

To comply with the Health and Safety (First Aid) Regulations 1981, the Combined Authority is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work, the numbers recruited should give relevant consideration to flexible working arrangements, shift working, holidays, dangerous environments etc.

The Combined Authority will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

A list of first aid trained staff in each of the premises will be prominently displayed, along with the locations of the first aid kit provided to allow them to carry out their duties.

Alternative arrangements will be made for staff working away from the Combined Authority premises, such as those on business trips where the arrangements will be detailed in the trip plan.

When visiting other organisations premises staff should follow their procedures and make sure that the incident is also reported on the combined authority system.

The full procedure detailing the full the Combined Authority requirements can be found in section 2 of the management system.

Relevant policy: First Aid – **To Be Developed**

[Back to Index](#)

3.22 Health and Safety Policy

The Combined Authority has established a Health and Safety Policy as required by legal requirement and also by the ISO 45001 standard, it is contained in Section 2 of this manual and section 1 of the management system.

The Health and Safety Policy will be communicated to all employees of the organisation through internal communication as well being displayed at prominent locations, such as the health and safety noticeboard, within the organisation premises.

Relevant policy: [Health and Safety Policy Statement](#)

[Back to Index](#)

3.23 Health and Safety Training

Training is a key part of the management of risk in the workplace, and whilst it cannot completely remove risk on its own, it is an essential step in the control of workplace hazards.

Appropriate training can help improve the safety culture of an organisation, create more positive attitudes and safety behaviour among staff and reduce accident rates, it should always be carried out prior to employees being exposed to risk.

To demonstrate commitment to health and safety awareness and to comply with relevant legislation, the Combined Authority aims to:

- Ensure all staff receive health and safety training as part of induction prior to commencing work and refresher training as deemed appropriate.
- Provide additional health and safety training for Managers and other designated personnel to allow them to manage the health and safety in their area of responsibility.
- Provide task-specific training to approved standards as required.
- Provide specialist training, such as for first aiders, when required.

Records of training will be held at head office and the details will be entered into a training matrix, copies of certificates will be available if required.

The full procedure detailing the full the Combined Authority requirements can be found in section 1 of the management system.

Relevant policy: Health and Safety Training Policy – **To Be Developed**

[Back to Index](#)

3.24 Health Surveillance

Health surveillance is a series of ongoing health checks on employees, this may be required within legislation for employees who are exposed to asbestos, noise, vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health.

The Combined Authority will ensure that suitable and sufficient provision for health surveillance is in place for all employees who require it. This will be accessed via HR, if it has been assessed as being appropriate to safeguard their health whilst at work.

The full procedure can be found in occupational health section of the health and safety management system.

Relevant policy: Health Surveillance Procedure – **To Be Developed**

[Back to Index](#)

3.25 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire and trip hazards.

The Combined Authority recognises the need to ensure that adequate standards of housekeeping are achieved in order to ensure that the organisation attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

Poor housekeeping can result from:

- General untidiness.
- Lack of thought and consideration by the individual.
- Ignoring rules and procedures.
- Insufficient space for work activity.
- Inadequate storage facilities.
- Lack of training or information.
- Poor supervision.
- Infrequency or inefficiency of cleaning arrangements.

It is essential therefore that all employees, contractors and visitors must ensure that they keep their work areas clean, tidy and safe and do not allow waste materials to accumulate in their working area,

The full procedure detailing the Combined Authority housekeeping requirements can be found in section 3 of the management system.

Relevant policy: Housekeeping Policy – **To Be Developed**

[Back to Index](#)

3.26 Legal Requirements

It is the policy of the Combined Authority to identify legal requirements that are applicable to our organisation, and to ensure the accessibility of this information to all staff.

A summary of the applicable legal requirements will be maintained in a register of legislation. The Register details the legislation applicable to the Combined Authority's operations.

It will be maintained by the Health and Safety Partner in line with the changes to occupational health and safety law, changes will be incorporated into the organisation policies and procedures during the annual review.

The full procedure detailing the Combined Authority requirements can be found in section 1 of the management system.

Relevant policy: Legal Requirements – **To Be Developed**

[Back to Index](#)

3.27 Legionella

Legionella are bacteria which are commonly to be found naturally in environmental water sources such as rivers, lakes and reservoirs, where they usually exist in low numbers, they may also be found in man-made purpose-built water systems such as showers and spas.

Legionnaires disease is one of the possible consequences of exposure to Legionella. It is caused by small droplets of water suspended in the air containing the bacteria being inhaled.

Maintenance and cleanliness of water systems is the most important control in the prevention of legionnaires' disease, therefore the Combined Authority will ensure that appropriate maintenance, cleaning and testing is carried out on all water systems where there is the potential for exposure to the Legionella bacteria.

The full procedure can be found in occupational health section of the health and safety management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant procedure: Legionella – **To Be Developed**

[Back to Index](#)

3.28 Lone Working

A lone worker is anybody who works by themselves without direct or close supervision, which exposes them to potentially greater risks, therefore additional controls should be put in place for all tasks carried out by lone workers to ensure that the risks are reduced to a level that is as low as is reasonably practicable.

Certain tasks such as working at a height, confined space working and the use of dangerous equipment etc should never be carried out by a lone worker.

Managers will ensure that all lone working is identified and a specific risk assessment is carried out for lone workers and that all identified mitigations are implemented.

The full procedure detailing the Combined Authority requirements for lone workers can be found in section 3 of the management system.

Relevant policy: [Lone Working](#)

[Back to Index](#)

3.29 Management of Change

Any changes which occur within the organisation, e.g. to personnel, equipment, processes or procedures, etc. have the potential to cause adverse effects on health and safety.

Any changes which will have a major impact on health and safety must be reviewed prior to their implementation so that any relevant policies and procedures can be amended to ensure that standards are maintained.

Any changes made to systems and procedures will need to be communicated to relevant personnel throughout the organisation.

The full procedure detailing the full Combined Authority requirements can be found in section 1 of the management system.

Relevant policy: [Management of Change](#)

[Back to Index](#)

3.30 Management Review

It is a requirement of international standards that “top management” carry out a management review at least once a year to review the suitability, adequacy and effectiveness of the health and safety management system implementation, this review should include changes that may affect health and safety including:-

- Health and safety policy
-

- Health and safety objectives and targets
- Health and safety audit results
- Health and safety feedback from interested parties
- Health and safety performance
- The results of participation and consultation
- Changed to legislation,
- Incident investigation, corrective / preventive action status
- Follow up from the previous health and safety management review
- Recommendation for improvement.

The outputs from health and safety management review shall include decision and actions related to:-

- Health and safety performance
- Health and safety policy and objectives
- Health and safety resources
- Any matters pertaining health and safety management system

Minutes will be recorded and maintained stating any actions to be taken.

The full procedure detailing the full Combined Authority requirements for management review can be found in section 5 of the management system.

Relevant policy: [Management Review](#)

[Back to Index](#)

3.31 Manual Handling

Manual handling is one of the most common causes of injury in the workplace, associated injuries often have long-term effects. It is our intention to carry out safe manual handling and reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying, in order to achieve this we will:

- Avoid manual handling where possible and make use of lifting aids where possible.
- Ensure that manual handling tasks are appropriately assessed and that staff are made aware of the findings of the assessments.
- Record any findings and control measures, generally in to standard risk assessments, however, a specific manual handling assessment will be carried out when required.
- Notify staff of the control measures required and train staff where applicable.
- Provide training to those most at risk and carry out manual handling as a regular part of their role?

The full procedure detailing the full Combined Authority requirements for manual handling can be found in section 3 of the management system.

Relevant policy: Manual Handling – **To Be Developed**

[Back to Index](#)

3.32 Mobile Phones / Mobile and Portable Devices

Mobile phones, mobile and portable devices can offer many advantages to both the organisation and, the use of new technology to enhance the way we work, however improper use can result in distractions, accidents, incidents, etc.

In general, mobile devices should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a mobile device while driving, it is illegal and may result in points on your licence, or worse.
- Never use a mobile device while operating equipment.
- Don't walk and talk whilst using a device, it is a distraction and makes people less aware of their surroundings and any potential hazards that may occur.
- Don't use on stairs

The full procedure detailing the full Combined Authority requirements for the use of mobile phones, mobile and portable devices can be found in section 3 of the management system.

Relevant policy: Mobile Phone Use – **To Be Developed**

[Back to Index](#)

3.33 New and Expectant Mothers

The Combined Authority acknowledges that some of its employees may become new or expectant mothers. When that happens, working conditions or arrangements which were suitable prior to pregnancy or birth may become unsuitable for those employees.

As part of our commitment to provide a safe place of work for employees we will take into account the potential risks to new and expectant mothers and will also provide, where possible, a suitable rest area for them to use.

The Combined Authority has a duty to carry out an individual risk assessment in respect of every employee who notifies us that they are a new or expectant mother and to implement any appropriate control measures identified.

The full procedure can be found in occupational health section of the health and safety management system.

Relevant procedure: New and Expectant Mothers – **To Be Developed**

[Back to Index](#)

3.34 Noise at Work

We will take all reasonable steps that are necessary to ensure the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is eliminated or reduced to a minimum.

Where noise levels are consistently above 80dB(A) hearing protection will be provided and those affected will be appropriately trained in its safe and effective use.

Where hearing protection is required signage will be provided at the entrance to the work area. Management and supervision will also be required to monitor whether staff are wearing their hearing protection.

Noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, we will take all reasonable steps to reduce noise levels as far as possible.

The full procedure detailing the Combined Authority requirements for controlling Noise at Work can be found in section 4 of the management system.

Relevant policy: Noise at Work – **To Be Developed**

[Back to Index](#)

3.35 Non-conformance

A Non-conformance is defined as “Failure to comply with a requirement, whether in System Documentation, compliance with Current Legislation or where relevant ISO standards,”

The policy for the management of non-conformances, contains the following steps:

- Identification of non-conformities
- Opening of a non-conformance
- Storage of non-conformance reports
- Non-conformance investigation
- Identifying corrective and preventative actions
- Follow-up
- Closing of the non-conformances

The non-conformances and outcomes will be an input to the management review.

The full procedure detailing the full Combined Authority requirements for Managing Non-conformances can be found in section 6 of the management system.

Relevant procedure: [Non-conformances](#)

[Back to Index](#)

3.36 Occupational Health

We will take all reasonable steps to prevent work-related ill health, and to support the general health and well-being of our employees.

If required specialist advice will be sought to enable us to effectively assess and manage the occupational health risks within the organisation. This advice may come internally from competent persons or from external occupational health professionals, etc.

Additional Advice can be found on the HR [Health and Wellbeing](#) pages on the intranet. And through our employee assistance programme.

The full policy detailing the Combined Authority requirements for Occupational Health can be found in section 4 of the management system.

Relevant Policies: Occupational Health – **To Be Developed**
[HR Policy – Alcohol and Substance Abuse](#)

Associated Procedures: [Asbestos Management Policy](#)
Biological Agents – **To Be Developed**
Health Surveillance Procedure – **To Be Developed**
Legionella – **To Be Developed**
New and Expectant Mothers – **To Be Developed**
Stress Management – **To Be Developed**

[Back to Index](#)

3.37 Permit to Work

A permit-to-work system is a formal written system which specifies the precautions which need to be taken before certain high-risk activities are carried out.

Activities which require a permit-to-work system will be determined by risk assessment. A permit to work should be considered for all activities where the potential risk is high and cannot be minimised sufficiently by the implementation of control measures (e.g. hot work, entry into confined spaces, work on high voltage electrical equipment, work with asbestos etc).

Training will be given to all personnel who will issue permits and those working under them, before working under the permit-to-work system.

The full procedure detailing the Combined Authority requirements for the Permit to Work System can be found in section 3 of the management system.

Relevant policy: Permit to Work – **To Be Developed**

[Back to Index](#)

3.38 Personal Protective Equipment (PPE).

Personal Protective Equipment will be supplied to staff when the risks presented by a work activity cannot be eliminated or adequately controlled by other means.

PPE supplied will be appropriate to the task. It must be properly maintained and employees must be given adequate information, instruction and training in its use and where relevant in its maintenance and storage.

Spare items of PPE should be maintained in storage to allow replacement in case of loss or damage to existing equipment.

Additional advice on the selection of PPE may be sought from the supplier, manufacturer or the Health and Safety Partner.

The full procedure detailing the Combined Authority requirements for the supply and use of Personal Protective Equipment can be found in section 3 of the management system.

Relevant policy: [Personal Protective Equipment](#)

[Back to Index](#)

3.39 Professional / Competent Health and Safety Advice

In order to comply with the requirements of the Management of Health and Safety at Work Regulations 1999 the Combined Authority needs to provide access to a 'Competent Person' to provide health and safety advice to the organisation.

This will be achieved by the appointment of a Health and Safety Partner and Advisor, at least one of which should be a chartered member of the Institute of Occupational Safety and Health and the other should hold an appropriate level qualification.

[Back to Index](#)

3.40 Risk Assessment

It is a legal requirement to assess the risks to our employees and others who may be affected which arise from our work activities at any of our premises, any significant findings must be recorded, it is our policy to mitigate these risks to a level which is as low as is reasonably practicable.

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process to ensure a consistent and standardised approach is taken to assessing risk and risk level.

As well as this general duty to assess risks, more specific risk assessments are required under various pieces of legislation, such as, the Control of Substances Hazardous to Health Regulations 2002 etc.

The full policy detailing the Combined Authority requirements for Risk Assessment can be found in section 1 of the management system.

Relevant policy: [Risk Assessment](#)

[Back to Index](#)

3.41 Safety Signs

All safety signs used within the Combined Authority will comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

Appropriate safety / warning signs will be provided and maintained, in any circumstance where a risks cannot be controlled by any other means.

The full policy detailing the Combined Authority requirements for Safety Signs can be found in section 3 of the management system.

Joint arrangements are in place with West Yorkshire Police in respect of Policing Assets.

Relevant policy: Safety Signs – **To Be Developed**

[Back to Index](#)

3.42 Smoke Free Workplace

It is mandated in current legislation that smoking is not allowed in any enclosed workplace, public building or on public transport in the Britain, therefore smoking will not be permitted in any Combined Authority premises, grounds, or vehicles.

The smoke free workplace policy seeks to guarantee employees the right to work in air free of tobacco smoke, this also precludes the use of electronic cigarettes within the workplace.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking policy.

Anyone wishing to smoke may only do so in designated smoking areas.

The full policy detailing the Combined Authority requirements for a smoke free workplace can be found in section 4 of the management system.

Relevant policy: [Smoke Free Workplace](#)

[Back to Index](#)

3.43 Stress Management

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

We are committed to protecting the health, safety and welfare of our employees, it is recognised that work-related stress can damage the mental and physical health of employees and that work-related stress is a health and safety issue which must be taken seriously.

The Combined Authority encourage the ethos that it is okay to talk about stress and mental health, it is not an admission of failure and that when someone raises a concern or issue, they are treated with sensitivity and dignity.

Directors, Heads of Service and Managers will work hard to try to create this ethos, especially during periods of organisational change.

Further advice can be found on the HR [Mental Health and Wellbeing](#) page on the intranet.

The full procedure can be found in occupational health section of the health and safety management system.

Relevant procedure: Stress Management – **To Be Developed**

[Back to Index](#)

3.44 Violence, Harassment and Bullying in the Workplace

Work related violence is defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks. The Combined Authority takes a zero-tolerance approach to violence, harassment and bullying in the workplace.

If or when such abuse is experienced, we will provide such personal support and guidance as is necessary to the employee to make sure that the effect of such abuse is minimised.

Any act of violence to a member of staff or management must be recorded on the appropriate form with a full investigation completed as per this policy.

Employees are encouraged to report incidents of this nature to their manager, director, etc. who will discuss and investigate the incident and, where possible, take action to prevent a recurrence, any action taken or proposed should be recorded.

The full policy detailing the Combined Authority requirements for responding to Violence, Harassment and Bullying workplace can be found in section 3 of the management system.

Relevant policy: Violence, Harassment and Bullying – **To Be Developed**

[Back to Index](#)

3.45 Work Equipment

Work equipment encompasses the largest piece of machinery through to the smallest items used whilst working. All work equipment must be used in a safe manner in order to protect the user and others within the workplace, this is, for the most part, governed by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

It is our policy to provide safe work equipment and to ensure all employees receive appropriate safety information and training in any equipment they may use.

We will carry out risk assessments to identify the risks to the health and safety of employees from the use of work equipment and ensure that procedures are in place to protect our employees from serious and imminent danger caused by its use.

We will ensure that all work equipment is suitable for its intended purpose, safe for its intended use, the personnel who are to use the equipment have received suitable training and information about the equipment's operation and that equipment is fitted where required with appropriate warning signs, marks, safety bars or guards.

The full policy detailing the Combined Authority requirements for the provision of work equipment can be found in section 3 of the management system.

Relevant policy: Provision of Work Equipment – **To Be Developed**

[Back to Index](#)

3.46 Working at Heights

The Working at Height Regulations 2005 apply to all work at height. Regulation 2 states that they apply to all instances of working at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured from falling from it, even if it is at or below ground level.

It is known that falls of persons or materials from height are the most common cause of fatalities and the second most common cause of major injuries to employees.

We will therefore take all reasonable steps to provide a safe system of work and a safe working environment for all persons who may be affected by work at height activities, we will ensure the necessary preventive and protective measures to prevent falls of persons or materials from the workplace, this will generally be achieved by the implementation of the Combined Authority permit to work system.

All work at height must comply with the Work at Height Regulations 2005.

The full policy detailing the Combined Authority requirements for working at height can be found in section 3 of the management system.

Relevant policy: Working at Height – **To Be Developed**

[Back to Index](#)

3.47 Working From Home

Working from home can present challenges to both employers and employees, for employers this can include managing staff who work on their own and away from the main office base, for employees it can include overcoming feelings of isolation and managing the boundaries between home and work life.

Working from home or homeworking may be considered as a reasonable adjustment to allow a disabled worker to carry on with their role.

The full procedure detailing the Combined Authority requirements can be found in the in section 3 of the management system.

Relevant policy: Working from home – **To Be Developed**

[Back to Index](#)

3.48 Workplace Environment

Under the Workplace (Health, Safety and Welfare) Regulations 1992 employers are required to provide a safe and healthy workplace environment for their employees, this includes people with disabilities and additional needs.

We will manage the workplace environment by:

- Conducting risk assessments to identify hazards in the workplace environment.
- Analysing any existing control measures to determine if they are adequate.
- Implementing any additional control measures as necessary.
- Ensure workers are not exposed to extreme temperatures without adequate protection.
- Provide an adequately ventilated workplace.
- Minimise draughts.
- Ensure an adequate supply of drinking water.
- Ensure adequate lighting.
- Ensure employees have adequate space to do their jobs and move around.
- Ensure the workplace is kept clean.
- Ensure adequate toilet, washing, eating and drinking facilities are provided.
- Ensure training is provided to employees.
- Ensure doors, passageways, stairs, showers, wash basin's, toilets and workstations etc. are where possible accessible for disabled people.

The full policy detailing the Combined Authority requirements for workplace environment can be found in section 3 of the management system.

Relevant policy: [Workplace Environment](#)

[Back to Index](#)

3.49 Young Persons

Young persons are usually defined as being between the minimum school leaving age (usually 16 years) and 18 years old. The Combined Authority do on occasion employ a number of these young persons and may provide work experience to school children.

Because of their lack of experience, lack of awareness to risks and immaturity, these young people require additional care during their employment, so assessment of young persons is essential in setting safe control measures for protecting their health, safety and welfare.

Whilst the general precautions taken to protect the health and safety of the workforce as a whole, will in many cases, also protect young persons, there are occasions when different and/or additional measures may be necessary.

We will aim to reduce any identified risks to young persons and provide guidance on specific control measures required to protect them.

The full policy detailing the Combined Authority requirements for young persons can be found in section 3 of the management system.

Relevant policy: [Young Persons](#) – **To Be Developed**

[Back to Index](#)

4.0 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 | January 2018 | HS Manager | MD / DR |
| Sixteenth review | May 2019 | H&S Partner | MD & DCS |
| Seventeenth Review | January 2020 | Interim H&S Partner | MD & DCS |
| Eighteenth Review | May 2021 | H&S Advisor | MD & DCS |
| Nineteenth Review | April 2022 | H&S Advisor | |

[Back to Index](#)

Appendix 1 – Table of Interested Party Requirements

| Category | Interested Parties | Requirements |
|--------------|-----------------------|--|
| 3rd Party | Landlord | Environmental Protection |
| | Neighbours | Ethical behaviour |
| | Emergency Services | Information |
| | Local Authorities | |
| | Bank | |
| | Members of the Public | |
| | Unions | |
| | West Yorkshire Police | Asset management of Policing Assets held by the Combined Authority in respect of Police and Crime Commissioner functions |
| Contractors | | Communication of The Combined Authority requirements |
| | | Mutual benefits and continuity |
| | | |
| Customers | | Goods/services on time to correct specification. |
| | | Quality |
| | | Price |
| | | |
| Regulators | Environment Agency | Evidence of conformity |
| | HSE | |
| | | |
| Stakeholders | | Sustainable business / business continuity |
| | | Compliance with legal, contractual and customer requirements. |
| | | Transparency |
| | | |
| Staff | Blue collar | Adequate job information /equipment |
| | Management | Good work environment |
| | Temporary | Job security |
| | White Collar | Recognition and reward |
| | | |
| Suppliers | | Mutual benefits and continuity |
| | | Communication of The Combined Authority requirements |
| | | Ample lead time |
| | | |

[Back to Index](#)

Appendix 2 – Policy Responsibilities at Ploughlands House

| No | Title | Resp | Comments |
|------|---|-------|-------------------------------------|
| 3.2 | Accident, Incident and Near Miss Reporting | Joint | Dependant on what is being reported |
| 3.3 | Accident, Incident and Near Miss Investigation | Joint | Dependant on what is being reported |
| 3.4 | Alcohol and Substance Abuse | WYCA | Staff related |
| 3.5 | Asbestos Management | Joint | Dependant on location |
| 3.6 | Audit, Compliance and Inspection | WYCA | Management System requirement |
| 3.7 | Biological Agents | Joint | Dependant on location |
| 3.8 | Bomb / Terrorist Threat | Joint | Dependant on location |
| 3.9 | Business Trips | WYCA | Staff related |
| 3.10 | Communication and Consultation | WYCA | System related |
| 3.11 | Construction Design and Management (CDM) 2015 | Joint | Dependant on location / project |
| 3.12 | Continual Improvement | WYCA | System related |
| 3.13 | Control of Contractors | WYCA | System related |
| 3.14 | Control of Visitors | Joint | Dependant on location |
| 3.15 | Control of Substances Hazardous to Health (Coshh) | WYCA | Staff related |
| 3.16 | Display Screen Equipment (DSE) | WYCA | Staff related |
| 3.17 | Driving for Work | WYCA | Staff related |
| 3.18 | Electricity at Work | Joint | Dependant on location |
| 3.19 | Emergency Preparedness and Response | Joint | Dependant on location |
| 3.20 | Fire Safety | Joint | Dependant on location |
| 3.21 | First Aid | WYCA | Staff related |
| 3.22 | Health and Safety Policy | WYCA | System related |
| 3.23 | Health and Safety Training | WYCA | Staff related |
| 3.24 | Health Surveillance | WYCA | Staff related |
| 3.25 | Housekeeping | WYCA | Staff related |
| 3.26 | Legal Requirements | WYCA | System related |
| 3.27 | Legionella | Joint | Dependant on location |
| 3.28 | Lone Working | WYCA | Staff related |
| 3.29 | Management of Change | WYCA | System related |
| 3.30 | Management Review | WYCA | System related |
| 3.31 | Manual Handling | WYCA | Staff related |
| 3.32 | Mobile Phones | WYCA | Staff related |
| 3.33 | New and Expectant Mothers | WYCA | Staff related |
| 3.34 | Noise at Work | WYCA | Staff related |
| 3.35 | Non-conformance | WYCA | Staff related |
| 3.36 | Occupational Health | WYCA | Staff related |
| 3.37 | Permit to Work | Joint | Dependant on location |
| 3.38 | Personal Protective Equipment | WYCA | Staff related |
| 3.39 | Professional Health and Safety Advice | WYCA | System related |
| 3.40 | Risk Assessment | WYCA | Staff related |

| | | | |
|------|--|--------------|-----------------------|
| 3.41 | Safety Signs | Joint | Dependant on location |
| 3.42 | Smoke Free Workplace | WYCA | Staff related |
| 3.43 | Stress Management | WYCA | Staff related |
| 3.44 | Violence, Harassment or Bullying | WYCA | Staff related |
| 3.45 | Work Equipment | WYCA | Staff related |
| 3.46 | Working at Height | WYCA | Staff related |
| 3.47 | Working from Home | WYCA | Staff related |
| 3.48 | Workplace Environment | WYCA | Staff related |
| 3.49 | Young Persons | WYCA | Staff related |

[Back to Index](#)
