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'Together we believe, achieve & succeed'

Health & Safety Policy

2025 / 2026

Signed:
Date: 03.07.25
Review: Summer '26

Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Neath Port Talbot County Borough Council

Corporate Health and Safety Policy

PREPARED BY: Corporate Health and Safety Section

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Corporate Health and Safety Policy

This document is available in Welsh. If you would like to receive correspondence in Welsh, please contact the Health and Safety Section on 01639 763950

Os hoffech dderbyn gohebiaeth mewn perthynas â'ch cyflogaeth yn Gymraeg, cysylltwch â'r adran iechyd a diogelwch ar 01639 763950

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General Statement of Health and Safety Policy and Intent

Neath Port Talbot County Borough Council (NPTCBC) recognises and accepts its duties and responsibilities as an employer with regard to the health, safety and welfare of each of its employees and all others who may be affected by the Authority's activities.

I, therefore, consider, that the provision of workplaces that are safe and without risks to the health of all NPTCBC employees, sub-contractors, stakeholders and members of the public insofar as they may be affected by our activities, is one of my main priorities. In achieving this, NPTCBC will endeavour to meet the requirements of the Health and Safety at Work, etc. Act 1974 and other associated legislation as far as is reasonably practicable.

Whilst I have ultimate responsibility for health and safety within NPTCBC by virtue of my position as Chief Executive, the Corporate Directors and their Heads of Service will ensure that their areas of responsibility are managed and resourced to reduce the risks to the health and safety of their employees and others, as far as is reasonably practicable.

The approach adopted by NPTCBC towards developing a positive health and safety culture is dependent on the involvement of all employees and stakeholders. I, therefore, require effective methods of monitoring and communication to be in place so that all employees can raise health and safety concerns.

Additionally, the availability of competent personnel at all levels is an essential factor in providing a safe and healthy working environment and, as such, it is the responsibility of all levels of management to ensure that their personnel are trained to work safely.

Whilst I shall endeavour to ensure that a safe and healthy workplace is provided, employees should also be aware of their own responsibilities to comply with the requirements placed on them.

I expect employees to work safely and to have due regard for the safety of others, and to inform their supervisor or manager of any change in their physical or mental condition that may affect their health or safety whilst at work.

This Policy is to be reviewed annually and any revisions shall be brought to the attention of all managers, employees and other stakeholders.

Positive health and safety throughout NPTCBC is the responsibility of all managers, employees and other stakeholders and I require the co-operation of all concerned in developing a safety culture that is committed to the pursuit of excellence.

Frances O'Brien

Chief Executive

1. ORGANISATION

High standards of health and safety shall be achieved through good management and positive leadership. To achieve this, it is necessary to detail the organisational arrangements within which health and safety can be managed and to specify the responsibilities for health and safety management that exist.

1.1 Elected Members

It is the responsibility of Elected Members to promote a proactive approach to health and safety by: -

- Contributing to the formulation of health and safety aims and objectives and ensuring that these aims and objectives are mainstreamed into all relevant Council policies.
- Assisting in the provision of health and safety direction for the Council as a whole.
- Ensuring that a general Corporate Health and Safety Policy is established and communicated to all employees and reviewed as necessary.

1.2 Cabinet Members

It is the responsibility of Cabinet Members to ensure that: -

- A member of the Cabinet has responsibility for health and safety.
- The Cabinet is informed of all major health and safety issues affecting or likely to affect NPTCBC.
- Adequate financial resources are included in annual budget allocations to enable NPTCBC to meet its statutory obligations with regard to health and safety at work.

1.3 Governing bodies of schools maintained by the Council in its capacity as Local Education Authority (LEA)

There is a shared overall responsibility for health, safety and welfare between the Council in its capacity as Local Education Authority, Governing Body and all Headteachers. Governing Bodies and Headteachers must:

- Appoint a suitable member of the Governing Body as a lead person in health and safety.
- Co-operate with NPTCBC in monitoring the effectiveness of arrangements at each establishment and operations in respect of the functions for which they are responsible

- Ensure that they are aware of their duties and responsibilities under safety legislation and ensure that the Headteacher of the establishment is aware of and implements the Authority's Health and Safety Policy.
- Ensure that, in implementing this Policy, arrangements and organisation for the safety of staff, pupils, visitors and contractors are met.
- Ensure that all premises, plant and equipment for which they are responsible are safe and properly maintained.
- Ensure, in the selection and purchase of equipment, that it is suitable for the use that will be made of it, and account is taken of the working conditions and any hazards in the workplace.
- Ensure that Health and Safety issues concerning the school are identified discussed and decisions taken, leading to effective action being implemented.
- Ensure that in respect of any project that they initiate, they consider the Health and Safety of all persons at the planning stage and include any necessary measures to control risks.
- Ensure that all employees of their establishment adopt safe methods of work for the activities carried out.
- Consult, whenever necessary, with the designated Corporate Health and Safety Officer on matters relating to safety and the Authority's policies.
- Receive and act upon reports from their Headteachers which will include any significant accidents and dangerous occurrences.
- Ensure that staff in their establishment are given sufficient time and other facilities to receive the necessary training on health and safety matters.
- Receive and act upon any direction from the Authority regarding any matter concerning the health and safety at their establishment.

1.4 Chief Executive

The person ultimately responsible for health and safety is the Chief Executive, Frances O'Brien. The Chief Executive will establish effective safety procedures for the management of health and safety throughout the Council. Also ensuring that Corporate Directors establish and maintain effective safety management systems and ensure the arrangements for health and safety are followed as appropriate.

To meet these responsibilities the Chief Executive is to be assisted by an appropriately qualified and experienced Principal Occupational, Health, Safety and Wellbeing Manager, Cath Bevan.

1.5 Corporate Directors

The Corporate Directors are responsible for ensuring that the general Corporate Health and Safety Policy is followed. Where the Corporate Policy is inadequate in managing

their specific health and safety risks, they are to ensure that their service procedures address any shortcomings.

A Service health and safety committee will be established where issues affecting the health and safety of employees and stakeholders on a Service-wide basis can be raised and resolved.

The Corporate Directors with responsibility for health and safety in their respective Services are as follows:

- **Director of Education, Leisure and Lifelong Learning**
- **Director of Environment and Regeneration**
- **Director of Social Services, Health and Housing**
- **Director of Strategy and Corporate Services**
- **Director of Finance**

To assist them in managing health and safety, Corporate Directors will be supported by designated Corporate Health and Safety Officers. They have the responsibility for providing competent information, guidance and advice to the Corporate Director on all aspects of health and safety for the Service. These are located within the Corporate Health and Safety Section (CHSS) and are contactable on 01639 763950.

Corporate Directors are responsible for ensuring the following within their Service: -

- That resources in terms of time, finance and personnel are available to implement and manage health and safety commensurate to the level of risk.
- That health and safety performance is monitored and reviewed on a regular basis at Service and Corporate level.
- Monitoring the effectiveness of the Corporate Health and Safety Policy and procedures and initiating improvements where appropriate.
- Annual production of a health and safety action plan that outlines targets and objectives to be achieved to reduce accidents and occupational ill health across the Council.

1.6 Heads of Service

Are responsible for, but not limited to, the following considerations: -

- The provision of adequate resources commensurate to the level of risk for the management of health and safety.
- To report any shortfalls in the management of health and safety to their Corporate Director.

- To implement the requirements of the Corporate Health and Safety Policy and other supporting documentation and, where necessary, supplement this to ensure safe working practices.
- Ensure all levels of management are aware of their responsibilities concerning safety management and that they receive appropriate training to meet this requirement.
- Set targets and objectives for all levels of management to achieve a reduction in accidents and occupational ill health in accordance with the Service's objectives.
- Monitor the effectiveness of the health and safety framework and instigate improvements if it is considered necessary.
- Carrying out periodic visits to a variety of sites, premises and activities to monitor the standards of their employees' health and safety.
- Ensure all employees have the appropriate level of health and safety competence to work safely.
- Ensure the reporting of incidents, occupational ill health and near miss incidents in accordance with Health and Safety Procedures and where necessary ensure that an investigation is carried out in conjunction with the appropriate Health and Safety Officer.
- Monitor the health and safety performance of all services managed by periodic review of accident and incident data and ensuring that all activities receive a periodic safety audit.
- Support, as necessary, the various safety committees within the Services.
- Ensure that health and safety responsibilities are clearly documented in all job descriptions.

1.7 Accountable Managers/Principal Officers/Managers/Headteachers/Team Leaders

Accountable Managers/Principal Officers/Managers/Headteachers/Team Leaders are to:

- Ensure they are aware of their responsibilities with regard to the management of health and safety in their respective service areas.
- Apply the relevant safety control measures to all activities under their control.
- Set an example in safe behaviour, good management and positive leadership to others.
- Identify and meet the safety training and development needs of employees under their control to ensure competency.
- Ensure the reporting of incidents, occupational ill health and near miss incidents in accordance with Health and Safety Procedures and where appropriate ensure that an investigation is undertaken.
- Allocate appropriate resources to the planning of all activities. Ensure all activities are effectively managed and supervised.

- Systematically identify hazards through site visits and, where necessary, obtaining safety information from employees, designers, safety advisors and documented codes of practice.
- Allocate appropriate health and safety responsibilities to line managers and supervisors, ensuring they are understood and effectively implemented.
- Develop and apply the appropriate risk control systems and workplace precautions to eliminate or minimise risk.
- Involve and consult with employees on all matters concerning health and safety, encouraging a two way communication on such matters.
- Identify health and safety deficiencies within their area of responsibility and take appropriate remedial action. Ensure the relevant Head of Service and the Corporate Health and Safety Officer is informed of the deficiency.
- Ensure all employees receive corporate and workplace induction as is necessary.
- Ensure all contractors under their control discharge their health and safety responsibilities appropriately.
- Ensure all plant, equipment, personal protective equipment and other safety devices are maintained, repaired and replaced as necessary. In addition, ensure that all statutory and other appropriate tests are carried out on all safety related equipment at relevant intervals.
- Monitor the health and safety performance of employees and contractors.
- Keep up to date with legislative changes, codes of practice, industry best practice, and Health and Safety and Service procedures.
- Develop improved safety behaviour and performance through consultation, co-operation and communication.

1.8 Employees

All Employees are to:

- Ensure all safety arrangements and procedures are followed at all times.
- Use all work equipment and personal protective equipment properly and in accordance with training received.
- Report any safety deficiencies, incidents, near misses and cases of ill health to their line manager.
- Assist the relevant Health and Safety Officer during investigations of safety related incidents.
- Work safely at all times giving due consideration for the safety of others who may be affected by their acts or omissions.
- Notify line management of their safety training needs.
- Assist wherever possible in improving safety systems and performance through consultation, co-operation and communication.

- Inform their line manager if any physical or mental condition known to them affects their ability to work.

1.9 Volunteers and Trainees

Volunteers and Trainees are to:

- Ensure that whilst they are engaged in any project or are representative of the Authority in any way that they follow all safety arrangements and procedures so as to minimise any potential risk to themselves and others who may be affected by their acts or omissions.

2. ARRANGEMENTS

The CHSS will, from time to time, issue procedures and guidance so that services may comply with legislation and safe practices. Corporate Directors are responsible for ensuring that employees and stakeholders are conversant with the contents of this Policy and any new procedures or guidance, and that they comply with its requirements.

This Policy is further supported by the health and safety procedures, guidance notes and where appropriate, specific service procedures and other relevant documentation.

In April 2006 the Authority entered into agreement with the Welsh Government to manage the services associated with the maintenance and improvement of the trunk road network in South Wales, accepting a delegation under the Highways Act 1980. These services are managed by a division of the Environment Directorate known as the South Wales Trunk Road Agent. The Head of the South Wales Trunk Road Agent operates as a Head of Service within the Directorate. The South Wales Trunk Road Agent (SWTRA) will operate in accordance with the principles embodied in the NPTCBC Corporate Health & Safety Policy, but due to the specialist nature of some aspects of the services provided by the SWTRA and the terms of the Welsh Government agreement, they will hold unique risk assessments and are required to hold an externally accredited Integrated Management System.

The Authority, via SWTRA is committed to providing a consistent, high quality and measurable service that meets the Welsh Government requirements for the Management of the Trunk Road Network in South Wales. This is achieved by:

- Operating and complying with the Quality Management System in accordance with the requirements of ISO 9001:2015 and appropriate National Highway Sector Schemes (NHSS 2B & 5B, 12 A/B, and 18) as required by the scope of works undertaken
- Operating and complying with Occupational Health and Safety Management System in accordance to ISO 45001:2018

- Operating and complying with an Environmental Management System in accordance with ISO 14001:2015

The Authority is committed to the continuous improvement of the three management systems.

2.1 Health and Safety

HSP/01 Abrasive Wheels

All reasonable steps will be taken to ensure the health and safety of staff and contractors who work with grinding machines that incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, it is acknowledged health and safety hazards may arise from the use of this equipment. It is the intention of the Authority to ensure that any risks are reduced to a minimum.

Procedural advice relating to Abrasive Wheels can be found in Health and Safety Procedure HSP/01.

HSP/02 Asbestos

Asbestos may be found in existing buildings, particularly those built or refurbished before 1980. Employees and contractors working on behalf of the Council must treat any insulation or insulating board in such buildings, etc as asbestos. Where it is known or suspected that asbestos insulation, coating or boarding is present, then work in that area will stop and the supervisor notified, so that samples of the material can be taken for analysis.

The aim of the Asbestos procedure is to control the risk from Asbestos Containing Materials (ACMs) in NPTCBC non domestic premises, ensuring compliance with Regulation 4 of the Control of Asbestos Regulations (CAR).

Procedural advice relating to Asbestos can be found in Health and Safety Procedure HSP/02.

HSP/03 Communication, Participation and Consultation

It is the responsibility of this Authority to communicate with its employees, stakeholders and others who may be affected by its work activities, regarding health and safety at all levels.
Employees or their representatives must be consulted in the development and review of policies and other safety related documentation that manage risk and other changes that may affect workplace health and safety.

Workers shall be informed about their participation arrangements, including who their representative(s) on health and safety matters are.

Procedural advice relating to Communication, Participation and Consultation can be found in Health and Safety Procedure HSP/03.

HSP/04 Confined Spaces

In terms of Confined Spaces, is important the following considerations are noted:

- Entry into confined spaces is avoided where possible
- When entry into confined spaces is unavoidable all hazards must be assessed
- There are suitable safe systems of work and emergency arrangements in place that will reduce the risk of injury to the persons involved
- Compliance with relevant legislation is achieved - Confined Spaces Regulations and any others associated with the work activities

Procedural advice relating to Confined Spaces can be found in Health and Safety Procedure HSP/04

HSP/05 Construction, Design and Management (CDM)

Services and employees of those Services that commission, design, supervise or carry out building projects (including maintenance) or construction works shall comply with the Construction (Design and Management) Regulations, and where required seek expert advice through the CHSS.

Procedural advice relating to CDM can be found in Health and Safety Procedure HSP/05.

HSP/06 Control of Records[1] and Documents

NPTCBC have established procedures for the identification, maintenance and disposition of health and safety records. These shall be kept so as to demonstrate that NPTCBC maintains a health and safety system that conforms to the relevant legislation appropriate to its undertakings. These are maintained in accordance with Control of Records and Documents Health and Safety Procedure HSP/06. The maintenance of such records includes, but is not restricted to the following areas of associated documentation:

- Inspection and site visit records
- Non-compliance activities

[1] *Records, document stating results achieved or providing evidence of activities performed*

- Review meetings and records of management decisions
- Health and Safety Policy, Organisation and Arrangements documents
- Occupational Health clinical record

All arrangements necessary for the control of internal and external health and safety documentation relevant to NPTCBC's undertakings are controlled by the Control of Records and Documents Health and Safety Procedure. This Procedure also identifies the archiving arrangements required for the preservation of documents and data for legal and for reference purposes and details how documents pertaining to health and safety are to be prepared, approved, controlled, retained, modified, stored and reviewed.

All Health and Safety Procedures and other related health and safety documentation that are issued for internal use by NPTCBC are controlled through the use of the Intranet system. Changes and current revision status of the documents are identified by a unique document number in the bottom right corner.

Procedural advice relating to the Control of Record and Documents can be found in Health and Safety Procedure HSP/06.

HSP/07 Control of Substances Hazardous to Health (COSHH)

Services shall ensure that up to date COSHH Assessments are obtained and reviewed and then design, develop and operate suitable arrangements, risk control systems and workplace precautions which are proportionate to the hazards and risks identified.

The Authority subscribes to the *Alcumus Group Sypol CMS System* where COSHH Assessments can be requested and obtained for the use of hazardous products. Requests are to be made via the CHSS.

The aim of the COSHH Procedure is to ensure consistent assessment of risk, the application of control measures and the working practices for the use of hazardous substances. It shall also ensure compliance with the Control of Substances Hazardous to Health Regulations (COSHH).

Procedural advice relating to COSHH can be found in Health and Safety Procedure HSP/07.

HSP/08 Display Screen Equipment (DSE)

The DSE Procedure is aimed to ensure consistent assessment of risk, the application of control measures and the working practices for the use of DSE. It shall also ensure compliance with the Health and Safety Display Screen Equipment Regulations.

Procedural advice relating to DSE can be found in Health and Safety Procedure HSP/08.

HSP/09 Fire Safety

The Fire Safety Procedure is aimed to prevent or adequately control the risk of fire in NPTCBC premises.

Procedural advice relating to Fire Safety can be found in Health and Safety Procedure HSP/09.

HSP/10 First Aid at Work

All Services are required to comply with the requirements of the First Aid at Work Regulations. This will be done by ensuring that provision for dealing with a first aid emergency is suitable and sufficient in all workplaces.

The aim of the First Aid at Work Procedure is to support those who have duties under the First Aid at Work Regulations

Procedural advice relating to First Aid at Work can be found in Health and Safety Procedure HSP/10.

HSP/11 Hand Arm Vibration (HAV)

The Hand Arm Vibration (HAV) Procedure outlines the arrangements NPTCBC has in place to prevent or adequately control the exposure to HAV. Associated health surveillance will be conducted on 'at risk' individuals as identified through the risk assessment process.

Procedural advice relating to HAV can be found in Health and Safety Procedure HSP/11.

HSP/12 Incident/Accident Reporting and Investigation

It is essential that all accidents, incidents, dangerous occurrences, fire, security incidents, near misses and occupational illnesses are reported, and recorded, so that the appropriate action can be taken to improve the safety of the working environment and to enable the necessary action to be taken to prevent a recurrence.

All incidents/accidents[2] will be recorded on the Online Accident Reporting System (OARS) and the CHSS will assess whether the incident requires further investigation and notification to the Health and Safety Executive as required under RIDDOR.

The procedural arrangements for incident reporting and investigating instances of work related ill health[3] are detailed within Health and Safety Procedure HSP/12.

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[2] *Incident/Accident, work related event in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred.*

[3] *Ill health, Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and or work related situation.*

HSP/13 Inspection and Testing of Electrical Equipment

The Inspection and Testing of Electrical Equipment outlines the measures for identifying electrical equipment and working practices for inspection and testing of equipment (commonly referred to as Portable Appliance Testing or PAT testing).

Procedural advice relating to the Inspection and Testing of Electrical Equipment can be found within Health and Safety Procedure HSP/13.

HSP/14 Isolation of Electricity

The Isolation of Electricity Procedure is aimed to ensure employees working with or near electrical systems; equipment and conductors are aware of; and have the understanding of NPTCBC's duty to comply with its legal obligations and to ensure our employees and those effected by our undertakings are not exposed to danger when working on or near live electrical systems.

Procedural advice relating to the Isolation of Electricity can be found in Health and Safety Procedure HSP/14.

HSP/15 Legal Register

NPTCBC has established procedures to identify legal and other health and safety requirements that are applicable to its undertakings and is supported by the Legal Register.

The Legal Register can be found in Health and Safety Procedure HSP/15.

HSP/16 Lifting Operations and Lifting Equipment

The aim of this procedure is to outline the arrangements that NPTCBC has in place to ensure safe and successful Lifting Operations and the safe use of Lifting Equipment / Accessories at work.

These arrangements shall be consistently applied for all work involving Lifting Operations and the safe use of Lifting Equipment so as to ensure compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98).

Procedural advice relating to the LOLER can be found in Health and Safety Procedure HSP/16.

HSP/17 Lone Working

Each Service will assess the risks of lone working for their employees and ensure the risks associated with lone working are either eliminated or adequately controlled.

The Lone Working Procedure is aimed to ensure that NPTCBC complies with its legal obligations under relevant legislation, and to ensure the risk of lone working is kept to the lowest level reasonably practical.

Procedural advice relating to Lone Working can be found in Health and Safety Procedure HSP/17.

HSP/18 Manual Handling

The Manual Handling Procedure is aimed to ensure that NPTCBC complies with its legal obligations under relevant legislation and to adopt working practices which promote safe lifting and handling as defined by the '*Welsh Local Government Association Manual Handling Passport Scheme*'.

Corporate Directors, Heads of Service, Managers, Team Leaders and Headteachers will promote the principles of proactive management of musculoskeletal disorders.

Procedural advice relating to Manual Handling can be found in HSP/18.

HSP/19 New and Expectant Mothers

The Procedure for New and Expectant Mothers is aimed to ensure that NPTCBC complies with its legal obligations under relevant legislation to ensure the health, safety and welfare of new and expectant mothers.

Procedural advice relating to New and Expectant Mothers can be found in Health and Safety Procedure HSP/19.

HSP/20 Noise at Work

The Noise at Work Regulations will be complied with, where exposure to loud or prolonged periods of noise may damage hearing.

The Authority's Noise at Work Procedure outlines the process in place for the identification and management of ooccupational noise at work so as to prevent the risk of damage to hearing from exposure to noise.

Procedural advice relating to Noise at Work can be found in Health and Safety Procedure HSP/20.

HSP/21 Non Conformity, Corrective and Preventative Action moved from below to so in alphabetical order

This Procedure is designed to support the health and safety audit process which enables actual and potential non conformities in the workplace to be highlighted. Through the audit process non conformities and corrective action(s) are identified to mitigate the impact on health and safety.

Procedural advice relating to Non Conformity, Corrective and Preventative Action can be found in Health and Safety Procedure HSP/21.

HSP/22 Personal Protective Equipment (PPE)

The Procedure in place for Personal Protective Equipment (PPE) outlines the process in place for providing PPE wherever there are risks to health and safety that cannot be adequately controlled by other means, which are equally or more effective.

Procedural advice relating to PPE can be found in Health and Safety Procedure HSP/22.

HSP/23 Procurement and Management of Contractors

The aim of this Procedure is to ensure NPTCBC complies with its legal obligations under relevant health and safety legislation, and to ensure that any potential risk posed by Contractors and Developers, entering into an agreement with the authority, is minimised.

Procedural advice relating to the Procurement and Management of Contractors can be found in Health and Safety Procedure HSP/23.

HSP/24 Provision and Use of Work Equipment

The Procedure in place for Provision and Use of Work Equipment outlines the arrangements NPTCBC has in place for managing equipment provided for use at work.

Procedural advice relating to the Provision and Use of Work Equipment can be found in Health and Safety Procedure HSP/24.

HSP/25 Responsible Persons

The Responsible Persons Procedure outlines the arrangements the Authority has in place to help ensure its building portfolio is adequately maintained in addition to the general responsibilities of people in control of the premises, in their role as responsible person.

Procedural advice relating to Responsible Persons can be found in Health and Safety Procedure HSP/25.

HSP/26 Risk Assessment

The Management of Health and Safety at Work Regulations and others require that hazards pertaining to work activities are assessed before the work starts. When doing this, managers will pay particular attention to the needs of vulnerable persons, young persons, employees and new or expectant mothers to ensure they are not exposed to any significant risk. The assessment will be sufficient to cover all hazards. Managers shall generally identify, evaluate and record the risks, using the appropriate Risk Assessment Application.

The Authority has developed procedure HSP/26 for evaluating the risks arising from a hazard, that take into account the adequacy of any existing controls, and deciding whether or not the risk is acceptable[4] through a process of hazard identification, risk assessment and determination of necessary controls.

For workplace health and safety risks, hazard identification, risk assessment and determining control measures necessary for the management of risk arising from the work activities of NPTCBC, shall be undertaken in a consistent and professional manner before commencement of such activities. This shall be achieved using the Risk Assessment Application. The purpose of this is to identify:

- Routine and non-routine activities
- Activities of all persons having access to the workplace[5] *(including contractors and visitors)*
- Human behaviour, capabilities and other human factors
- Identified hazards originating outside the workplace or adversely affecting the health and safety of persons under the control of the organisation within the workplace
- Hazards created in the vicinity of the workplace by work related activities under the control of the organisation[6]
- Infrastructure, equipment and materials at the workplace, whether provided by the organisation or others
- Changes or proposed changes in the organisation, its activities, or materials
- Modifications to the health and safety framework, including temporary changes, and their impacts on operations, processes and activities
- Any applicable legal obligations relating to risk assessment and implementation of necessary controls
- The design of work areas, processes, installations machinery/equipment operating procedures and work organisation, including their adaptation to human capabilities

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[4] *A risk that has been reduced to a level that can be tolerated by this organisation having regard to our legal obligations and our own Health and Safety Policies.*

[5] *Workplace, any physical location in which work related activities are performed under the control of the organisation.*

[6] *Organisation, company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.*

Procedural advice relating to Risk Assessment can be found in Health and Safety Procedure HSP/26.

HSP/27 Snow and Ice

The Snow and Ice Procedure is aimed to provide Managers/Team Leaders/ Headteachers with guidance in dealing with the risks associated with snow and ice.

Procedural advice relating to Snow and Ice can be found in Health and Safety Procedure HSP/27.

HSP/28 Staff Alert System (SAS)

The Staff Alert System (SAS) Procedure has been developed to ensure the Authority complies with its legal obligations in terms of informing employees of potentially threatening, intimidating, verbally abusive and/or violent behaviour at work by persons or animals of concern.

The Authority's Online SAS is specifically designed to give all Directorates in the Council the opportunity to share information on known persons/animals whose known behaviours have the potential to negatively affect the safety of NPTCBC employees

Procedural advice relating to this can be found in Health and Safety Procedure HSP/28.

HSP/29 Stress

The Health and Safety at Work etc Act places a duty on employers to ensure the health and safety of their employees at work. This includes their mental as well as their physical health. The Management of Health and Safety at Work Regulations require the risk of work-related ill health to be assessed.

Corporate Directors, Heads of Service and Managers will promote the principles of good, effective management and respect for individual employees to create and maintain a psychologically healthy work environment, in which pressures are acknowledged and controlled, allowing employees to thrive whilst achieving their goals.

Procedural advice relating to Stress can be found in Health and Safety Procedure HSP/29.

HSP/30 Training in Health and Safety

Competence, training and awareness in health and safety is an integral part of the Health and Safety Policy and Procedures which recognises the differing levels of responsibility, ability and literacy. Information relating to how training is undertaken and specific courses relating to tier management and other employees is detailed within the individual teams training matrix and or other relevant documentation.

Corporate Directors, Heads of Service, Managers, Team Leaders and Headteachers are responsible for identifying the health and safety training needs of employees and will, at regular intervals, review the training requirements and objectives for persons they are responsible for so as to ensure that their staff are competent to undertake the duties for which they have been employed. Where necessary training will be amended to address changes in health and safety, consequences, behaviour and personal performance.

New employees and employees transferred from other directorates are instructed on the importance of conforming to the health and safety procedures and other requirements of this Policy. They are also informed of all the relevant health and safety matters, risk control systems and workplace precautions that are particular to their work and/or their workplace. This includes instruction and training about machinery, articles, equipment and/or substances for use at work and/or risks relating to the workplace where relevant.

The aim of the Training Procedure is to ensure the health and safety training needs of new and existing employees are continuously monitored in order to identify short-comings in knowledge and skills as part of continuing professional development. The primary management tools currently used to ensure health and safety training is identified and carried out is Staff Supervisions, 1:1's and performance appraisals. These initiatives can be used for health and safety training courses as well as professional development courses.

Procedural advice relating to Training in Health and Safety can be found in Procedure HSP/30.

HSP/31 Violence and Aggression at work

Each Service is responsible for protecting their employees from foreseeable risks of abuse/assault by those they can come into contact with, in the course of their work.

The aim of the Violence and Aggression at Work Procedure is to ensure NPTCBC complies with its legal obligations under relevant legislation and to ensure the risk to the employees from violence and aggression at work is kept to the lowest level reasonably practical.

Procedural advice relating to Violence and Aggression at work can be found in Health and Safety Procedure HSP/31.

HSP/32 Work at Height

The Work at Height Procedure is designed to ensure that NPTCBC complies with its legal obligations under The Work at Height Regulations (WAHR) and other relevant legislation and that the risk to employees from working at height is kept to the lowest level where reasonably practicable.

Procedural advice relating to Work at Height can be found in Health and Safety Procedure HSP/32.

HSP/33 Workplace Health, Safety and Welfare

Heads of Service will arrange for all workplaces and other premises used by NPTCBC to be assessed for potential hazards and risks. Managers will ensure that all its workplaces comply with the Workplace (Health, Safety and Welfare) Regulations as far as is reasonably practicable.

Procedural advice relating to Workplaces and Welfare Provisions can be found in Health and Safety Procedure HSP/33.

2.2 Occupational Health

Occupational Health is concerned with how work and the work environment can impact on workers' health, both physical and mental. This also includes how workers' health can affect their ability to do their job. In other words, this means the effect of work on health and that of health on work.

Health Surveillance

Health surveillance is the process of monitoring the health of employees exposed to specific health risks during the course of their work.

Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. The frequency of these assessments is determined by law. Health and safety law requires health surveillance when workers remain exposed to health risks even after appropriate controls measures are in place.

Health and Safety Law requires health surveillance for some health risks.
Health risks which require health surveillance include:

- Noise
- Vibration
- Substances hazardous to health.

Further information can be obtained from the HSE website.

Safety Critical Medicals

The term ***'safety critical work'*** is defined as:

"Where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of others."

Safety Critical Medicals can ensure the medical suitability for certain types of work for individuals. They identify any risk or likelihood of an employee developing a health problem whilst undertaking their work. They also ensure the health of employees is protected, by early detection of adverse changes or disease.

What is a Safety Critical Medical?

It is important for employees to be fit for work in whatever job they do. Safety Critical Medicals are in-depth medicals designed to ensure anyone who may be undertaking safety-critical tasks is fit to do so.
The Safety Critical Medical will vary based on role and occupation, however some of the standard tests include:

- Confidential Questionnaires
- Medical assessment
- Blood pressure & pulse
- Musculoskeletal assessment
- Vision screening
- Weight, height and Body Mass
- Clinical examination

The following roles require **Safety Critical Medicals** to be undertaken:

- **Group 2 Drivers** (including PCV drivers and some mobile plant operatives)
- **Traffic Officer**
- **Trunk Road Service Operative**
- **Confined Space Entry**.

Respiratory Assessments

Roles where workers are exposed to respiratory sensitisers such as specific dust/chemicals may require occupational health assessments. The assessment is made up of a questionnaire followed by a medical examination if required. Procedural advice relating to COSHH can be found in Health and Safety Procedure HSP/07

Skin Assessments

Roles where workers' hands are frequently wet or exposed to specific dusts, chemicals or latex gloves can result in contact or allergic skin reactions. These conditions can become chronic and disabling if not identified. The assessment is made up of a questionnaire

followed by a medical examination if required. Procedural advice relating to COSHH can be found in Health and Safety Procedure HSP/07

Night Worker Assessments

Employees who work nights are offered a regular health assessment. The assessment is made up of a questionnaire followed by a medical examination if required. Please refer to The Working Time Regulations 1998.

Pre-Placement Health Screening

As part of the recruitment process all Pre-Placement Health Questionnaires are assessed by Occupational Health.

The purpose of a pre-placement assessment is to ensure that the physical and psychological capacity of the employee meets the demands of the proposed job. In addition, that any disability as defined by the Equality Act 2010, is identified, enabling reasonable adjustments to be recommended.

For certain specific roles, there are legal duties to carry out pre-placement medicals and pre-placement health surveillance.

Maximising Attendance At Work Policy

Attendance Management Advice

NPTCBC has established procedures to achieve a high level of attendance at work. The Council is committed to managing absence due to ill health and industrial injury/disease in a supportive, fair, non- discriminate, consistent and robust manner.

Having timely access to an effective Occupational Health (OH) service is a vital part of the package of support required to manage attendance. The decision about how to deal with an employee's sickness absence or ill health and the impact on their employment situation are managerial, not medical. However medical advice should be sought in order to assist management make an informed decision.

The role of Occupational Health in attendance management is advisory only. The Occupational Health Unit provides advice and guidance to managers and employees concerning:

- the impact of an individual's medical problems on their ability to undertake their duties
- What adjustments should be considered to support individuals in light of the Equality Act 2010 where appropriate.
- To ensure that employees are offered appropriate protection where legislation requires.
- Supervision and monitoring of the effectiveness of medical treatment where required.

Equality Act 2010

Occupational Health play an integral part in advising management on the disability provision of the Equality Act 2010.

Functional Capacity Assessments

The OHU has documented procedures for Functional Capacity Assessments (FCA) that provides a systematic evaluation of an individual's ability.

The FCA provides a comprehensive initial assessment that gathers detailed information about an individual's health and medical history, current performance ability, activities of daily living and details of work history.

Health monitoring

There are no legal requirements to undertake general health checks although health monitoring can contribute to the promotion and overall improvement of the health of the workforce. These assessments cannot be prioritised above occupational health surveillance or monitoring related to specific workplace exposures.

Medical Redeployment

As part of the Council's commitment to managing ill health in a supportive and pro-active manner, the Council recognises that an effective medical redeployment policy/procedure can play an important part in managing ill health problems in a sensitive and constructive manner. Please refer to the Management of Change in Partnership Policy and Maximising Attendance at Work Procedure.

The aim of the Medical Redeployment Procedure is to assist employees with a disability or ill health to be redeployed to other employment within the Authority wherever possible, thus retaining valued skills and experience.

Rehabilitation

The purpose of the rehabilitation scheme is to provide support and assistance to employees who are finding it difficult to carry out their existing job or are having difficulties with the work situation for reasons of ill health or a disability as defined under the Equality Act 2010.

Ill Health Retirement Process

The Occupational Health Unit plays an integral role along with HR / Management in facilitating this process. Procedural advice can be obtained within the Maximising Attendance at Work Procedure.

2 REVIEW

The contents of this document will be regularly reviewed. Changes to legislation and the working practices of the Authority will be kept under review to identify any changes that may be needed to it. If required, expert advice will be obtained through the Corporate Health and Safety Officers. Where changes are identified, the officers will recommend the improvements that are to be made as necessary.

Objectives and Programme(s)

NPTCBC shall establish and maintain health and safety objectives that are measurable, practical and consistent with the Health and Safety Policy and Procedures in meeting the needs of the authority. It shall be the function of each Directorate to define, prioritise, monitor and review their health and safety objectives in accordance with the CHSS.

Health and safety objectives shall reflect any legal, financial, technological and operational requirements with the aim of promoting continual improvement.

The objectives shall be reviewed at regular intervals during management team meetings and where necessary the objectives will be revised on the basis of changes and/or developments to the identification of hazards, risks, legal or other requirements or by financial or operational considerations.

Management Review

Information is collected for each review to allow the Directorate Management Team to address the need for changes to its Policy, objectives and other elements of the health and safety framework. These are considered in the light of the audits conducted, changing circumstances and the need for continual improvement.

Frances O'Brien

Chief Executive
Neath Port Talbot County Borough Council Date: 25/11/2024