

Safety & Wellbeing Guide for Managers Relating to Your Property

This guide is intended to give the manager of the property (this includes Head Teachers) some basic safety and wellbeing information to help them manage their responsibilities.

The manager of the property is responsible for managing the safety and wellbeing of everyone in the property including contractors, visitors and members of the public. The manager can delegate responsibility to members of their team for various areas of work but ultimately hold the overall accountability.

The topics below each have basic information to guide you as to what you need to know and have in place within your property. If you have any queries you can contact the safety and wellbeing team on 01698-332282

Asbestos

Many Council properties still contain asbestos, undisturbed this presents no risk to employees. If any work is to be carried out on a property which contains asbestos the contractors must be directed to check the asbestos register prior to any work starting. The asbestos register is normally held by the caretaker/janitor of the property or in their absence the person with day to day management accountability for the building. This will ensure that no work is undertaken where asbestos is present and could be disturbed.

Control of Contractors

The manager of the property is responsible for ensuring any work that is carried out on the property is done safely. It does not matter if the contractors have not been brought in by the manager the responsibility still sits with them to make sure the contractor is aware of the fire and first aid procedures and that they work safely. The manager of the property should speak to any contractors to find out the work they intend to carry out and how they will do it safely. If you are unsure that the contractors have demonstrated clearly how they will work safely please contact the safety team duty officer on 01698-332282.

Fire

Legally every Council property requires a fire risk assessment. The safety & wellbeing team undertake these on behalf of the Council for all non domestic properties and the completed report for your property can be found on CIRIS.

The Council has contracts in place to maintain fire alarm systems, fire extinguishers, emergency lighting, lightning protection, dry risers, fixed heating (gas), and fixed protection systems eg. sprinklers. Management must ensure on site records are kept relating to daily, weekly, annual etc maintenance tests/inspections undertaken, supporting any centrally held documentation.

The manager needs to create a fire action plan to ensure everyone can evacuate safely and quickly from the property in the event of fire.

This means you need to do the following:

- Train an appropriate number of employees at the property to act as fire evacuation wardens;
- Train everyone at the property in the fire evacuation procedures;
- Arrange for a weekly test of the fire alarm call points at the same time (a different call point each week);
- Maintain good housekeeping throughout the property;
- Advise visitors of the evacuation procedure;

- Display fire action notices throughout the property detailing the fire procedures including how to raise the alarm and where the fire assembly point is;
- Carry out evacuation drills to check the procedures in place work efficiently;
- Put in place arrangements to evacuate anyone who cannot leave the building without help (this includes School pupils and visitors to properties). This is called a personal emergency evacuation plan. (PEEP) The PEEP should then be retained at the property and updated as required.
- An annual checklist can be undertaken by managers in order to identify any changes in fire safety that may require to be managed. A checklist for this can be found [here](#).

First Aid

All Council properties have a legal requirement to have first aid provisions in place.

The minimum required for all properties is to have an appointed person. This person takes responsibility for checking the first aid box has the correct items and calling for medical help in the event of an incident.

Over and above this the requirement for and the number of first aiders needed is dependant on risk assessment. You need to consider how hazardous the activities that take place on the property are, how close you are to medical help, how many people are normally on the property etc. Both appointed persons and first aiders are required to attend appropriate training and refresher training. This can be organised through the Learn NL link within the training section in this document. More guidance on this can be found [here](#).

All properties are required to display signage illustrating who the first aiders are, how to contact them and where the first aid box is located.

For Schools MSF29 details specific requirements for first aid provision.

Incident Reporting/ Council Incident Reporting and Information System (CIRIS)

This system is for recording any type of incident that occurs on our property or to an employee while they are working.

Examples of incidents we record are:

Personal Injury	Property Damage
Violent Incidents	Work related ill health
Near Misses	Vehicle Incidents
Fire Alarm False Activations	

The Council uses CIRIS for all incidents as well as all safety audits, fire risk assessments etc. The manager needs to ensure they have access to the system and they have someone allocated at 'input' level to be able to enter any incidents on to the system. Access can be arranged by contacting the safety team duty officer on 01698-332282 or at healthandsafety@northlan.gov.uk

CIRIS can be accessed [here](#).

If training is required in the use of the system the safety & wellbeing team can provide this just get in touch with the duty officer as detailed above.

If an incident is reportable to the health and safety executive (HSE) under the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) this makes the timeframe for having the incident put onto CIRIS imperative. Certain types of incident are reportable – fatalities, specified injuries eg. fractured ankle, 7 days or more absent from work due to the incident, certain work related diseases and dangerous occurrences eg. scaffold collapse. A list of incidents that are reportable can be found [here](#).

If an incident is believed to fall into the Riddor categories a phone call should be made immediately to the safety & wellbeing duty officer on 01698-332282.

Incidents should be put on the system asap and there are set timeframes for managers to approve them as follows:

Non RIDDOR reportable incidents – Manager approval within 21 days of the incident date;

RIDDOR reportable incidents – Manager approval within 10 days of the incident date.

Manual Handling

All activities with significant risk from manual handling should have an appropriate risk assessment in place identifying the hazards and appropriate control measures. If an employee is required to carry out manual handling as part of their role they need to be suitably trained in how to do so safely.

New or Expectant Mother

If an employee advises their manager that they are pregnant an additional duty of care is owed by the employer. A maternity risk assessment is required to be carried out to consider anything in the employee's job that could be hazardous to the employee or their unborn baby and appropriate control measures put in place.

When an employee returns to work after maternity leave the manager needs to discuss whether any support or adjustments are required to ease the employee back into the workplace. This includes considering whether or not the employee is breastfeeding and requires facilities in the workplace to be made available.

A maternity risk assessment form can be found [here](#) When the risk assessment has been completed it should be retained by the manager and updated as the pregnancy progresses and in advance of the employees return to work after maternity leave.

Risk Assessment

There is a legal requirement for the Council to assess significant risks from the activities we undertake. The property manager is responsible for ensuring risk assessments are undertaken for both activities and indeed for individuals where appropriate, these should be available in writing and employees made aware of their content. Generic risk assessments are available in some sections which can be used once adapted to the specific property/activity.

Training in risk assessment is available via Learn NL, the link for this is within the training information.

Specialist risk assessments are undertaken by the safety & wellbeing team for fire, manual handling, control of substances hazardous to health,

Smoking

Smoking and all types of electronic cigarettes are not permitted to be used within Council properties at any time. Smoking and the use of electronic cigarettes is not permitted anywhere near the entrance or exit of Council buildings. Each building manager is responsible for deciding if there is a suitable area for smoking outwith the proximity of the building. Employees who smoke or use electronic cigarettes should note there is a requirement for a minimum half hour meal break at lunch time and a

further 30 minutes can be used for smoking breaks in the day (subject to the exigencies of the service) with no more than 2 breaks in the morning and 2 breaks in the afternoon totalling no more than 30 minutes. Employees must clock in and out on the flexi system when they take a smoking break.

The only exception to this is for care homes for the elderly where service users, (but not employees) are permitted to smoke in designated smoking rooms.

Training

Employees must be trained adequately to undertake their role. Where a requirement for training is identified this must be provided prior to an employee undertaking the task. Training information within the Council can be found [here](#).

Visitors

If visitors are allowed onto your premises you need a system in place for them to sign in and out and they should be advised of the fire procedures so that in the event of fire occurring they know how to evacuate and where the assembly point is. They also need to know who to report an accident to in case anything should happen while they are in the property. Incidents which happen to visitors should be recorded on CIRIS.

Wellbeing

The Council offers a variety of wellbeing initiatives to employees. These include access to physiotherapy, podiatry, health checks and health surveillance. If you are interested in finding out more please check our information [here](#).

Workstations

Employees who spend reasonable periods of time undertaking work at a computer require to have a display screen equipment (DSE) risk assessment carried out. The employee should also be advised to undertake the online training course for display screen equipment.

This is to ensure the employee knows how to adjust their screen, chair etc to ensure they are comfortable at their workstation.

Each property should have someone trained to undertake DSE assessments, courses for this are available via Learn NL, the link for this is within the training information.

If you need any assistance relating to safety and wellbeing you can contact the Council's dedicated team via the duty officer on 01698-332282 or email healthandsafety@northlan.gov.uk