



South Staffordshire Council

Corporate Health and Safety Policy

July 2023



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Corporate Health and Safety Policy

POLICY APPROVAL, REVIEW AND AMENDMENT LOG

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Responsible Committee Group:	Health & Safety Steering Group
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Version	Type of Change	Date	Description of Change
1		October 2018	Revised Policy Draft
2	Review and revise	May 2022	Review of structure, added: review log, introduction, organisation chart, and names of responsible roles.
3	Review and update	June 2023	Review and update of structure and titles of responsible roles.

Next Review Due: July 2026

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Corporate Health and Safety Policy

1. INTRODUCTION

The Council will risk assess its activities, provide suitable competency-based training wherever it is necessary, and encourage all employees contractors and volunteers to develop and support a positive safety culture, to ensure health and safety standards are maintained and improved.

The Corporate Health and Safety Policy will consist of four parts:

1. The Statement	The Chief Executive's declaration of intent on behalf of South Staffordshire Council.
2. Organisation	The management structure and the defining roles and responsibilities within the organisation.
3. Arrangements	The Corporate procedures and systems necessary for implementing the Policy.
4. Monitoring	The system for auditing the effectiveness of the arrangements and for reviewing and reporting on health and safety performance.

Corporate Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of their employees. This general duty also extends towards ensuring the health and safety of others that may be affected by their work activities.

South Staffordshire Council will take appropriate action to comply with these duties and all other duties contained within other applicable health and safety legislation.

The Council will, so far as is reasonably practicable:

- Ensure that places of work and the working environment provided for all its employees are safe and without risks to health.
- Provide safe access to and egress from all workplaces.
- Provide and maintain any work equipment, machinery or plant so that it is safe and without risks to health.
- Ensure that any articles and substances for use at work are handled, stored, transported and used in a manner which is safe and without risks to health.
- Provide, maintain and replace as necessary any required personal protective equipment.
- Provide and maintain suitable and adequate welfare facilities for employees.
- Provide suitable and adequate health and safety training and ensure that employees are, where necessary, adequately supervised.
- Ensure that risk assessments are conducted, monitored and reviewed. Where specific risks are identified, safe systems of work will be provided and maintained to control such risks.
- Provide and monitor safe systems of work for individual activities in order to maintain required standards.
- Provide health surveillance for employees as appropriate (for example audiometric assessment).
- Develop and provide information for employees on safe working practices.
- Conduct its work activities so as not to endanger the health, safety and welfare of other people who may be affected.

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The Health and Safety at Work Act 1974 also places a duty on employees to take reasonable care of their own and others' safety, both through their acts and omissions, and to co-operate with the Council in its efforts to comply with health and safety legislation.

All employees should therefore exercise due care and attention and observe any Regulations, Approved Codes of Practice or Guidance relevant to their work.

This policy will be reviewed every 3 years or sooner if required, and may be modified to meet new regulations, information from performance audits or changing circumstances within the council. This Policy has been approved by the Chief Executive of the Council and the Leader of the Council and Cabinet Member for Regulatory Services.

Signed

Date:

Mr. Dave Heywood - Chief Executive

Signed

Date:

Councillor Roger Lees – Leader

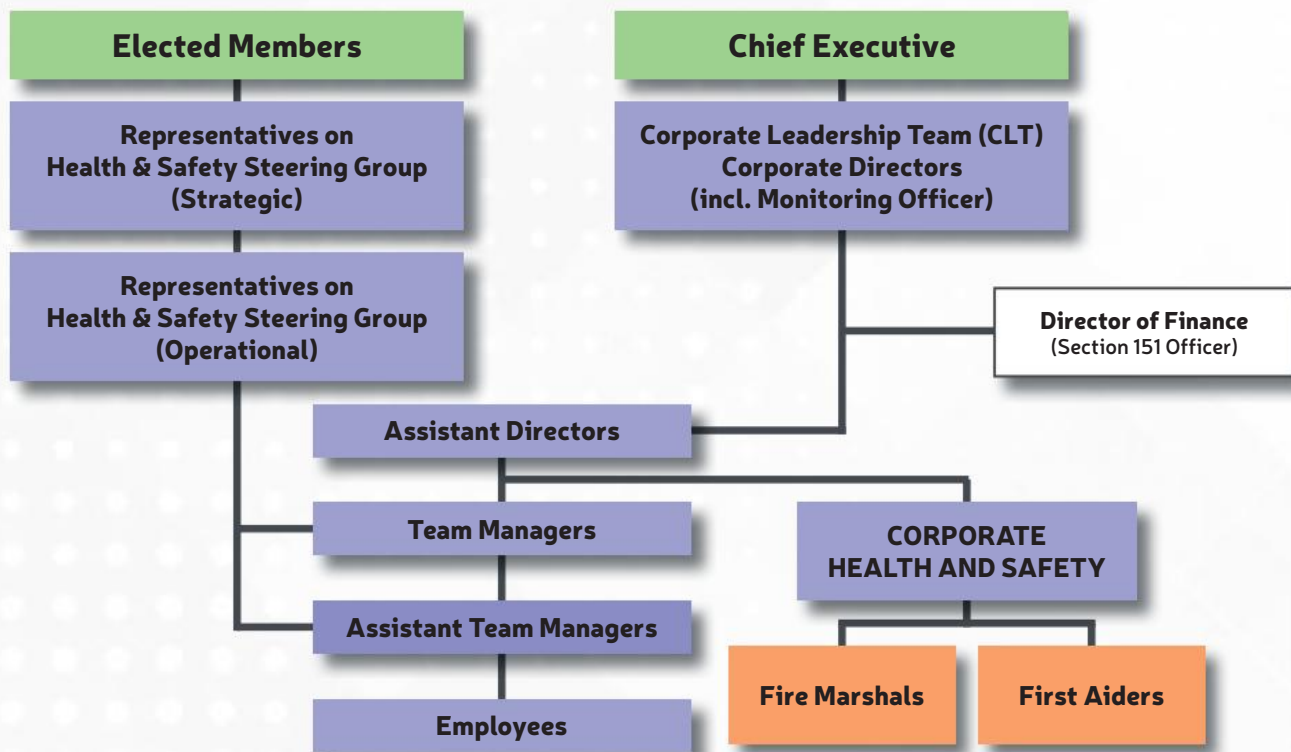
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2. ORGANISATION

Health and Safety Organisation Chart



2.1 Individual responsibilities

All employees have a legal responsibility to meet the statutory requirements of the Health and Safety at Work etc. Act 1974. At all levels of the organisation, our people will be:

- Responsible for the safety and wellbeing of themselves, those people they manage and the people they work for.
- Aware of their responsibilities for health and safety issues and their effects on people within the activities they control.

The Chief Executive has nominated the Corporate Leadership Team (Corporate Directors), as having responsibility for health and safety. The Leader of the Council and Members of the Cabinet will monitor the operation of this policy to encourage and strive for continued improvement in health and safety performance.

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2.2 Members of the Cabinet and Corporate Leadership Team (CLT)

Members of the Cabinet and CLT as policy makers develop and are responsible for policy at a strategic level. They maintain, develop, and promote health and safety. Policy makers also make sure that we take account of health and safety matters when they make organisational decisions.

Members of the Cabinet and CLT have a specific responsibility to ensure the role of health and safety planners is carried out within their areas.

Health and safety policy makers will develop, preserve and maintain our health and safety management system by:

- Identifying a framework for planning, measuring performance and reviewing performance.
- Developing strategies to put policy into practice and including these in general business activity.
- Making sure that responsibilities for safety, health and welfare are properly delegated, understood and carried out.
- Ensuring that the necessary risk assessments are carried out and updated as per section 3.1 of this policy.
- Ensuring that training needs are addressed.
- Agreeing plans for improvement and reviewing the progress of the corporate health and safety improvement/action plan.
- Making sure that there is consultation between safety representatives and management teams.
- Making sure that standards are clearly defined, to make sure we act within the law and promote best health and safety practice.
- Promote a positive, proactive safety culture within the Council.

2.3 Assistant Directors

Assistant Directors develop detailed local arrangements and procedures to achieve our corporate aims. They also contribute to health and safety with management arrangements for identifying, eliminating and controlling hazards and risks within their area of responsibility.

Assistant Directors are responsible for the following duties and ensuring the duties of implementers are carried out. In some cases, Team Managers / Assistant Team Managers may deputise for Assistant Directors.

Assistant Directors will plan, develop, and maintain our health and safety management system by:

- Making sure that health and safety responsibilities are properly delegated, understood and carried out by employees within their service areas.
- Inform Members of Cabinet and CLT of what resources (including financial) are needed to meet their service area's obligations for health and safety matters, including providing equipment, clothing and training.

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- Setting up local management arrangements, risk-assessment programs, risk-control systems, workplace precautions and associated performance standards, to make sure that they are monitored, reviewed and updated regularly and brought to the attention of employees.
- Supporting the Members of the Cabinet and CLT in promoting health and safety.
- Asking for advice from the Corporate Health and Safety Team, and the Team Manager for the Environmental Health and Licensing on relevant health and safety matters.
- Monitoring how effectively their teams' local arrangements are put into practice, making sure it reflects the aims of this policy.
- When making decisions on behalf of their teams, making sure that any relevant health, safety and welfare issues are dealt with fully.
- Promote a positive, proactive safety culture within the Council.

2.4 Team Managers and Assistant Team Managers

Team Managers and Assistant Team Managers make sure that the workplace precautions and systems for controlling risk are in place and are put into practice. All Team Managers and Assistant Team Managers/ Supervisors are responsible for managing health and safety in their area of responsibility - support is available from the Corporate Health and Safety Team. Team Managers and Assistant Managers / supervisors will have responsibility to:

- Put identified service specific action plans e.g. Fire Risk Assessments into practice within the general limits of their authority.
- Identify service specific training needs and determine the training needs of their staff and advise HR Manager and the Corporate Health and Safety Team of any new training needs arising from risk assessments or job role.
- Ensure that My Reviews (PDRs) are undertaken in line with the Corporate Guidance and that it is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned) and identify any specific health and safety training needs.
- Ensure that their staff attend relevant courses.
- Ensure training records are kept for training on iTrent.
- Make sure that all employees under their control are familiar with any health and safety procedures or working practices.
- Set up and maintain within their service area safe, healthy, working conditions.
- Show the commitment and motivation to achieve safe working attitudes and actions.
- Reduce risk as far as possible through risk assessment, taking precautions to eliminate hazards, reduce risks or protect other people where necessary.
- Include those working in the role to participate in putting together work-related risk assessments.

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- Make sure that new, reviewed or changed processes, equipment and services are assessed for risks (preferably before they are put into practice) and provision of appropriate training is provided and staff made aware of relevant assessments.
- Make sure that procedures and training programs are set up and maintained for all employees.
- Make sure that job training is carried out by competent people.
- Investigate (in conjunction with the Corporate Health and Safety Team) investigation of all accidents and incidents under the service area's control to eliminate or control basic causes (this should help prevent them happening again). (Refer to the Accident and Incident Policy).
- Make sure that contractors' and other people's activities (for example, employees from other service areas) in their areas of responsibility are monitored.
- Make sure that all employees, including safety representatives, are competent to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the Council.
- Regularly discuss health and safety issues affecting their teams, e.g., via regular team meetings.
- Ensure health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.
- Promote a positive, proactive safety culture within the Council.

2.5 Environmental Health and Licensing Team Manager

Environmental Health and Licensing Team Manager, will act as the competent person for the organisation supported by the Corporate Director of Governance (Monitoring Officer), and Assistant Director (Community Services), and will:

- Provide professional advice in the management and implementation of the principles of health and safety throughout the Council.
- Review new safety legislation or changes in existing legislation and liaise with the Health and Safety Steering Group within the Council regarding the interpretation of safety legislation and advise on action required to comply with the legislation.
- Assist with, monitor and develop the Council health and safety policy by consulting with managers and safety representatives.
- Where necessary, stop any work activities where there is a serious and imminent risk of injury, and set appropriate health and safety management standards to be followed.
- Advise on appropriate health and safety training for managers, supervisors or other employees as necessary.
- Work closely with the Team Managers and Assistant Team Managers and report to their line managers on matters concerning health and safety.
- Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing recurrence.
- Ensure that formal reporting of notifiable accidents takes place.

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- Assess accident trends and review overall safety performance.
- Develop/review and update corporate risk assessments.
- Undertake a Corporate training needs analysis for Health and Safety Training, e.g., Fire safety, First Aid, Accident reporting.
- Chair the Health and Safety Steering Group.
- Ensure that the Health and Safety pages of the intranet are kept up to date.
- Promote a positive, proactive safety culture within the Council.

2.5.1 Corporate Health and Safety Team

The Corporate Health & Safety Team will, in conjunction with the Environmental Health and Licensing Team Manager, provide professional advice in the management and implementation of the principles of health and safety throughout the Council. The Corporate Health and Safety Team will:

- Receive and review information regarding new safety legislation or changes in existing legislation and liaise with others within the Council regarding the interpretation of safety legislation and the action required to comply with the legislation.
- Assist with, monitor and develop the Council health and safety policy by consulting with managers and safety representatives.
- Where necessary, stop any work activities where there is a serious and imminent risk of injury, and set appropriate health and safety management standards to be followed.
- Advise on appropriate health and safety training for Team Managers, Assistant Team Manager/ Supervisors or other employees, as necessary.
- Work closely with Team Managers and report to their line managers on matters concerning health and safety.
- Report as necessary to the Corporate Health & Safety Steering Group or Corporate Leadership Team, CLT (or both) on health and safety matters.
- Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing recurrence.
- Formally report notifiable accidents.
- Assess accident trends and review overall safety performance.
- Develop/review and update corporate risk assessments.
- Promote a positive, proactive safety culture within the Council.

2.6 Safety Representatives

Employee health and safety representatives, whether appointed by the trade union or from employee groups, play a vital role in the communication and promotion of health and safety. They consult with management on safety issues raised by employees. The council acknowledges that for the Health and Safety Policy to be effective it requires the involvement and co-operation of employees. It will:

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- Co-operate fully in the appointment of Safety Representatives by recognised trade unions and those employees that are not members of a trade union.
- Provide them, where necessary, with sufficient facilities and training to carry out their functions.
- Promote a positive, proactive safety culture within the Council.

2.7 Employees

All employees have a vital role to play in effective health and safety management. and are crucial to maintaining and improving health and safety standards, therefore all employees will:

- Take reasonable care for their health and safety and that of other people who may be affected by what they do or what they omit to do (or neglect to do) while at work.
- Co-operate to meet any health and safety legal duty or need.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety and welfare (for example, protective clothing, first-aid equipment, fire safety equipment, machinery guards, signage etc.).
- Exercise their duty to other people to protect their safety, and make sure that they don't use any method of work that could be dangerous to themselves or members of the public.
- Tell their line manager, without delay, about any work situation that might present a serious and imminent danger to themselves or others, or about any other problems in health and safety arrangements.
- Make sure they know and follow the guidance given in the use of work equipment, risk assessments, and protective measures needed when working (such as personal protective equipment or tools/ equipment).
- Maintain tools and equipment and report any problems or risk identified in the use of equipment to their manager.
- Use tools, materials and equipment properly and for the purpose intended.
- Follow all instructions (whether spoken or in writing) given to protect their safety and the safety of others.
- Be appropriately dressed for the particular working conditions and activities.
- Behave appropriately, and responsibly at all times in the workplace.
- Report all accidents, near misses, incidents of violence, diseases and dangerous events (whether or not someone is injured), as well as unsafe conditions, including methods of work, practices, tools, plant, premises or equipment, to their line manager, their safety representative or the Environmental Health and Licensing Team Manager where appropriate.
- Make suggestions to improve health and safety.
- Attend suitable training courses designed to further the needs of health and safety, as necessary.
- Promote a positive, proactive safety culture within the Council.

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2.8 Health and Safety Steering Group

The key aim of the group is to facilitate the improvement of the health, safety and welfare of all employees of the Council, and any others who may be affected by the Council's activities. The group operates as an operational group made up of certain team managers and other relevant personnel (representing all directorates), and a representative of Unison (where available). The group is chaired by the Assistant Team Manager Environmental Health and Licensing. The operational group is overseen by a Strategic Group made up of elected members, relevant CLT/ELT members, and is chaired by the Environmental Health and Licensing Team Manager

The Steering Group will:

- Ensure through monitoring and scrutiny processes that across the Council there is both leadership and a coordinated approach towards health and safety issues.
- Monitor progress/achievement of the improvement/action plan.
- Assist in a rolling program of activities to improve and monitor the effectiveness of health and safety within the Council by reference to accident/incident reports, compliance with legislation, audits and benchmarking.
- Develop a mechanism to monitor health and safety performance within the Council.
- Establish specific work groups (for example, fire safety, lone working etc.) as necessary to develop, monitor and review health and safety initiatives to meet legal requirements or promote continuous improvement.
- Promote a positive, proactive safety culture within the Council.
- Consider and discuss new and proposed health and safety legislation and its impact on the Council.
- Report progress to members through Cabinet and Standards and Resources Committee.

Details regarding the constitution of the steering group, and frequency of meetings can be found in the Steering Group Terms of Reference which can be found on the local intranet, the Core.



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Set up and maintain safe, healthy, working conditions.



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3. ARRANGEMENTS

These arrangements describe the systems and procedures necessary to ensure that the Chief Executive, along with the Corporate Leadership Team and Elected Members, fulfil their responsibilities and provide the foundation for securing the health and safety of the Council's employees and others affected by its undertakings, within a framework of good corporate governance.

Good health and safety governance is applied through robust systems and processes and effective leadership and high standards of behaviour. The Corporate Leadership Team establish a vision of successful health and safety management throughout the whole organisation from management objectives to individual roles and responsibilities that filter through the whole organisation.

3.1 - Health and Safety Leadership

Strong leadership on health and safety will be provided by the Chief Executive, the Corporate Leadership Team consisting of Cabinet and Councilors, and the Health and Safety Steering group to form a Strategic Management Board to establish a vision of successful health and safety management. This leadership and vision will generate clarity about health and safety strategy, management objectives, health and safety roles and responsibilities and foster a positive health and safety culture.

Arrangements for implementing the Council's health and safety policy have been developed and are available via the Core health and safety section.

These include procedures for the action to be taken in the event of fire, accident reporting, working with computers, lone working and other common health and safety topics.

Hard copies of policies/procedures are available should they be requested from Corporate Health and Safety:

Appendix A shows a list of current policies/procedures; however, this list is not exhaustive and will be updated as and when required. For current data, referral to the local intranet is required.

3.2 - Risk Assessment

Risk Assessments should reflect either occupation or task. All staff should approach health, safety and welfare in a risk based and systematic way by:

- Identifying hazards.
- Deciding who may be harmed and how.
- Evaluating in terms of risk.
- Review existing control measures and introduce additional control measures, if required.
- Monitoring and reviewing the results.

Hazards are things that have the potential for harm, risk is the chance or likelihood that the harm will be realised together with the severity of the outcome.

Formal risk assessments must be conducted by employees trained in undertaking risk assessments and approved or in conjunction with Team Managers/ Assistant Team Managers for all activities to ensure that appropriate control measures are put in place.

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Anyone affected (directly or indirectly) by the assessment must be notified of any remaining risk. This will ensure that the assessment is suitable and sufficient, controls are reasonable and implemented, and that risk is minimised, so far as reasonably practicable.

Informal “on the job” or “dynamic” risk assessments should be carried out on an individual basis where conditions require, for example, if there are changes to site or to consider weather conditions e.g., working on site, driving in bad weather etc.

Risk assessments will be reviewed and amended, where necessary, on an annual basis or

- when significant changes in the activities occur.
- following an accident or incident arising from the related activities.
- the results of monitoring reveals problems of compliance or effectiveness.

3.3 Contractors

The Council employs a number of contractors engaged in a variety of tasks ranging from building maintenance to catering. All contractors shall be required to co-operate with the Council's health and safety policies and procedures to ensure that risks associated with their activities are effectively managed. Specific guidance for contractors is included in the contractor's handbook, on the Core.

Any service area engaging a contractor, must ensure that the contractor is provided with relevant information relating to the Council's health and safety procedures, particularly the arrangements for action to be taken in the event of fire or other emergency. Where appropriate, contractors will also be required to provide risk assessments and method statements for works they are undertaking either during the procurement process or prior to commencement of work.

3.4 Occupational Health

Occupational Health (OH) provision is through Staffordshire County Council Occupational Health Service. The OH facility is a service that is for employees who have been referred either by their line manager or Human Resources. Additional specific OH assistance is provided by appropriate Occupational Health practitioners/service providers in relation to relevant health surveillance for example, audiometric testing for those employees exposed to noise or noise making equipment as part of their work activities, Hand Arm Vibration monitoring for employees involved in using vibration tools/ equipment etc. Please see the Health Surveillance policy.

3.5 New and Expectant Mothers

Procedures are in place to protect new and expectant mothers from possible ill health effects at work. The Council is committed to ensuring a safe environment for all new and expectant mothers throughout employment and will ensure appropriate arrangements are in place regardless of the type of work carried out by members of staff.

A new and expectant mother risk assessment can be found on the Core. The Team Manager or Assistant Team Manager should complete for the employee with support from the Health and Safety team.

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3.6 Accidents, Incidents and Near Miss Reporting

The accident/incident reporting procedure, which is located on the health and safety section of the Core, details arrangements to ensure all accidents and near miss events are reported promptly – including the arrangements used for leisure centres which differs to that for other parts of the organisation.

3.7 First Aid Arrangements

A number of staff are trained in first aid skills in accordance with the Health and Safety (First Aid) Regulations 1981.

First aiders work on a rota basis to ensure that there is adequate first aid provision for staff during normal working hours (9am-5pm). First aid equipment is located on each floor occupied by council staff and communication of staff who are trained first aiders is available on The Core.

Refresher training is provided at appropriate intervals to maintain competence. The first aid risk assessment can be found in the health and safety section of the Core.



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3.8 Fire

Arrangements are in place to ensure that:

- Fires are prevented.
- People are protected against fire.
- Property is protected against fire.
- Business is not interrupted by fire.
- Procedures are known and followed if fire occurs.
- All fire precautions are monitored and maintained.

The fire alarm system at the Council offices is tested weekly at approximately 9.00 am on Monday mornings when a minimum of two call points are tested each week, to cover all call points over a period of time. Testing of the fire alarm system at Leisure Centres is in accordance with local rules agreed with the adjoining school.

Fire risk assessment

Fire risk assessments will be undertaken for the Council offices, Leisure Centres and tenanted Council commercial properties. These are carried out by a specialist fire safety consultant.

Fire Notices are displayed throughout the Council building, Leisure Centres and communal areas of the tenanted Council commercial buildings.

To comply with the law, fire risk assessments will be current and any outstanding high-risk requirements in the action plan be complied with.

3.9 Information, Instruction, Training and Supervision


Staff must be provided with relevant information, clear job-related instruction, and adequate levels of supervision to ensure their competence.

Team Managers must ensure that systems are in place within their areas of responsibility and particularly for new starters. The Environmental Health and Licensing Team Manager should be contacted for any specific advice or information.

Health and safety training is incorporated at induction and refreshers as necessary, including elected member induction.

Individual health and safety training needs should be identified within the My Review procedure or raised directly with line managers.

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A person is shown from the waist down, carrying a large, unbalanced stack of cardboard boxes. The stack is tilted to the right, and one box is falling away from the top. The person is wearing blue jeans, a plaid shirt, and sneakers. The background is a plain, light-colored wall and floor.

Take reasonable care of their health and safety and that of other people who may be affected by what they do while at work.

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4. MEASURING PERFORMANCE

4.1 Health and safety objectives and plans

The health and safety action plan is approved by the Corporate Leadership Team. It is initiated and monitored by the Health and Safety Steering Group. The system must provide an appraisal of performance whilst maintaining and providing a process of continual improvement in health and safety management.

4.2 Arrangements for monitoring Health and Safety performance

Health and safety performance is monitored by providing reports to the Health and Safety Steering Group, Corporate Leadership Team, the Cabinet, and Standards and Resources Committee.

5. AUDITING AND REVIEW

Health and safety systems and processes must support accountability and will include risk management and performance management information and health and safety inspections, audits and monitoring. These systems and processes must be robust, produce reliable information that is reported to the Health & Safety Steering Group and the Corporate Leadership Team and to enable informed decisions to be made and to achieve set objectives.

An independent audit by an external health and safety specialist will be carried out as deemed necessary to measure the performance of our health and safety management systems. The audit report will be presented to the Health and Safety Steering Group.

6. POLICY CONSULTATION

The following groups were consulted in the development of this policy, and this final version reflects their feedback.

- Health and Safety Steering Group.
- Corporate Leadership Team.
- Unison.
- Cabinet Members.

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Employees should tell their line manager, without delay, about any work situation that might present a serious and imminent danger to themselves or others, or about any other problems in health and safety arrangements.



APPENDIX A -

RELATED HEALTH AND SAFETY POLICIES AND PROCEDURES

- Accident reporting.
- Alcohol and substance abuse.
- Contractor Safety.
- Consultation.
- Corporate Events.
- COSHH.
- Display screen equipment.
- **Facilities Management** (Includes - Asbestos Manage, Electrical installation Pat, Gas Safety, Legionella, Lift Maintenance, Security).
- Fire Safety and Evacuation.
- First aid.
- Health Surveillance.
- Lone workers.
- Manual Handling operations.
- Risk assessment.
- Smoking at work.
- Security.
- Stress Management.
- Agile Working Toolkit.
- Lockdown policy.

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South Staffordshire Council

www.sstaffs.gov.uk

Council Offices
Codsall
South Staffordshire
WV8 1PX

Tel: 01902 696000