

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda						
Date:	Monday 20 February 2017						
Time:	2.00 pm (Meeting room 'The Mews') **Please note earlier start time**						
Venue:	The National Heritage Centre for Horseracing and Sporting Art, Palace House, Palace Street, Newmarket CB8 8EP						
Full Members:	<p style="text-align: center;">Chairman Chris Barker Vice Chairman Nigel Dulieu</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>St Edmundsbury Borough Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Forest Heath District Council</u> (3) (Employers' Side)</th> <th style="text-align: left;"><u>Staff Representatives</u> (6) (Employees' Side)</th> </tr> </thead> <tbody> <tr> <td>Patrick Chung Bob Cockle Frank Warby</td> <td>Chris Barker Rona Burt Peter Ridgwell</td> <td>Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed Stephanie Grayling Vacancy</td> </tr> </tbody> </table>	<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)	Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed Stephanie Grayling Vacancy
<u>St Edmundsbury Borough Council</u> (3) (Employers' Side)	<u>Forest Heath District Council</u> (3) (Employers' Side)	<u>Staff Representatives</u> (6) (Employees' Side)					
Patrick Chung Bob Cockle Frank Warby	Chris Barker Rona Burt Peter Ridgwell	Lance Alexander Nigel Dulieu Tony Edwards Paul Goodspeed Stephanie Grayling Vacancy					
Substitutes:	Betty McLatchy Nigel Roman Vacancy						
The membership of this Panel needs not to be politically balanced.							
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.						
Quorum:	Four Members; to comprise a minimum of one Member from each Authority and two Staff Representatives						
Committee administrator:	David Long Democratic Services Advisor Tel: 01284 757120 Email: david.long@westsuffolk.gov.uk						

This meeting is not governed by the normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.

THIS MEETING IS THEREFORE NOT OPEN TO THE PUBLIC

Page No

Agenda

Procedural Matters

ITEMS ON THIS AGENDA MAY FROM TIME TO TIME CONTAIN EXEMPT/RESTRICTED INFORMATION. MEMBERS OF THE PANEL ARE THEREFORE REQUESTED TO TREAT SUCH ITEMS CONFIDENTIALLY.

- 1. Apologies for Absence**
- 2. Substitutes**

Any Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.
- 3. Minutes** **1 - 4**

To confirm the minutes of the meeting held on 24 October 2016 (copy attached).
- 4. Minutes of the meeting of the Joint Health and Safety Group held 18 January 2017** **5 - 8**

Report No: HSP/JT/17/001
- 5. Accidents/ Incidents involving Employees and Members of the Public : 01 April 2016 to 30 November 2016** **9 - 14**

Report No: HSP/JT/17/002
- 6. Amendments to the Joint Health and Safety Policy** **15 - 22**

Report No: HSP/JT/17/003
- 7. Drugs and Alcohol Testing**

Health and Safety Manager to give an oral report

8. Christmas Fayre Update

Health and Safety Manager to give an oral report

9. Health and Safety Training

Health and Safety Manager to give an oral report

10. Health and Safety Updates

Health and Safety Manager to give an oral report

11. Dates of future meetings

The Panel are requested to **APPROVE** the following dates, times and venues:

19 June 2017 at 2.00pm at West Suffolk House; and
16 October 2017 at 2.00pm at West Stow Country Park

12. Any Other Business

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West Suffolk Joint Health and Safety Panel



Minutes of a meeting of the **West Suffolk Joint Health and Safety Panel** held on **Monday 24 October 2016 at 4.00 pm** at the **Collections Room, West Stow Anglo-Saxon Village**, Icklingham Road, West Stow IP28 6HG

Present:

Chairman Chris Barker
Vice Chairman Nigel Dulieu

Forest Heath District
Council
Rona Burt
Peter Ridgwell

St Edmundsbury
Borough Council
Patrick Chung
Bob Cockle
Frank Warby

Officers
Phil Clifford
David Cowley
Paul Goodspeed
John Smithson

62. **Substitutes**

No substitutions were declared.

63. **Apologies for Absence**

Apologies for absence were received from Nigel Dulieu, Phil Clifford and John Smithson.

64. **Minutes**

The minutes of the meeting held 22 June 2016 were confirmed as a correct record and signed by the Chairman.

65. **Minutes of the meeting of the Joint Health and Safety Group held 6 September 2016**

In a response to a request made by Members, the Health and Safety Manager expanded on minute 3.4 relating to his involvement in the Home of Horseracing Project. He stated that for 6 – 7 months he had been heavily involved in ensuring adequate health and safety measures were put in place at the new National Heritage Centre for Horseracing and Sporting Art prior to the lease being signed off.

The Joint Panel received and noted Report No: HSP/JT/16/009 (previously circulated) which incorporated the minutes of the Joint Health and Safety Meeting held 6 September 2016.

66. **Accidents/Incidents involving Employees and Members of the Public : 1 April 2016 to 31 August 2016**

The Joint Panel received and noted Report No: HSP/JT/16/010 (previously circulated) which provided statistics relating to accidents/incidents involving Forest Heath District Council and St Edmundsbury Borough Council employees and members of the public from 1 April 2016 to 31 August 2016. The Health and Safety Manager drew relevant issues to the attention of the Joint Panel, providing details of the types and locations of accidents/incidents of employees and members of the public during the reporting period.

The current statistics for both employee and members of the public accidents/incidents were compared with those of the last three financial years, as provided in a presentation. The statistics showed that the number of public incidents that had been recorded this year had increased from previous years. The Health and Safety Manager explained that this was likely due to some services reporting more public incidents than they had previously.

There were no significant trends indicated by the comparative data of employee accidents/incidents; however the number of employee incidents reported peaked in August 2016.

67. **Christmas Fayre Safety Plan**

The Joint Panel received and noted draft copies of the Christmas Fayre Safety Plan, which were distributed to Members during the discussion of this item.

The Health and Safety Manager outlined the General Arrangements for the Christmas Fayre which covered:

- Objectives, Roles and Responsibilities
- Risk Assessments
- Accidents/ Near Misses/ Violence at Work reporting
- Security/ Stewards
- Serious Incidents/ Bomb Threat/ Act of Terrorism
- Evacuation and zone closure procedures
- First Aid
- Fire Safety
- Crowd Management
- Road Closures

The Health and Safety Manager responded to Members questions stating that additional CCTV had been deployed in areas where our normal CCTV did not have coverage. Extra toilets would be put in place in the ARC to accommodate the high number of public expected to be in that area.

All Members agreed that a significant amount of hard work from officers went into organising the Christmas Fayre and would like to convey their thanks to all involved.

68. Depot Inductions

The Health and Safety Manager gave a verbal update explaining that after a visit from the Health and Safety Executive (HSE) at Haverhill depot, there had been a focus to ensure an improved induction programme for all staff and contractors who worked at the depots was in place. The Health and Safety Manager briefly outlined the new induction programmes which had been produced by the Compliance Officer.

69. Health and Safety Training

The Health and Safety Manager reported verbally on an upcoming Institute of Occupational Safety and Health (IOSH) course that was being run for managers and senior members of staff on 1 and 2 February 2017 and the 8 and 9 February 2017.

Nine staff had attended the previous IOSH course and each had passed.

70. Health and Safety Update

The Health and Safety Manager gave a verbal update on recent Health and Safety cases where sanctions in respect of Health and Safety offences had become more severe with prison sentences and substantial fines being imposed.

71. Date of next meeting

20 February 2017 – The Health and Safety Manager would investigate whether this meeting could be held at the recently opened National Heritage Centre for Horseracing and Sporting Art.

72. Any Other Business

The Health and Safety Manager advised the Joint Panel that this was the last meeting of one of the staff representatives, David Cowley. Members gave thanks to his contributions to the operation of the Joint Panel.

The Meeting concluded at 5.07 pm

Signed by:

Chairman

**West Suffolk Joint Health and
Safety Panel
20 February 2017**

**Minutes of the Meeting of the Joint Health and Safety
Group held on 18 January 2017**

Attached are the minutes of the above-mentioned meeting for the information of the Panel.

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Joint Health & Safety Group

DATE: 18 January 2017 Mildenhall Offices

PRESENT: Martin Hosker, Andrew Catchpole, Anne Cusack, Tony Edwards, Nigel Dulieu, John Smithson, Lance Alexander, Paul Goodspeed, David Green, Stephanie Grayling.

APOLOGIES: Natasha Brockett, Phil Clifford, Julie Dean.

ADDITIONAL DISTRIBUTION: None

	Item	Points Raised	Action
1.	Apologies & Introductions	<p>1.1 Apologies as above.</p> <p>1.2 Stephanie Grayling introduced herself to the group, she has replaced David Cowley who has now left the authority.</p>	All
2.	Minutes of Last Meeting	2.1 There were no other outstanding items from the previous meeting.	All
3.	Around the table	<p>3.1 JS Had a meeting with English Heritage (EH) regarding the Abbey Garden's ruins. EH indicated that it could take 2 years before they could commission certain repairs.</p> <p>Action: MH to discuss issue with Damien Parker.</p> <p>3.2 JS Mentioned his role will be changing, moving to FHDC as the new senior ranger, on a part time basis – JS will remain on group until the new Parks Manager is appointed.</p> <p>3.3 TE Requested that group remembers remind staff to advise of any expected deliveries to Olding Road Depot as they are still receiving a lot of deliveries without knowing who the deliveries are for. Resulting in time being wasted trying to find who they are for and where they should go, also in some cases creating a storage issue.</p>	<p>MH</p> <p>All</p> <p>All</p>
4.	Health & Safety Statistics	<p>4.1 MH went through statistics relating to accidents/incidents involving employees and members of the public from 01 April 2016 to 30 November 2016 for both Forest Heath District Council and St Edmundsbury Borough Council. As a result of a few incidents AC & TE will be giving toolbox talks to staff.</p> <p>4.2 MH highlighted 2 cases of slips during the cold weather in our car parks – A review of the winter maintenance programme has been undertaken and improved.</p> <p>4.3 LA raised concerns about West Stow but will does outside the meeting.</p>	<p>All</p> <p>All</p> <p>LA/MH</p>

		<p>4.4 DG asked who should be gritting Abbeycroft paths/car parks.</p> <p>MH stated that the terms of the lease would need to be checked.</p> <p>4.5 MH will continue to monitor, investigate and implement actions where necessary to reduce the likelihood of similar incidents/accidents in the future.</p>	<p>DG</p> <p>MH</p>
5.	H & S Policy	<p>5.1 MH went through the following policy amendments:</p> <ul style="list-style-type: none"> • Smoking at work policy – Instruction 19, vaping has now been including in the wording of the policy. • Driving at work - Instruction 23 • Structure, changes from Head of Service to Assistant Directors. 	MH
6.	Drugs and Alcohol	<p>6.1 MH explained to the group how we supported Suffolk Police's Christmas campaign on drink and drugs. AC & TE did 33 random tests at the offices and the depots during December all results were found to be no traces of alcohol were found.</p>	All
7.	Xmas Fayre	<p>7.1 MH gave an overview of the Christmas Fayre, which consisted of over 300 stalls with an estimated 125000 visitors over 3.5 days.</p>	MH
8.	H & S Updates	<p>8.1 AC went through the H & S updates as follows:</p> <ul style="list-style-type: none"> • Myth Buster Challenge. • Tougher penalties on drivers using mobile phones. • Thanet Council HAV case brought to court and fined after pleading guilty. • Teenager on work experience injured badly with several compound fractures. 	All
9.	Any other Business	<p>9.1 There was no further business and the meeting closed</p>	All

Dates of next meetings:

West Suffolk Joint Health and Safety Panel

20 February 2017 at 2pm - National Horse Heritage Centre for Horseracing and Sporting Art

19 June 2017 at 2pm - West Suffolk House

16 October 2017 at 2pm - West Stow Country Park

West Suffolk Joint Health and Safety Group

10 May 2017 at 10am - West Suffolk House

6 September 2017 at 10am - West Stow Country Park

17 January 2018 at 10am - Mildenhall Offices

West Suffolk Joint Health and Safety Panel



Title of Report:	Accidents/Incidents involving Employees and Members of the Public from 01 April 2016 to 30 November 2016: Summary	
Report No:	HSP/JT/17/002	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	20 February 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Martin Hosker BEM Health and Safety Manager Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	
Purpose of report:	To receive and note a summary of recent accidents and incidents.	
Recommendation:	The Panel are requested to <u>NOTE</u> the summary of Employee Accidents and Accidents Involving Members of the Public for the period 01 April 2016 to 30 November 2016.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i>		
Consultation:	<ul style="list-style-type: none"> The accident statistics were discussed at the Joint Health & Safety Group on the 18 January 2017. 	
Alternative option(s):	<ul style="list-style-type: none"> N/A 	

Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • It is a legal requirement under health and safety legislation to maintain a safe working environment for all staff and users of our facilities. Reporting of injuries under RIDDOR is a requirement of the Health and Safety at Work etc Act 1974. The main purpose of the regulations is to generate reports to the HSE and to Local Authorities (enforcing authorities) alerting those to serious accidents or incidents, so they can be investigated and action taken to prevent reoccurrence.	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	Medium	Monitor, investigate accidents/incidents, reviewing procedures to reduce future incidents	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix A - Statistics relating to Employee Accidents and Accidents involving Members of the Public during the period 01 April 2016 to 30 November 2016.	

1. Key issues and reasons for recommendation(s)

1.1 Accidents/incidents

- 1.1.1 Accident /incident reports are completed every time there is an accident or incident at work involving a member of staff, or a member of the public on our premises.
- 1.1.2 These incident reports are read by the Health and Safety Manager to identify accident trends, if any, and to put in place measures to mitigate further injury.
- 1.1.3 RIDDOR reports have to be submitted to the Health and Safety Executive (HSE) whenever there is:
 - (i) death;
 - (ii) a serious injury;
 - (iii) amputation;
 - (iv) loss of sight, permanent or temporary;
 - (v) someone is taken to hospital and is admitted for more than 24 hours;
 - (vi) a member of staff is not seriously injured, but spends more than 7 days off work as a result of that injury;
 - (vii) illness that resulted from exposure to a biological agent, or its toxins or infected material; and
 - (viii) acute illness or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

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St Edmundsbury Borough & Forest Heath District Councils

Summary of EMPLOYEE accidents April 2016 - March 2017

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													0
Hit by moving object					3		1	1					5
Hit by moving vehicle							1						1
Hit something fixed or stationary						1	1						2
Manual Handling	1			2	1	1	2	1					8
Slipped, Tripped or Fell		3	1		4	1	1	3					13
Exposed to a harmful substance													0
Injured by an animal/Insect		1											1
Violence at work/ verbal abuse against staff		1	4	2	3	2	1	2					15
Another kind of accident	2	1		1	2			7					13
Technique													0
Dangerous occurrence			2			1							3
Disease													0
Near Miss/ Dangerous Condition	1				1		1	1					4
Trapped													0
Cut			2		1								3
Road Traffic Accident					1	1							2
Total accidents	4	6	9	5	16	7	8	15	0	0	0	0	70

Total Number of Days Lost for April 2016 - March 2017

	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Contact with moving machinery													
Nearmiss/Dangerous Condition							1						1
Hit by moving object													
RTA						6	10						16
Hit by moving vehicle													
Hit something fixed or stationary													
Manual Handling							2						2
Slipped, Tripped or Fell		3			6			2					11
Another kind of accident													
Total days	0	3	0	0	6	6	13	2					30

St Edmundsbury Borough & Forest Heath District Councils

Summary of Public Accidents April 2016 to March 2017

LOCATION	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Abbey Gardens	1	1		1				4					7
East Town Park					1		2						3
Corn Hill	1												1
Newmarket Guineas		1					1						2
All Car Parks	1			2	1	1	1						6
Nowton Park					1								1
WSH		1	2										3
Parkway	1												1
Bury Town Centre/market		1	5	7	1			3					17
The Apex	1		2	1	2		1	1					8
Olding Road/Depot			1										1
Angel Hill								3					3
FHDC Offices		5	1	4		1							11
TOTAL	5	9	11	15	6	2	5	11					64
General Incident			2	5			1	1					9
Violence on premises		4		2		1							7
Road Traffic Accident		1					1						2
General Accidents			2										2
Slips, Trips, Falls, Bumps	1	2	1		4		1	7					16
Near Miss		1											1
Dangerous Occurance	3	1	5	7	1	1	1	2					21
Hit by falling object					1								1
Ill health	1		1	1			1	1					5
TOTAL	5	9	11	15	6	2	5	11					64

West Suffolk Joint Health and Safety Panel



Title of Report:	Amendments to the Joint Health and Safety Policy	
Report No:	HSP/JT/17/003	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	20 February 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk
Lead officer:	Martin Hosker BEM Health and Safety Manager Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	
Purpose of report:	To agree amendments to the Health and Safety Policy.	
Recommendation:	That the Panel be asked to <u>ENDORSE</u> the amendments to be undertaken by the Health and Safety Manager under his existing delegated authority, to Issue 3 of the Joint Health and Safety Policy as contained in Appendices A and B of Report No: HSP/JT/17/003, in addition to amending job titles as they are updated.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i>		
Consultation:	<ul style="list-style-type: none"> The policy amendments were recommended for approval by the Joint Health & Safety Group on 18 January 2017. 	
Alternative option(s):	<ul style="list-style-type: none"> N/A 	

Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> The Health and Safety at Work etc. Act 1974 says that employers must prepare a Health and Safety Statement (i.e. policy) and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary. 	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	High	The H&S Policy is reviewed periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix A – Instruction 19 – Amdt 015 – Smoking at Work Appendix B – Instruction 23 – Amdt 016 – Driving at Work	

1. Key issues and reasons for recommendation(s)

1.1 Health and Safety Policy

1.1.1 Current legislation requires the organisation to have a health and safety policy, which is periodically reviewed for suitability. There is also a legal requirement for employees to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the legislation, this includes the compliance of the policy.

1.1.2 This is also further extended to volunteers, contractors and visitors.

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SMOKING AT WORK

References:

- A. Health & Safety at Work etc Act 1974 (as amended)
- B. The Management of the Health and Safety at Work Regulations (as amended)
- C. The Workplace (Health, Safety and Welfare) Regulations (as amended)
- D. Health Act 2006
- E. Occupational Health, Instruction 27 to this policy

Introduction

19.1 This policy has been developed to protect all employees, members, customers and visitors from the exposure to passive smoking, in compliance with current legislation and to provide them with a pleasant and healthy environment.

19.2 Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses.

19.3 This policy also promotes the health and welfare of its employees by giving encouragement and support to employees who wish to give up smoking.

Policy

19.4 This policy applies to all employees, members (referred to as employees), consultants, contractors, customers, and visitors (referred to as non-employees).

19.5 All employees have a right to work in a smoke free environment. Smoking (including vaping and the use of e-cigarettes) is prohibited in all enclosed premises in the workplace and vehicles.

Premises

19.6 Smoking (including vaping and the use of e-cigarettes) is not currently permitted within some site boundaries of the Councils' premises, unless a designated smoking area has been provided.

19.7 Upon occupation of West Suffolk House smoking is not permitted within its site boundary.

Transport

19.8 Smoking (including vaping and the use of e-cigarettes) is not permitted in any work vehicle, either by employees or by any non-employee.

19.9 Where an employee is using his/her car on Council business to transport either employees or non-employees, smoking (including the use of e-cigarettes) is not permitted for the duration of the journey.

Home Visits

19.10 Employees are prohibited from smoking (including vaping and the use of e-cigarettes) in the home of anyone they are required to visit in the course of their employment.

19.11 Employees must not be exposed to passive smoking whilst making a home visit and where necessary, employees will refuse to enter properties that pose such a risk.

Breaks

19.12 No additional breaks are permitted for employees. Employees wishing to smoke (including vaping and the use of e-cigarettes) may only do so in their own time.

Responsibilities

19.13 Line Managers are responsible for ensuring compliance with this policy within their service area.

19.14 Failure to comply with this policy may result in disciplinary action.

Help to stop smoking

19.15 The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 022 4 332 for detail. Additionally you can get advice from the Occupational Health Adviser (see [Reference E](#)).

DRIVING AT WORK

References:

- A. Health Safety at Work Act 1974
- B. Management of Health and Safety at Work Regulations (as amended)
- C. Driving at Work – Managing work related road safety (as amended)

Introduction

23.1 This policy applies to all employees involved in work-related driving activities, including drivers of the organisations vehicles, leased vehicles and owner-drivers. It forms an integral part of both Council's Health & Safety policy and applies along with specific local guidance on work-related driving and the management of occupational risks. The policy applies to all work-related driving arising in connection with duties and activities of our staff.

Policy Aims

23.2 This policy aims to:

- Ensure the Councils comply with current legislation at References A-C;
- Increase staff awareness of safety issues associated with work-related driving risks;
- Make sure that risk in relation to work-related driving is assessed in a systematic and ongoing way and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- Make sure that appropriate training is available to staff in all areas, that equips them to recognise risk and provides practical advice on preventing and managing occupational road risks;
- Make sure that appropriate support is available to staff involved in work-related driving incidents;
- Encourage full reporting and recording of all incidents arising in the course of work-related driving;
- Reduce the number of incidents and injuries to staff resulting from work-related driving.

Responsibilities

23.3 The Fleet & Technical Manager will undertake periodic ~~checks~~ ~~audits~~ of the below listed items for all drivers ~~who drive fleet vehicles, Pool and Lease cars, working for St Edmunds Borough Council and~~ the Health & Safety Department will undertake periodic ~~audits~~ ~~checks~~ of the below ~~if required on for~~ all drivers ~~that drive for work, ing for Forest Heath District Council.~~

- Driving Licence for suitability and validity (Photo Card and Paper);
- MOT Certificate (private vehicles);
- Insurance Certificate (private vehicles);
- Basic eye sight test (Can a number plate be read at 25 metres);

23.4 Managers and supervisors are responsible for ensuring:

- Their employees are aware and follow this policy;
- That risk assessments are adapted to suit the needs of each journey;
- That employee's complete the "Driving Awareness" training module (annually) on the Council's intranet site <https://stedmundsbury.britsafelearning.com>
- That any additional training is provided.

Employees

23.5 Any person driving a vehicle on behalf of each Council must:

- Hold a valid driving licence for the class of vehicle being driven;

- Tell the organisation about any changes in their licence (including endorsements or pending prosecution), insurance or ill health that could affect their continued driving;
- Complete the “Driving Awareness” training module on the Council’s intranet site <https://stedmundsbury.britsafelearning.com> annually.
- Give permission via the DVLA website for the Council to check the status of your licence.
- Comply with this policy.

23.6 The following people are specifically excluded from driving at work:

- Anyone who does not hold a valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK);
- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence;
- Anyone who has a current conviction for a motoring offence in the following categories:
 - Dangerous driving, causing death by dangerous driving, or manslaughter;
 - Driving under the influence of drink or drugs;
 - Failing to stop after an accident;
 - Any other offence (or combination of offences) which will/might result in an individual being disqualified from driving.

23.7 If the organisation becomes aware of any pending prosecutions it can exercise the right to suspend employees from driving duties whilst awaiting the trial outcome.

Assessing the risk

23.8 A Risk assessment must be carried out regarding work related driving. The risk assessment will involve identifying all potential dangers and the risks associated with specific work-related driving activities, further details are found at Instruction 2, Annex’s A and B to this policy.

23.9 A generic driving risk assessment can be found at Annex J, but must be adapted to meet the needs of the journey.

Driving Standards

23.10 Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for keeping to all traffic regulations.

23.11 Under the Road Traffic Act it is the driver’s responsibility for making sure any vehicle they drive on public roads is roadworthy. If there is any doubt about a vehicle’s roadworthiness, it should not be driven on public roads or on our sites until the problem has been rectified.

23.12 All drivers are required to carry out daily visual checks on their vehicles. This will include tyres, oil, water, cleanliness e.g. lights windows etc.

Alcohol and Drug Abuse

23.13 Driving on Council business while under the influence of alcohol or an illicit drug is forbidden. Both councils will take disciplinary action against any employee found to be under the influence. Employees must tell their manager/supervisor that they have been prescribed or taken drugs (this includes legal highs) that may affect their ability to drive.

23.14 Both councils reserve the right to undertake random alcohol and drug testing (see drug and alcohol testing procedure) on employees who drive for work.

Mobile Phones

23.15 NO IN/OUT GOING CALLS MUST BE MADE OR TEXT MESSAGES SENT OR READ whilst the car is being driven, this includes being stationary in traffic, for further guidance on mobile phones see Instruction 20.

Safe Driving Guidance

23.16 All employees that drive for work must follow the Safe Driving Guidance and journey Planner found at Annex J.