



Rugby Borough Council

Health & Safety Policy

March 2023

Document History

Version	Date	Notes	Prepared by
0.1	01/02/2021	First Draft	Stephen Agutter
0.2	11/02/2021	Approved by SMT	Stephen Agutter
0.3	06/06/2022	Annual Review	Stephen Agutter
0.4	16/01/2023	Review of whole document	Wendy Browett
0.5	20/03/2023	Approved by LT	Wendy Browett

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SECTION 1 - Corporate Health and Safety Policy Statement

Rugby Borough Council (RBC) is fully committed to meeting its responsibilities under the Health and Safety at Work, etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 (and as amended) in that, so far as reasonably practicable, steps shall be taken to ensure the health, safety and welfare of its employees and the protection of those not in its employ, such as contractors, visitors, and members of the public, who may be affected by its undertakings.

The Council will seek to provide the healthiest and safest working conditions possible by requiring the involvement of all members and employees in this effort.

The Council will pay particular regard to ensure: -

- Competent designated members of staff to be responsible for key components of the health and safety management system; to keep risk assessments and welfare procedures under constant review; to liaise with, where appropriate, specialists from outside the organisation; the Health and Safety Executive or other enforcing authorities. Furthermore, where necessary to keep the Council abreast of new EU directives, legislation, regulations, standards and guidance to ensure continued compliance and best practice.
- Assessment of all significant hazards and put in place arrangements to control these hazards. It will monitor its health and safety performance regularly to enable remedial action to redress deficiencies and ensure continuous improvement.
- The Council's policy will accord with the principles of the Health and Safety Executives' guidance: Successful health and safety management (HSG65). The policy will be checked against the health and safety policies of comparable organisations.
- The organisation for carrying out this policy and the provision of sufficient resources will be provided within the Council's established divisional structures. Each individual must exercise responsibility at a level equal to any of their other functions to ensure the policy is put into practice.
- This policy will be reviewed annually or if required by any significant changes to the Council's activities and approved by the Corporate Health and Safety Committee.
- The provision and maintenance of facilities, plant and systems of work that are safe and without risk to the health and safety of all employees, contractors, visitors, and members of the public.
- The provision and maintenance of a safe working environment, together with adequate facilities and arrangements for the welfare of all employees, contractors, visitors, and members of the public.

- The safe use, handling, storage and transport of chemicals and work equipment.
- The provision of all necessary information, instruction, training, and supervision.
- Safe access and egress to all places of work under the Council's control together with specified procedures to be followed in the event of an emergency.
- A safe working environment with appropriate welfare facilities including first aid provision.
- Consult staff and contractor representatives on health and safety arrangements and ensure that adequate facilities and arrangements will be maintained to enable employees, contractors, and their representatives to raise issues of health and safety.
- Make regular risk assessments available to all employees, contractors, and visitors.
- Council employees and contractors will, as a condition of their employment:
 - take reasonable care for themselves and others.
 - co-operate and follow training and instructions.
 - not interfere with or misuse anything provided for safety and
 - report shortcomings in safety arrangements and immediately report serious danger.
- As a condition of employment, all staff and contractors must remember that a health & safety breach is a disciplinary offence.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed every year and, if necessary, revised in the light of any legislative or organisational changes.

Signed:

A handwritten signature in black ink, appearing to be 'M. Kelly'.

Date: 20/3/2023

Chief Executive Rugby Borough Council

SECTION 2 - RBC Corporate Health & Safety Organisation and Responsibilities

This section of the health and safety management policy outlines the organisation for safety.

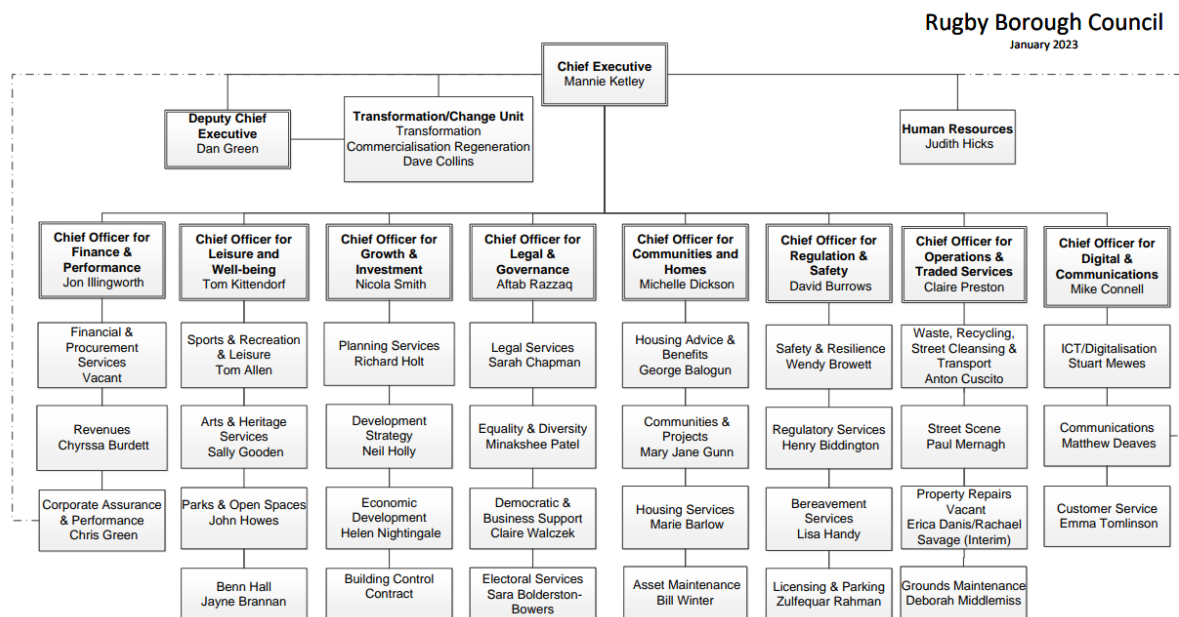
Organisational Responsibility

RBC is committed to:

- Establish and implement a health and safety management system to manage the risk associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan, and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored, and fulfilled.
- Provide health surveillance for staff where appropriate and maintain records.
- Co-operate with other organisations in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of fire legislation.

MANAGEMENT RESPONSIBILITY

Corporate Safety Structure



Leadership Team

Top management sets the culture; most influences its values and sets the vision/strategy of the organisation and need to commit to the key health and safety risks of the organisation and ensure compliance and continual improvement of performance is achieved.

In order to ensure that Health and Safety is successfully managed within RBC the following responsibilities have been allocated to key personnel.

Chief Executive

Accepts overall responsibility for ensuring that Rugby Borough Council achieves and maintains a satisfactory performance in health and safety matters.

She will delegate many of the responsibilities for ensuring that this is achieved to individual managers, team leaders and employees. The responsibilities delegated to each level for health & safety purposes are set out below for corporate and individual Service roles and responsibilities.

Deputy Chief Executive Principal Duty Holder – is nominated *Health and Safety Champion* who will co-ordinate actions required to meet the requirements of this policy and enforcement authorities. Will drive corporate HSE objectives and provide adequate resources, whether financial and/or human, to be able to meet the requirements of this policy and compliance with statutory health and safety corporate responsibilities.

Chief Officers

Primary Duty Holders – responsible for measuring health and safety performance within their service areas to access if implemented and in alignment with this corporate policy and occupational health and safety management system. Take overall responsibility and accountability for their services areas in the prevention of work-related injuries and ill health and provide safe and health workplaces and activities.

Safety & Resilience Manager

The Safety & Resilience Manager is responsible to lead and drive the Safety agenda across Rugby Borough Council, they will also act as the corporate advisor and co-ordinator for Rugby Borough Council on Emergency Planning, Health & Safety and Business Continuity.

To ensure that the Council is aware of and manages its health and safety responsibilities and recommend action to management so that the Council can comply with the relevant legal duties.

Prepare, monitor and maintain plans for major emergencies and business continuity throughout the Council, in line with the responsibilities of a category 1 responder under the Civil Contingencies Act.

Senior Safety & Resilience Officer

The Senior Safety & Resilience Officer will identify, create, organise, run and record appropriate health and safety training for staff. Where necessary investigate and organise suitable providers for specialist training.

Assist with planning, implementation and monitoring the effectiveness of our Health and Safety policy and procedures.

Manage the Health and Safety Coordinators; DSE assessors; Fire Marshalls; and First Aiders, championing their work to ensure competent, efficient, and productive delivery of objectives in line with prioritised health and safety cultural improvements.

Provide appropriate and competent health and safety advice and assistance.

Support resilience at RBC, including emergency planning and business continuity portfolio of work.

Duty Authorised Person – (DAP)

A person, employed by the Council, with the required knowledge, training, and experience, who takes managerial responsibility for the implementation of policy and procedures for a specific area of health and safety legislation. Topics normally cover Asbestos, Electrical Safety, Gas Safety, Fire Safety, Water Safety

Management Team (Responsible Person)

Managers are responsible for ensuring that this safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Manager's duties include the following: -

- Carry out and regularly review risk assessments to identify hazards and existing control measures; prioritise, plan, and complete any corrective actions required to reduce risk to an acceptable level.
- Establishing that all equipment, plant, and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- Monitor the workplace to ensure that safe conditions are maintained.
- Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bring to the prompt attention of Leadership Team any health and safety issue that requires their attention.
- Ensure that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Always maintain safe access to and egress from the workplace.
- In addition, managers of the following Service Areas are responsible for development, maintaining and review of a Service Specific Health and Safety Management Plan to meet the objectives set out in this Corporate Health & Safety Policy, ensuring that employees, contractors, and visitors are aware of safety procedures.

- Property Management
- Bereavement Services
- Parks and Grounds Maintenance
- Work Services Unit
- Street Scene
- Arts Heritage and Visitor Services
- Community Sports and Recreation
- Regulatory Services

Supervisors / Principal / Contract Officers

Supervisors, Principal and Contract officers must be competent to supervise the workers and know the critical safety aspects of the job. They should co-ordinate day to day work activities, assessing the risks, implementing controls, supervising, and monitoring.

They should: -

- Maintain attention on the significant risks and implementation of adequate controls.
- Lead by example.
- Ensure consultation with the workforce on health and safety.
- Challenge unsafe behaviour and intervene to prevent an incident/accident.
- Coach, help and guide workers to maintain safe conditions and adhere to safety procedures.

All Staff, Contractors and Visitors

must: -

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task they are not trained or authorised to do.

Health and Safety Assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met, and that this corporate health and safety policy is being adhered to.

- Health & Safety Practitioners and Officers
- First Aiders
- Fire Marshals
- Welfare Officers
- Employee safety representatives (safety co-ordinators)

The Council recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

SECTION 3 - Organisational Arrangements

This section of the health and safety management policy explains the systems and procedures in place for managing individual topics or subjects for which RBC is responsible.

First Aid

The company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

First Aid RA`s will be developed by individual service managers to identify specific resources needed for their operations.

Emergency Procedures

These are designed to give warning of imminent danger and to allow personnel to move to a place of safety. Fire & Emergency RA`s will be developed by individual service managers to identify specific resources needed for their operations. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire Marshals

These are appointed for each area to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Fire & Emergency RA`s will be developed by individual service managers to identify specific resources needed for their operations.

Health Surveillance

RBC will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety, and welfare.

IMPLEMENTING THE POLICY

This section of the health and safety management policy contains the arrangements for implementing health and safety at RBC.

Corporate Risk Management

H&S Committee

The Corporate Health and Safety Committee will meet regularly to discuss and identify the risks, and in particular major risks, associated with the Council's operations and draw up a risk profile to identify the health and safety risks, by business area, and prioritise them.

To ensure that risks identified are owned, the Committee will create a Risk Register with allocated responsibilities to competent persons (Register), with appropriate resources to meet timescales.

The Risk Profile and Register will be regularly reviewed to ensure it addresses latest changes to external/internal influences e.g., Change Management and ageing assets/plant/equipment/new technology.

Management Group

The Management Group meets regularly to all matter relating to the management of services at RBC. Health & Safety always has a standing item slot on the agenda

Leadership Team

The Leadership Team meet regularly and Safety & Resilience is on the agenda once per month. This is where reviews of H&S policies / plans take place and decisions are made to adopt policies / plans.

Governance and Scrutiny

To ensure a consistent and systematic review of Health and Safety Management Policy and its continuing suitability, adequacy, and effectiveness in line with HSG65 framework standards.

Definitions

- Management system - the part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes, and resources, for developing, implementing,

achieving, reviewing, and maintaining the companies defined and documented policies.

- Management system audit - a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organisation's management system conforms to the audit criteria set by the organisation, and for communication of the results of this process to Leadership Team.
- The following forums are scheduled to ensure RBC understands and regularly reviews the context of its operations with respect to external and internal influences from Political, Economic, Sociological, Technological, Legal and Environmental factors that will affect the business, objectives, and targets to establish, implement, maintain, and continually improve its Occupational Health & Safety management system.
- An Audit and Ethics Committee – Comprising of Councillors (Chair), Leadership Team, Safety & Resilience Manager, High Risk Service Chief Officers
- A Corporate Health & Safety Committee - Comprising of Leadership Team (Chair), Safety & Resilience Manager, High Risk Service Managers, Staff Representatives
- A Strategic Managers Health & Safety Meeting - Comprising of Leadership Team (Chair), Safety & Resilience Manager, High Risk Service Chief Officers.
- A Departmental Health & Safety Meeting – Comprising of Service Chief Officer (Chair), Health & Safety Officer, Departmental Manager, Team leaders, Staff Representatives.
- The actions arising from these meetings will be assessed for RAG status logged and tracked to closure in a combined Corporate Safety Action Plan.

OTHER CORPORATE ARRANGEMENTS, POLICIES AND PROCEDURES

Consultation with Employees

Involving workers is key to integrating health and safety as part of everyday business rather than being seen as something done by somebody else.

RBC shall consult with its own employees, either directly or through elected representatives, on relevant health and safety matters. This to include measures required to ensure their health and safety in the workplace.

Managers should find appropriate ways to involve their workers in managing health and safety by encouraging open communications (e.g., toolbox talks, suggestion schemes, notice boards, or health and safety walkabouts) where workers can discuss or raise their concerns.

Giving recognition when workers identify risks.

Consultation is achieved in the following manner: -

- Daily briefings
- Accident/incident and near miss reporting procedure.
- Concerns Reporting
- Defect Reporting
- E- bulletins
- Formal Scheduled Safety Committee meeting
- Health Monitoring
- Individual 1 to 1 meeting
- Inspections and audits
- Intranet safety hub
- Return to Work consultations
- Risk assessments
- Safety Notice Boards
- Leadership Team Corporate updates
- Toolbox talks

Suggestions by employees to improve standards of health and safety will be welcomed by Rugby Borough Council.

Co-operation between workers, their representatives, contractors and managers through active consultation and involvement. RBC will discuss operational plans with workers or their representatives and communicate the plan so that everyone knows what is required.

Control of Contractors

Contractors may be at particular risk; they may be strangers to our workplace and therefore unfamiliar with our organisation's procedures, rules, hazards, and risks. Regular contractors will need reminding. The level of control needed will be proportionate to the complexity of the task.

Local procedures to be developed to allow safe co-ordination of contractors work on RBC sites.

Procedure will include: -

- Competency
- Consultation with Safety and Resilience representatives
- COSHH
- Emergency preparedness
- Induction training including site rules.
- Inherent hazards
- Provisions for welfare facilities
- Receipt and review of health and safety documentation in advance of works
- Safe co-ordination (e.g., Permit To Work (PTW), Lock Out Tag Out (LOTO) procedure).
- Security
- Traffic Management
- Waste Management
- Consider how the work will be managed and supervised before the work starts.
- Obtain the contractor's health and safety plans.
- Hold a pre-start meeting to ensure co-ordination and communication – ensure that incorrect assumptions are not made. Will the contractor need a site induction before beginning work on your site?
- Include contractor's activities in all inspections and checks.
- Hold regular progress meetings and raise health and safety issues as they occur.
- Monitor the contractor's health and safety performance.

Health and Safety Training

Employees, Agency, Contractors, Supply Chain, and visitors must be given information about the risks involved in their work at RBC, and the steps that need to be taken to remove or reduce those risks so far as reasonably practicable.

(For Agency, Contractors, Supply Chain, and visitors see separate sections above)

There are situations where health and safety training is particularly important, for example:

- For safety specific roles
- Where refresher training is a requirement
- Following an incident/accident and procedures have been reviewed
- when people are new to the job (e.g., New Staff, Agency, Contractors, Supply Chain, and visitors).
- on exposure to changed, new or increased risks.
- where existing skills may have become rusty or need updating.
- Changes in legislation
- Managers must ensure Employees Agency, Contractors, Supply Chain, and visitors are competent in the skills, knowledge, and experience necessary to carry out their duties at RBC safely.
- Following the hazard identification and risk assessment of work tasks, managers should assess employee's, contractors etc. competence for their given role and identify any gaps requiring further instruction or training by: -
- Complete and issue a Training Matrix
- Task-specific safety training to be arranged as required (e.g., loader and IPAF training) by the line manager.
- Regular review training records to ensure the competency of employees remains up to date, is suitable and sufficient to the task in hand. (e.g., annually and prior to any changes to work tasks)
- Managers should update and maintain corporate ITrent database with personnel training records.
- Training is not just about formal 'classroom' courses – it can be delivered in a number of ways e.g.
- informal, 'on the job' training
- written instructions
- online information

- simply telling someone what to do.

Managers and supervisors should have sufficient coaching skills and support, where necessary, to deliver information and instructions.

Managers Responsibilities

All managers are responsible for making sure that their employees have received appropriate and timely training for their role. This includes:

- Regularly checking that employees have up to date and appropriate H&S training for their role via the 1:1 Support & Supervisory Meetings process.
- Making sure that employees attend H&S training when they are required to do so.
- Checking in with team members as part of the 1:1 Support & Supervisory Meetings process before they attend any H&S training and after they have attended the training so that the employee knows exactly what they are required to learn and have the support of their manager to apply that learning once they have returned to the workplace.
- Establishing the learning and development needs of team members on an annual basis as part of the 1:1 Support & Supervisory Meetings process.
- Keeping up to date with new H&S regulations, legislation, and statutory requirements with regards to Health and Safety and requesting or delivering training as appropriate
- Ensure that their employees keep their training records up to date with any external Health & Safety Training or “Toolbox Talks” that they have received.
- Work with the H&S Team to regularly audit their team’s training records and requirements.

Employees Responsibility

All employees have a responsibility to make sure that they are up to date with Health and Safety training required for their role. This includes:

- An awareness of any H&S training required for their role.
- Attend and actively engage in the 1:1 Support and Supervisory Meetings process – where Health & Safety training requirements will be identified.
- To attend and actively engage in training, briefings and Toolbox Talks when scheduled.
- To prepare for the training beforehand and implement the learning after the event with the support of the line manager.
- to co-operate with line managers, trainers.
- adhere to safety instructions and directives.

Information, Instruction, And Communication

RBC will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees: -

- Statutory notices will be displayed throughout the workplace.
- A Health and Safety Info Hub on the corporate intranet
- Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed.
- New Employees, agency workers and contractors employed by RBC will receive Corporate and relevant site-specific Health and Safety Inductions.
- Videos, and written guidance (e.g., HSE Bulletins) – on various health and safety related topics, available in the council's intranet safety library (Safety Hub).
- Safety alerts, bulletins, safety meeting minutes, informative posters and awareness campaigns published on the corporate intranet and safety notice boards.

Frequent scheduled task related/ industry topical safety briefings and toolbox talks.

Emergency Measures

Line managers must clearly explain the procedure for everyone to follow in serious and imminent danger. Employees and others at work need to know when they should stop work and how they should move to a place of safety. In some cases, this will require full evacuation of the workplace, in others it might mean some or all the workforce moving to a safer part of the workplace.

To achieve this a local emergency procedure plan should be developed and implemented in line with compliance with corporate emergency arrangement policy.

All emergency measures/systems will be tested regularly, and emergency evacuation drills will take place at least once a year. Records will be maintained of alarm test and drills. Lessons learned to be incorporated and procedure updated.

Accident, Incident Reporting, and Investigation

Details of all accidents, incidents, dangerous occurrences or near misses shall be reported and recorded on the SHE system. Respective line managers shall review reports and carry out investigation with stakeholders and safety and resilience team as appropriate. Managers are required to ensure that corrective actions are identified, recorded and appropriate control measures are put in place.

Concerns Reporting

Rugby Borough Council encourages employees to raise concerns whenever they identify an activity or situation that could lead to harm to employees, property and others affected by the way we work. Health and Safety Management at RBC requires the cooperation of everyone to:

- To prevent harm to the RBC workforce and property
- To prevent harm to those who are not RBC workers but can be affected by the way RBC work.
- To encourage the provision of safe working practises by RBC workers in cooperation with the organisations safety management system.
- To assist everyone, as their duty of care for themselves and others, to report concerns in an effective and efficient manner.
- To support the RBC health and safety management plan to operate for the benefit of everyone.

The purpose of this policy is to encourage employees and others to act by reporting their concerns to help maintain a healthy and safe working environment at Rugby

Borough Council. It also provides a framework for employers, employees, and trade unions to agree on actions required to address their concerns.

This policy applies to all employees of Rugby Borough Council and others, including contractors, visitors, and members of the public.

INSPECTIONS AND AUDITS

Corporate Inspections and Audits

RBC will develop and implement a range of internal and external scheduled safety inspections and audits across the various Council Business Streams to measure safety performance and ensure compliance with statutory regulations and safe systems of work.

RBC will develop and implement a range of scheduled safety audits and inspections by approved external organisations to ensure Health & Safety Management Policy and Procedures comply with statutory regulations and industry standards.

Corrective and Preventative Actions (CAPA) arising will be registered and tracked to closure in a combined Corporate Safety Action Plan.

Definitions

- **Audit** - A systematic, independent documented process for obtaining and evaluating audit evidence objectively to determine the extent to which audit criteria are fulfilled.
- **Non-Conformance** - Reported via the auditor when the objective evidence of an auditor reveals that activities are either not compliant with the relevant components of the safety management system; the safety management system is not being implemented effectively; or the safety management system as implemented does not comply with legal requirements or the requirements of the HSG65 framework standards.
- **Preventative Action** -- Action taken to eliminate a potential non-conformity.
- **Concerns/Observation** - An issue that requires attention to improve the operation of the safety management system and that if left un-addressed is likely to lead to a non-conformance during future audits; or an example of good practice that deserves recognition; or a flag for re-revisit at next audit.
- **Corrective Action** - Action taken to eliminate the cause of a non-conformity.
- **Scope** - The extent of the area or subject matter that something deals with or to which it is relevant.

Local Inspections and Audits

Service Area Managers shall ensure suitable auditing and inspections are scheduled and carried out to monitor operational compliance with statutory regulations and safe systems of work.

Health and Safety Audits shall be scheduled to ensure appropriate frequency and levels, working from prescribed checklists on all business activities. Results of these audits will be communicated through the organisational structure for review and any action, as necessary.

Auditing of Contractors

RBC will ensure that contractors employed to carry out services on its behalf are audited for safety performance at tender stage. Contractor safety performance is to be monitored and reviewed at appropriate intervals throughout the tenure of the contract.

Corrective and Preventative Actions (CAPA) arising from all the above audits shall be registered and tracked to closure.

Key Performance Indicators Procedure

The purpose of this procedure is to monitor the standards through defined Key Performance Indicators (KPI'S) in relation to Health and Safety and Environmental performance across all business streams to continually improve on the standards set and to identify potential concerns before they become an issue.

As part of Rugby Borough Council's commitment to continual improvement within the business, and maintaining current standards, Rugby Borough Council will set annual key performance indicators to monitor business priorities. Rugby Borough Council Leadership Team will ensure targets are suitable and reviewed on a regular basis. The procedure will also define the responsibility for completion of statistics and the frequency and method of reporting.

- Key Performance Indicator (KPI) -- A type of performance measurement to evaluate a business's success or the success of a particular activity in which it is engaged.
- Reactive/Lagging Measure - Set of KPI measures the number of incidents after they have occurred.
- Proactive/Leading Measure - Set of KPI's measures that monitor events in order to stop an incident or event happening.

Leading Indicators	Lagging Indicators
<ul style="list-style-type: none"> • Safety Audits • Behaviour • Attitude surveys • Inspections 	<ul style="list-style-type: none"> • Lost time incidents • Minor accidents • Days lost • Absence data • Property damage

The following KPI'S will be measured: -

Leading Indicators

- % of planned personal training plans completed (cumulative) – annually
- % of planned external audits completed – annually
- Number of planned external audits - annually
- % of planned internal health & safety audits completed – annually
- Number of planned internal health & safety audits - annually
- % of health & safety audits rated as “satisfactory” or better - annually
- % of health & safety audit and inspection recommendations implemented – quarterly
- Number of health & safety improvement actions implemented - quarterly
- % of planned statutory inspections completed – annually
- Number of planned statutory inspections completed - annually
- Number of health & safety concerns reported – quarterly.
- Staff survey - % of respondents who consider their working environment to be safe – Bi - annually.

Lagging Indicators

- Time lost in days due to employee accidents/ incidents - quarterly
- Number of members of the public involved in an accident - quarterly
- Number of RBC staff involved in an accident - quarterly
- Number of non RBC staff (Agency/Contractors) involved in an accident - quarterly
- Number of recorded accidents on RBC sites - quarterly
- Number of accidents – struck by moving object - quarterly

- Number of accidents – striking a static object - quarterly
- Number of slips/ trips/ falls - quarterly
- Number of musculoskeletal injuries - quarterly
- Number of injuries involving violence or aggression - quarterly
- Number of “other” injuries - quarterly
- Number of personal injury accidents reported to the HSE via RIDDOR - annually
- Number of accidents involving damage to vehicles – quarterly
- Number of accidents involving damage to property – quarterly
- Number of reported near misses – quarterly

Health Surveillance monitoring

Health surveillance of operatives will be carried out in accordance with RBC corporate policy on health surveillance to meet the health and safety regulations.

Local risk assessments will identify circumstances in which health surveillance is required by following the below criteria.

- there is an identifiable disease or adverse health condition related to the work concerned, i.e., Asma, Hand and Arm Vibration, Asbestos
- valid techniques are available to detect indications of the disease or condition.
- there is a reasonable likelihood that the disease or condition may occur under the particular conditions of the work, e.g., WEIL’S disease.
- surveillance is likely to help protect the health and safety of the employees to be covered e.g., working with oils and lubricants.

Document Control Procedure

Safety documentation and record keeping retention and archiving timelines.

Managers should seek clarification of specific documents from HSE Guidelines and Regulations.

Some common examples are listed below.

- Accident and Incident Reports 10 years
- COSHH Assessment forms 40 years Training (Employee HR)
- Details of relevant Surveys undertaken and outcomes 40 years.
- Fire Alarm, Maintenance and Practice Drills Site 5 years
- First-Aid Personnel 5 years
- Fork-lift Drivers 5 years Pressure Systems 5 years
- Health Monitoring 40 years
- Lifting Equipment Inspection and Testing Site 5 years
- Machinery and Safety Devices Declarations Site 10 years
- Material Safety Data Sheets 5 years
- Mobile Platform operators 5 years
- Permit to Work Documents 5 years
- Risk Assessments Undertaken Site 5 years
- Safety Organisation Structure and Appointments 5 years
- Site Health and Safety Files (CDM) 25 years
- Site Safety Audits 5 years Site Safety Committee Minutes 5 years
- Site Safety Inspections 5 years
- Statutory Inspections 5 years
- Visits of Enforcement/Inspection Agencies Site/Corporate 10 years

Relevant Legislation / Legal Register

Our Health and Safety Policy does not quote specific legal references, giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements of Health and Safety Legislation will be achieved.

Not every piece of the legislation will apply to our operation on a day-to-day basis, but we need to be aware of them should circumstances change.

- Building Regulations 2010 (as amended)
- Building Safety Act 2022 European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures.
- European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended.
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment Regulations 1992 (as amended)
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)