

SAFE WORKING PROCEDURE

Workplace Health, Safety and Welfare

CORPORATE HEALTH & SAFETY | VERSION 1.02 May 2024

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Adequate resources are provided to enable managers to manage the health, safety and welfare of staff while at work.
- Workplaces are safe places to work with adequate welfare facilities available.
- Workplaces are maintained appropriately and those who manage premises are aware of their responsibilities.

SCOPE:

This Safe Working Procedure applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Southampton City Council.

1. Responsibilities

Service Directors/Headteachers are responsible for ensuring:

Compliance with Health and Safety legislation, which requires employers to ensure the health, safety and wellbeing of employees by providing adequate welfare provision, safe places to work and carrying out servicing, maintenance, testing and statutory inspections towards ensuring the health, safety and welfare of its employees, visitors, contractors and members of the public including children in education.

Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. Facilities and resources are provided to enable managers to discharge their duties.
- 1.2. Compliance with health and safety legislation and statutory requirements.
- 1.3. A safe working environment in which employees and managers are proactive in ensuring safe places of work.
- 1.4. Risk assessments are carried out to identify significant risks and action plans put in place towards implementing suitable controls.

Managers/Headteachers are responsible ensuring compliance with the SWP and must ensure:

- 1.5. So far as reasonably practical, ensure the health, safety and welfare of their employees at work and the health, safety and welfare of non-employees who use their premises or areas of demise.
- 1.6. As part of managing health and safety, ensure the risks in the workplace are assessed and controlled.
- 1.7. Adequate welfare facilities are provided for people at work, including appropriate provision for people with disabilities.
- 1.8. Where necessary, that parts of the workplace; particularly doors, passageways, stairs, showers, washbasins, toilets and workstations, should be made accessible for disabled persons.
- 1.9. Where premises are not controlled by the manager, the person who manages the common parts, facilities and services comply with the regulations
- 1.10. Areas within the manager's area of demise are managed appropriately to comply with the regulations
- 1.11. Collaboration with employees towards managing health and safety in a practical way involving employees in helping to identify workplace risks or inadequate welfare provision.
- 1.12. Adequate access to toilet facilities, which are sufficient and suitable, adequately ventilated and lit and kept in a clean and orderly condition with toilet paper provided in a holder or dispenser.
- 1.13. Provision of adequate welfare at all workplaces, including temporary workplaces, such as sanitary conveniences, washing facilities, drinking water (fresh or bottled), clothing accommodation, changing facilities and facilities for rest and eating meals, as appropriate, so far as reasonably practicable.
- 1.14. A supply of hot and cold, or warm water (which shall be running water so far as reasonably practicable), including soap or other suitable means of cleaning and suitable means of drying hands.
- 1.15. Access to adequate food and drink where these are not readily available, i.e. for those who work at remote sites or during unsociable hours.
- 1.16. Appropriate maintenance of the workplace, and of equipment, devices and systems, including cleaning and inspection and repair as appropriate to maintain an efficient state of working order and hygiene.

- 1.17. Cleaning is carried out effectively and via suitable methods and without exposing anyone to health and safety risks with waste removed at appropriate intervals so as not to allow waste to accumulate. Cleaning regimes and waste removal to be commensurate with the nature of the work being carried out.
- 1.18. Floor surfaces are adequately maintained, are non-slip and are cleaned to avoid surfaces becoming slippery due to wear and tear and/or cleaning products used.
- 1.19. Provision to clean premises and carry out routine cleaning and maintenance without risk, i.e. mechanisms in place where possible to avoid the need to carry out cleaning or routine maintenance such as light fitting replacements at height.
- 1.20. Windows and skylights, where reasonably practicable, are of a design or so constructed so as to be cleaned safely from the ground or where this is not possible, make suitable provision for them to be cleaned safely via other means, such as the use of a cherry picker by appropriately trained persons.
- 1.21. Statutory inspections and maintenance is carried out as required and faults identified and repairs completed efficiently and in a timely manner.
- 1.22. Workplaces are of a sufficiently large size to provide enough free space to allow people easy access to and from workstations, to move around within the room with ease and not to restrict their movements while performing their work. The number of people who may work in any particular room at any one time will depend not only on its size but on the space taken up by furniture, fittings, equipment and the layout of the room as well as the activities intended to take place.
- 1.23. Adequate seating provision and footrests to carry out tasks as required. Workstations, including seating, and access to workstations, should be suitable for any special needs of the individual worker, including workers with disabilities.
- 1.24. A reasonable temperature in the workplace during working hours, which provides reasonable comfort without the need for special clothing, providing sufficient number of thermometers to enable persons at work to determine the temperature in any workplace inside a building.
- 1.25. Adequate lighting to ensure safety when moving around buildings or external areas without risk and to allow work processes to be carried out as required. Lighting should be sufficient to enable people to work and use facilities without experiencing eye strain, and to safely move from place to place, including well-lit stairs and external traffic routes, adequately lit after dark.
- 1.26. Emergency lighting is in place and working, powered by a source independent from that of normal lighting.
- 1.27. Separation of people and traffic with clearly marked areas identifying pedestrian and vehicle routes.
- 1.28. Adequate ventilation with a sufficient quality of fresh or purified air. Enclosed workplaces are sufficiently well ventilated so that stale air, and air which is hot or humid because of the process or equipment in the workplace, is replaced at a reasonable rate.
- 1.29. Local exhaust systems are in place where necessary to avoid employees being exposed to harmful substances.
- 1.30. Arrangements in place to minimise risks from snow and ice, including gritting and snow clearance as required.
- 1.31. Adequate security, including restricted access where appropriate and external lighting to deter unwelcome visitors.
- 1.32. Power-operated doors, gates and barriers are maintained so as to be safe and not to cause harm if someone were to become trapped by them.
- 1.33. Adequate legionella controls are in place and risks maintained appropriately.
- 1.34. Fire risks are assessed and adequately controlled, with emergency evacuation processes and procedures in place and staff provided with appropriate training.

The above is not exhaustive and the full requirement should be read in the Approved Code of Practice (ACOP)

Employees must:

- 1.35. Comply with managers reasonable requests towards maintaining a safe and health workplace, treating the workplace with respect.
- 1.36. Raise any issues or concerns regarding health, safety and welfare in the workplace at the earliest opportunity with their line manager or safety representatives.
- 1.37. Not carry out any act which may be detrimental to the health, safety and welfare of the workplace or anyone using it.

2. Procedures

- 2.1. The Council has a series of [policies](#), which provide managers with useful information on managing health and safety.
- 2.2. The Council has a number of ['Safe Working Procedures'](#) and ['Microsites'](#) towards assisting managers in managing health and safety.
- 2.3. The Health and Safety Executive have produced a short guidance for employers [INDG244 - Workplace Health, Safety and Welfare](#)
- 2.4. The Health and Safety Executive have produced an Approved Code of Practice (ACOP) relating to [Workplace Health, Safety and Welfare](#), which provides practical guidance.
- 2.5. Managers should use these guides and others detailed below towards compliance with legislation.

3. Safe Working Procedures Relevant to This Document

- 3.1 [Risk Assessment](#)
- 3.2 [Managing Wellbeing at Work](#)
- 3.3 [Control of Substances Hazardous to Health \(COSHH\)](#)
- 3.4 [Property Management and Compliance](#)

Note: Other safe working procedures may apply and managers should consult the SWP index [Safe working procedures](#)

4. Main Legislation Relevant to This Document

- 4.1 [The Workplace \(Health, Safety and Welfare\) Regulations](#)
- 4.2 [Health and Safety at Work etc Act](#)
- 4.3 [The Management of Health and Safety at Work Regulations](#)

5. Contact Address's

- 5.1 [Health and Safety Executive](#)
- 5.2 [Management Standards](#)
- 5.3 Royal Society for the Prevention of Accidents
<http://www.rospa.com>
- 5.7 Institute of Occupational Safety and Health
www.iosh.co.uk/

For full contact address visit the health and safety intranet [Useful Contacts](#).

Further Information:

Corporate Health and Safety Service – [email CHSS](#)
Telephone 023 8083 4271

