

Corporate Work Premises Policy

Directorate	Received on behalf of the Directorate by	Signed	Date
Chief Executives			
Children's Services			
DACHS			
Finance, ICT & Procurement			
Law, Property and Human Resources			
Urban Environment			

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1.0 Introduction

Slips, trips and falls on the same level are the most common cause of major injuries in the workplace accounting for over one third of all reported major injuries and for 20% of over 3 day injuries reported to the Health & Safety Executive (HSE). This results in costs to employers of hundreds of millions of pounds each year. Simple steps can be taken to reduce these statistics, such as through assessing the risks and good housekeeping.

This policy sets out the commitment of Dudley Metropolitan Borough Council to provide a safe and secure workplace for staff and others who may be affected by the Council's undertakings

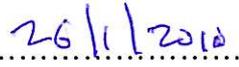
Under the Health & Safety at Work etc. Act 1974 (HSWA) Dudley MBC are responsible for ensuring, so far as is reasonably practicable, that any place of work under its control is maintained in a safe condition and without risks to the health of its employees, and adequate as regards facilities and arrangements for their welfare at work. The Council are also responsible for the provision and maintenance of means of access to and egress from it that are safe and without such risks.

This policy will detail how Dudley MBC will meet the statutory requirements of HSWA through compliance with:

- The Workplace(Health, Safety & Welfare) Regulations 1992 (WHSWR)
- The Management of Health & Safety at Work Regulations 1999 (MHSWR)
- The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- The Control of Asbestos Regulations 2006 (CAR)
- The Work at Height Regulations 2005 (WAHR)
- Associated DMBC Corporate Health & Safety Policies and Guidance

To ensure this policy and its procedures are successful, each Directorate will develop and document local arrangements and responsibilities for ensuring effective implementation and that, as a minimum, the requirements of the policy are met.

Signed.....
John Polychronakis
Chief Executive

Date.....

2.0 Definition

2.1 Workplace

A "workplace" means – *any premises or part of premises which are not domestic premises and are made available to any person as a place of work, and includes -*

- a) any place within the premises to which such person has access while at work; and*
 - b) any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with the place of work other than a public road;*
- but shall not include a modification, an extension, or a conversion of any of the above until such modification, extension or conversion is completed.*

The term workplace also includes the common parts of shared buildings, private roads and paths on industrial estates and business parks, and temporary work sites (but not construction sites)

The WHSWR do not apply to domestic premises, and do not therefore cover homeworkers. They do however apply to nursing homes etc and to parts of workplaces where 'domestic' staff are employed such as the kitchens of hostels or sheltered accommodation

The WHSWR do not apply to operational vehicles

3.0 Responsibilities

3.1 Director/Assistant Director

Directors/Assistant Directors have overall responsibility for workplace safety within their Directorate

Directors and Assistant Directors will therefore ensure that:

- there are effective procedures in place to provide and maintain a safe and healthy workplace
- there are sufficient competent persons to maintain a safe and healthy workplace. This will include the provision of a responsible person for each workplace eg. building manager, facilities manager, site manager etc.
- adequate resources are available to allow the responsible person to carry out their duties

In an emergency situation, such as no water, no heating or no lighting in a building, the Director or Assistant Director, where necessary in consultation with Corporate Health & Safety, will make the decision

whether to suspend the services and put the business continuity plan into effect.

3.2 Senior Managers

Senior Managers will ensure that:

- workplaces under their control are maintained in accordance with WHSWR
- access to and egress from such workplaces are maintained - *see also Corporate Guidance on Managing the Risks from Ice and Snow*
- they take health, safety & welfare issues into account when they acquire or re-locate to 'new' premises
- where workplaces are shared by different employers or different Council directorates, co-operation & co-ordination will take place to determine maintenance procedures/regimes in accordance with MHSWR
- any modification, extension or alteration to a workplace complies with RRO – *see also the Corporate Fire Policy*
- workplaces are managed in accordance with CAR – *see also the Corporate Asbestos Policy*
- persons responsible for managing the workplaces are given suitable information, instruction and training in order for them to undertake their duties
- contractors undertaking works in a building are selected from the Council's approved contractors list
- plans and procedures are in place to cope with emergency situations such as no water, no heating or no lighting

3.3 Those with Building Management or Premises Responsibilities (eg. Local Building Managers)

Those with building or other premises responsibilities are integral in maintaining safe workplaces. They will therefore ensure, for each building/premises they manage, that:

- they work with senior management on ensuring, where necessary, co-operation and co-ordination in the workplace
- workplaces under their control are maintained in accordance with WHSWR
- regular inspections and monitoring are undertaken to check that the workplace is safe
- access to and egress from such workplaces are maintained
- they understand and comply with relevant Council policies, particularly with regard to asbestos and Legionella
- procedures are in place to cope with emergency situations such as no water, no heating or no lighting

3.4 Corporate Health & Safety

Corporate Health & Safety will:

- ensure that the Council's policy and procedures are reviewed regularly and kept up to date to reflect current legislation and applicable best practice
- ensure that Directorates through their Safety Officers are fully aware of the policy and the need to develop and document local arrangements and procedures for effectively implementing the policy
- where a Directorate(s) do not have their own Safety Officers, ensure that the policy is effectively implemented and local arrangements developed
- be responsible for periodic monitoring and audit of Directorates' implementation of the policy to ensure compliance

3.5 Employees

Employees will ensure that:

- they maintain their own work area (through effective housekeeping) in such a condition so as not to adversely affect the health & safety of themselves and others
- they do not attempt to interfere with, repair or in any way alter the fabric of any building unless they are suitably competent, they have been authorised by their line manager or supervisor and they have completed an asbestos declaration form
- they report any problems/faults with their workplace to the building manager, their line manager or supervisor

4.0 Emergency Situations

Where emergency situations arise such as no water, no heating, or no lighting, reasonable adjustments are required prior to instigation of the business continuity plan/suspension of the service

