

# Health and Safety Policy Statement

## Health and Safety at Work etc. Act 1974



MALDON DISTRICT  
COUNCIL

<b>Version: 6</b>	<b>Date of Issue: January 2025</b>	<b>Review date:</b>
	<b>Reviewed:</b>	<b>January 2026</b>
<i>Updates from version 5</i>	<i>Updates from version 5</i> <ul style="list-style-type: none"> <li>• <i>Revisions of roles and responsibilities, including Chief Exec. and Deputy Chief Exec., addition of monitoring of H&amp;S performance.</i></li> <li>• <i>Clarity regarding supply of ergonomic workstation equipment.</i></li> <li>• <i>Revisions to fire marshal and first aider duties</i></li> <li>• <i>Addition of duties with respect to contractors</i></li> <li>• <i>Additional duties and clarification for employees</i></li> </ul>	
<i>Consultation with staff:</i>	<i>Safety Representatives consulted July 2024</i>	

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<b>This version was presented to the Strategy and Resources Committee on 23/1/2025</b>		

Health and Safety at Work etc. Act 1974  
**HEALTH AND SAFETY POLICY STATEMENT**

of

**MALDON DISTRICT COUNCIL**

**It is the Council's intention to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees and all others who may be affected by its work activities.**

**In particular, it will:**

- undertake suitable and sufficient assessments of the risks,
- provide and maintain safe plant and systems of work that are safe,
- ensure the safe use, handling, storage and transport of articles and substances,
- provide sufficient information, instruction, training and supervision, to enable employees to avoid hazards and contribute positively to their own safety and health at work,
- ensure employees are competent to carry out their designated work activities,
- work to reduce the number of accidents and incidents of work-related ill health,
- provide adequate control of the health and safety risks arising from work activities,
- provide and maintain a safe and healthy workplace and working environment with adequate facilities and arrangements for welfare,
- consult with our employees or their nominated representatives on matters affecting their health and safety, and
- review and revise this policy statement including the organisation and arrangements in place annually,
- have robust oversight of health and safety by senior managers, deliver regular updates to Members to provide oversight and reassurance on its approach to health and safety.

**Signed:**

**Date:**

**Chief Executive:**

**Deputy Chief Executive:**

## Roles & Responsibilities

All employees have a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions at work. Employees also have a duty to report any health and safety concerns they have, or observe including incidents, accidents, near misses or hazards.

Employees must co-operate with the authority to enable statutory duties to be complied with.

The overall responsibility for health and safety lies with the Corporate Leadership Team. However, all levels of management must ensure that this policy and its arrangements (detailed in supporting documents: policies and procedures) are implemented and maintained.

This policy will be communicated to all employees and contractors and will be available to interested parties on request. Detailed functions of key staff groups are indicated below:

Name	Function
Members	<p data-bbox="331 981 1136 1014"><u>Members of the Council's Strategy and Resources Committee</u></p> <ul data-bbox="379 1059 1327 1131" style="list-style-type: none"> <li data-bbox="379 1059 1327 1131">• To agree the health and safety policy statement of intent and overall arrangements set out for health and safety.</li> </ul> <p data-bbox="331 1176 1305 1209"><u>Members of the Council's Performance, Governance and Audit Committee</u></p> <ul data-bbox="379 1254 1412 1608" style="list-style-type: none"> <li data-bbox="379 1254 1412 1288">• To endorse the corporate health and safety improvement plans.</li> <li data-bbox="379 1332 1050 1366">• To receive regular reports on health and safety.</li> <li data-bbox="379 1411 1412 1523">• To ensure adequate resources are allocated when setting budgets and determining capital expenditure in order to secure the health and safety of the workforce and others who may be affected.</li> <li data-bbox="379 1568 1184 1601">• To promote a positive attitude towards health and safety.</li> </ul>
Chief Executive and Deputy Chief Executive	<ul data-bbox="379 1688 1412 2042" style="list-style-type: none"> <li data-bbox="379 1688 1412 1760">• To endorse the Health and Safety Statement of Intent and ensure its annual review.</li> <li data-bbox="379 1805 1316 1877">• To agree the health and safety policy statement of intent and overall arrangements set out for health and safety.</li> <li data-bbox="379 1921 1034 1955">• To be overall responsible for health and safety.</li> <li data-bbox="379 2000 1321 2033">• To provide effective corporate governance to manage corporate risk.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure.</li> <li>• To ensure mechanisms are in place to consult with union and non-union staff representatives on health and safety issues.</li> <li>• To be informed of serious accidents, investigations, potential and actual enforcement including the serving of notices and prosecutions.</li> <li>• To make available adequate resources for health and safety.</li> <li>• To set and review health and safety performance indicators, including their sufficiency.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Assistant Directors	<ul style="list-style-type: none"> <li>• To agree operational policies and procedures required for legal compliance and to support the themes set out in the council's general health and safety policy.</li> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure within their area of responsibility.</li> <li>• To ensure that staff within their area of responsibility are aware of their health and safety responsibilities and maintain compliance.</li> <li>• To consider health and safety concerns reported to them by their managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to the Corporate Leadership Team.</li> <li>• To consider health and safety reports presented to the Corporate Leadership Team and agree an appropriate course of action where considered necessary, ensuring compliance with legal requirements.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul>
Service Managers & Heads of Service	<ul style="list-style-type: none"> <li>• To ensure effective management structures and arrangements are in place to deliver policy and procedure within their service areas.</li> <li>• To ensure that staff within their service area are aware of their health and safety responsibilities and of the arrangements for health and safety, maintaining compliance at all times.</li> <li>• To ensure that: risk assessments are undertaken in accordance with corporate procedure; that significant findings are brought to the attention of all employees who may be affected by the work activity; the appropriate risk controls are implemented in a timely manner; copies are readily available to</li> </ul>

Name	Function
	<p>employees affected and to the Council's Corporate Health and Safety Manager.</p> <ul style="list-style-type: none"> <li>• To ensure that: training requirements specific to their service areas are identified and addressed; employees under their control are capable and competent through adequate information, instruction, training and supervision; and records of such are kept.</li> <li>• To consider health and safety training whilst undertaking personal development plans, ensuring that any training needs are identified and recorded.</li> <li>• To undertake regular monitoring and review of the health and safety arrangements within their services to ensure policy and procedure is being followed.</li> <li>• To consider health and safety concerns reported to them by their line managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to their Assistant Director.</li> <li>• To ensure that all notifiable accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive.</li> <li>• To provide health and safety information to the Council's Corporate Health and Safety Manager on request.</li> <li>• To promote a positive attitude towards health and safety.</li> <li>• To include Health &amp; Safety considerations and actions within their Service Plan specific to their team's needs and to keep these updated.</li> </ul>
Team Managers & Team Leaders	<ul style="list-style-type: none"> <li>• To undertake suitable and sufficient assessments of risk within their areas of responsibility in accordance with corporate procedures.</li> <li>• To ensure that: the significant findings of risk assessments are brought to the attention of all employees who may be affected by the work activity; that copies are readily available to employees; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager.</li> <li>• To document and periodically review departmental guidance relating to health and safety issues, having regard to corporate procedures.</li> <li>• To ensure all employees are aware of corporate and departmental health and safety procedures and guidance: in particular, that all employees, contractors and visitors are aware of the emergency arrangements with regard to the workplace.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To identify and address training requirements within their areas of responsibility; to ensure that employees under their control are capable and competent to undertake the task, receiving adequate information, instruction, training and supervision; and to keep records of such.</li> <li>• To consider health and safety training whilst conducting performance reviews, ensuring that any training needs are identified and recorded.</li> <li>• To report any health and safety concerns that cannot be resolved within their area of responsibility to their manager.</li> <li>• To monitor and review of health and safety arrangements to ensure corporate and service procedures and guidance are being adhered to.</li> <li>• To provide health and safety information to the Council's Corporate Health and Safety Manager on request.</li> <li>• To promote a positive attitude towards health and safety.</li> </ul> <p>Where applicable:</p> <ul style="list-style-type: none"> <li>• To co-ordinate health and safety with regard to contractors having regard to the corporate procedure: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.</li> </ul>
Asset & Building Services Manager- As per Team Managers and:	<ul style="list-style-type: none"> <li>• To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work.</li> <li>• To implement compliant controls with regards to asbestos containing materials where they are the responsible person; to identify risks through assessment, implementing adequate controls to mitigate the risk, in particular during any refurbishment or maintenance activities.</li> <li>• To implement compliant controls with regard to Legionella where they are the responsible person; to identify risks through assessment and implementing adequate controls to mitigate the risk.</li> </ul>
Resources Casework Manager: <i>For the Princes Road</i>	<ul style="list-style-type: none"> <li>• To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep</li> </ul>

Name	Function
<p><i>Offices</i></p> <p>Countryside &amp; Parks Team Leader: <i>For the Parks Depot</i></p> <p>Asset &amp; Maintenance Team Leader: <i>For the Maintenance Depot</i></p>	<p>records of any remedial work.</p> <ul style="list-style-type: none"> <li>• To ensure that: the physical aspects of the workplace, eg access, egress, traffic routes, rest facilities, common parts, ventilation, heating, etc., are considered for risks; that regular checks at a pre-determined frequency are undertaken; and records are kept of these checks; to prioritise work according to health and safety risk and to keep records of any remedial work undertaken.</li> <li>• To ensure successful and timely evacuation of the building in the event of an emergency to co-ordinate and maintain the emergency evacuation plans and the security of buildings; to undertake and review the site-specific fire risk assessments and procedures on an annual basis.</li> <li>• If applicable, to ensure the co-ordination and monitoring of the fire marshals: ensuring that nominated officers are capable of carrying out the task; and receive adequate information, instruction, training and supervision commensurate with their role.</li> <li>• To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors.</li> <li>• To ensure that responsibilities delegated to personnel in their teams as set out in corporate health and safety procedures / arrangements are fulfilled.</li> </ul>
<p>Resources Casework Manager: <i>For the Princes Road Offices</i></p> <p>Head of Assets Countryside and Coast <i>For the Parks Depot &amp; the Maintenance Depot</i></p>	<ul style="list-style-type: none"> <li>• To ensure the appropriate selection, installation and maintenance of workstation equipment to facilitate good ergonomic and safe practices in their use.</li> </ul>
<p>Lead Specialist ICT</p>	<ul style="list-style-type: none"> <li>• To ensure the appropriate selection, installation and maintenance of ICT equipment to facilitate good ergonomic and safe practices in their use.</li> <li>• To support the use of equipment and software in administering and maintaining safety measures, appropriate communication, and the security of staff.</li> <li>• To co-ordinate with facilities to ensure that ICT equipment and assets used in the support of ICT systems (including back-up systems) are inspected and tested to ensure safe operation at all times.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To ensure that functions delegated to the IT team as set out in corporate health and safety procedures / arrangements are fulfilled.</li> </ul>
Council's Corporate Health and Safety Manager	<ul style="list-style-type: none"> <li>• To give advice on health and safety issues to the Corporate Leadership Team and Assistant Directors, Head of Service and managers on request and to advise them of any known health and safety failings.</li> <li>• To maintain a corporate record of service risk assessments.</li> <li>• To clarify health and safety responsibilities.</li> <li>• To ensure effective means of communication and consultation.</li> <li>• To provide information about the Council's Health and Safety Policy, organisation, procedures and arrangements and to ensure it is readily available to employees and to the HSE on request.</li> <li>• To keep a record of accidents or incidents.</li> <li>• To report notifiable accidents, diseases and dangerous occurrences to the Health and Safety Executive.</li> <li>• To report any health, safety and welfare failings and make recommendations to the Corporate Leadership Team.</li> <li>• To report regularly to the Performance Governance and Audit Committee on the corporate management of health and safety.</li> </ul>
Fire Marshals	<ul style="list-style-type: none"> <li>• To oversee evacuation in line with the Fire Evacuation Procedure in the event of the emergency alarm sounding.</li> <li>• To follow the arrangements set out in the Corporate Fire Evacuation and Bomb Procedures.</li> <li>• To report omissions or issues with the above arrangements to the Corporate Health and Safety Manager</li> </ul>
First Aiders	<ul style="list-style-type: none"> <li>• To give first aid assistance on request.</li> <li>• Where applicable, to ensure their allocated first aid kit is adequately stocked with first aid items and to arrange reordering when central stocks are low.</li> <li>• To follow arrangements as set out in the corporate First Aid Procedure.</li> <li>• Facilities Team to ensure the first aid room is kept clean and tidy and there are adequate stocks of first aid items / materials. To ensure that site-based</li> </ul>



Name	Function
	<p>defibrillators remain operational.</p> <ul style="list-style-type: none"> <li>• Depot team leaders (or nominated first aiders) to ensure that first aid kits and associated consumables are stocked sufficiently and in-date. To ensure that site-based defibrillators remain operational.</li> </ul>
All employees	<ul style="list-style-type: none"> <li>• To co-operate with the Council and their line managers on all matters relating to health and safety.</li> <li>• To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk.</li> <li>• To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors.</li> <li>• To make proper use of equipment provided including personal protective equipment (PPE).</li> <li>• NOT to interfere with anything that safeguards their health and safety or the health and safety of others.</li> <li>• To report all health and safety concerns to their line manager or another appropriate person.</li> <li>• To report all accidents, incidents, hazards and near-misses to their line manager and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.</li> <li>• To complete a 'Unacceptable Behaviour Reporting Form' if subjected to abuse, threats or assault and follow the arrangements laid out in the corporate 'Unacceptable Behaviour at Work' procedure.</li> <li>• To follow corporate and departmental health and safety procedures including any control measures identified through risk assessment.</li> </ul>
Employees appointing contractors, or inviting visitors to MDC premises	<ul style="list-style-type: none"> <li>• Where involved in the appointing of contractors via the tender process; to ensure that sufficient precautions are in place to ensure safety throughout the life of the contract and to follow the corporate procedure.</li> <li>• To ensure that risk assessments are submitted in a timely manner and are sufficient with appropriate precautions in place for the tasks being undertaken and in the situations that may arise.</li> <li>• To ensure that contractors and visitors understand MDC health and safety policies or procedures (where appropriate to their work or visit), including emergency procedures.</li> </ul>

Name	Function
	<ul style="list-style-type: none"> <li>• To ensure that contractors and visitors, for whom they are responsible, comply with the accident and incident reporting requirements of MDC.</li> <li>• To ensure that contractors and/or visitors are trained and/or competent to undertake the tasks or follow the instructions they must follow in terms of ensuring the health and safety of themselves and others.</li> <li>• To ensure that contractors are insured to carry out the work they have been engaged to undertake.</li> </ul>
Union Health and Safety Representatives	<ul style="list-style-type: none"> <li>• To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation.</li> <li>• To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative.</li> <li>• To participate in the Council's consultation process representing Union members in matters relating to health and safety.</li> </ul> <p>They may (with appropriate support from Maldon District Council):</p> <ul style="list-style-type: none"> <li>• Undertake regular inspections of the workplace.</li> <li>• Investigate potential hazards and examine the causes of accidents in the workplace.</li> <li>• Investigate complaints by a Union member relating to their health, safety and welfare.</li> <li>• Represent employees in consultation with HSE inspectors and receive copies of associated reports.</li> <li>• Liaise with management on matters relating to health and safety and have access to certain information.</li> </ul>

Name	Function
Health and Safety representatives	<ul style="list-style-type: none"> <li>• To abide by the terms of reference set out for the ‘Safety Action Team’ meetings, the Council’s formal group for promoting health and safety communication and consultation.</li> <li>• To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative.</li> <li>• To fully participate in the Council’s consultation process on matters relating to health and safety.</li> <li>• To make representations to the Council on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees they represent.</li> <li>• To make representations to the Council on general matters affecting the health and safety at work of the group of employees they represent and on such matters as they are consulted.</li> <li>• To represent the group of employees in consultation with HSE inspectors and received copies of associated reports.</li> </ul>

### Arrangements for Health and Safety

Health and Safety at Maldon District Council is administered through a series of accompanying policies and procedures which set out in more detail the practical arrangements that are in place. The policies and procedures which essentially implement the aims and objectives of the authority, are available to all staff members on the council’s SharePoint computer system (**MDC-HSP-000 Health and Safety Policy Index**). Currently, there are over 30 policies and procedures setting out the approach taken with regards to various aspects of health and safety. Of these, a number of core documents cover the fundamental topics. These are summarised below with a full list in the table beyond:

#### **Risk Assessment**

Risk assessments play a crucial role in keeping the staff of Maldon District Council, and everyone affected by its undertaking, safe by ensuring that no one is subjected to unacceptable risk. Risk assessment procedure **MDC-HSP-023** is used to standardise the approach taken with respect of the authority’s planned activities, however in some specific and specialised work areas other methods may be used. A prescribed risk matrix is used, along with a corporate risk assessment template tool, setting out the levels of risk that are unacceptable and where further guidance should be sort. Work towards a corporate database linking all department risk assessments is continuing.

#### **Accident and Incident Reporting**

Staff should report all accidents and incidents via the authority’s reporting tool, or via their line manager. Whilst the authority recognises its legal obligations for reporting prescribed accidents

and incidents, it understands the value of recording all adverse events and scenarios as a tool for learning. Accident and Incident trends are monitored and reported quarterly and all events where there has been injury or the potential to cause significant injury or damage investigated to determine the route cause(s) and the actions necessary to prevent reoccurrence.

### **Unacceptable Behaviour**

The Council recognise the demands placed upon its staff from challenging interactions with customers and members of the public. Due to the potential for workplace violence to escalate into serious physical harm, and due to its association with poor mental health and wellbeing, the council monitor and grade incidents where staff have been subjected to unacceptable behaviour. Reporting of such events by staff is mandatory, via the council's reporting tool. A database is maintained with the aim of protecting staff from future incidents, and where identifiable, approaching the perpetrators to warn them of their behaviour and/or restrict their access to council services or staff. Unacceptable behaviour, administered by any means (whether be in-person, by telephone or by electronic means) will not be tolerated, with more serious events investigated and passed to the appropriate authorities.

### **Consultation**

All employers in the UK have a duty to consult their employees on health and safety matters. Consulting with employees typically leads to better decision making, greater co-operation and trust and a stronger commitment to implementing decisions and actions. At the authority health and safety forms a re-occurring agenda item at a monthly gathering of Corporate Leadership Team. It receives further dedicated focus at the Senior Managers health and safety meetings (currently held every 6 weeks) and at the Safety Action Team (SAT) meetings which are held quarterly. The SAT is comprised of a group of staff who are 'safety representatives' for their area. They typically provide a wide representation across the organisation providing good coverage across departments and/or locations. Members have typically been self-nominated (e.g. because of an interest in health and safety matters) or requested to attend by line managers for personal development and/or other reasons. Where present, Union representatives are also invited to attend in accordance with the Safety Representatives and Safety Committees Regulations (1977). The SAT meetings are minuted and are conducted in accordance with an agreed 'terms of reference' document. Any staff member may approach the representatives either directly or via: ***Safety.Representatives@maldon.gov.uk***.

### **Training**

Training makes a significant contribution to the competence of our staff. It helps employees to recognise the risks involved in their operational activities and then apply the right measures to control and manage those risks. Health and Safety training requirements at the authority maybe identified by anyone, however, department managers, heads of service and the Corporate H&S Manager are typically responsible for ensuring compliance with any legal requirements. Training may be administered via a mixture of routes either in-house via its own staff, via specialist trainers or via proprietary E-learning modules. Where possible accredited training courses are selected given by experienced trainers. It may be identified as either corporate in its nature or department specific depending on the number and departmental spread of those requiring training.

The authority continues to develop a corporate H&S training matrix, where training requirements and records (or completion) are documented for each team member.

### **Emergency Incidents**

Every employer is required to establish and implement appropriate procedures to be followed in the event of serious and imminent danger. The authority has established procedures with respect of fire, first aid, and other foreseeable emergency scenarios (**MDC-HSP-010 Fire and Evacuation, MDC-HSP-011 First Aid, and MDC-HSP-004**). It has designated a sufficient number of competent individuals (tracked via the corporate health and safety training matrix) to implement evacuation or danger procedure in each case and conducts practice drills as required.

### **Display Screen Equipment**

The Council recognises that the majority of its employees are 'users' of display screen equipment as described by the Health and Safety (Display Screen Equipment) Regulations 1992. Staff are required to undertake risk assessments for their workstations on an annual basis, using the HSE's risk assessment proforma which is made available on the Councils FreshService (intranet) pages. Competence of staff to undertake assessments is addressed by an e-learning training module, which is mandatory for all DSE users. Where additional support is required, the Council has trained a group of 'DSE Champions' who can conduct assessments, give advice or make recommendations. Whilst the Resources Casework Manager and Head of Assets Countryside and Coast are responsible for ensuring the supply of ergonomic furniture in their areas, it is recognised that individual managers may be required to make reasonable adjustments for their staff in some instances.

### **Manual Handling**

Manual handling is a critical aspect of workplace safety for the council. Our policy aims to ensure that all manual handling operations conducted by employees are carried out safely and in compliance with legal standards. The procedure outlines the methods to assess and mitigate the risks associated with manual handling tasks and is supported by assessment proformas and links to HSE assessment tools. Staff competence is addressed by a mixture of face-to-face practical training for those teams undertaking more hazardous and physically demanding roles and mandatory elearning for those who may undertake lower risk tasks infrequently. Proactive screening may also be used for relevant staff in the form of periodic occupational health assessments.

### **Mobile and Home Working**

The arrangements for home and mobile working are well established. The procedure focusses on ensuring that staff assess their work environment and equipment, have regular communication with managers and colleagues and are set clear goals using regular 1-2-1's and/or development plans.

### **Workplace Transport**

The workplace transport procedure sets out the precautions that must be taken and the rules followed by staff when they are using council owned vehicles, or their own vehicles for council business. The council must ensure that employees required to drive for their work, are legally

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entitled to do so, whilst employees must inform them of any health conditions or endorsements that may affect their ability to driving safely and legally. Work vehicles must be inspected routinely with the results of an inspection recorded. Private vehicles must also be inspected for roadworthiness as a pre-use check. Managers are responsible for ensuring defects of Council owned vehicles are remedied as soon as possible to ensure continued safe use. Where a vehicle may require a special licence or training managers must ensure that their staff remain competent to operate the vehicle correctly and must ensure they are fit to operate that vehicle by consulting with occupational health specialists. Staff are not permitted to use hand-held mobile phones whilst using a vehicle and breach of this rule shall result in disciplinary action.

### Health and Safety Policies

#### H&S Policy/Procedure Index

Policy Name	Reference	Current Version
H&S Policy	MDC-HSP-001	Version 4 April 2018
Accident/Incident Reporting	MDC-HSP-002	Version 16 April 2024
Asbestos	MDC-HSP-003	Version 8 Sept. 2021
Bomb Threat/Terrorism	MDC-HSP-004	Version 6 March 2019
Consultation	MDC-HSP-005	Version 8 June 2018
Contractors	MDC-HSP-006	Version 8 Sept. 2021
COSHH	MDC-HSP-007	Version 5 Sept. 2021
DSE	MDC-HSP-008	Version 9 Oct. 2021
Electrical Safety	MDC-HSP-009	Version 1 Sept. 2021
Fire Procedure	MDC-HSP-010	Version 16 Oct. 2021
First Aid	MDC-HSP-011	Version 23 Sept. 2023
Inspections and Monitoring	MDC-HSP-012	Version 2 Oct. 2021
Ladder Inspection	MDC-HSP-013	Version 1 Sept. 2021
Legionella	MDC-HSP-014	Version 8 Oct. 2021
Lone Working	MDC-HSP-015	Version 11 Oct. 2021
Manual Handling	MDC-HSP-016	Version 5 Jan. 2022
PEEP	MDC-HSP-017	Version 1 Aug 2023
Mobile/Home Working	MDC-HSP-018	Version 1 Aug. 2015
New & Expectant Mothers	MDC-HSP-019	Version 6 May 2024
Noise	MDC-HSP-020	Version 1 Jan 2022
PPE	MDC-HSP-021	Version 5 April 2024
Hand Arm Vibration	MDC-HSP-022	Version 1 Feb 2021
Risk Assessment	MDC-HSP-023	Version 10 April 2024
Sharps and Needle Stick	MDC-HSP-024	Version 5 Oct. 2021
Slips, Trips and Falls	MDC-HSP-025	Version 6 Sept. 2018
Sun Exposure	MDC-HSP-026	Version 3 May 2018
Unacceptable behaviour	MDC-HSP-027	Version 17 Oct. 2021

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<b>Work at Height Procedure</b>	<b>MDC-HSP-028</b>	<b>Version 1 Jan 2022</b>
<b>Work Equipment</b>	<b>MDC-HSP-029</b>	<b>Version 1 Sept. 2021</b>
<b>Workplace Arrangements</b>	<b>MDC-HSP-030</b>	<b>Version 6 Nov. 2019</b>
<b>Workplace Transport</b>	<b>MDC-HSP-031</b>	<b>Version 12 Dec. 2021</b>
<b>Young Persons</b>	<b>MDC-HSP-032</b>	<b>Version 6 Jan. 2022</b>

**Review**

This policy and statement of intent shall be reviewed annually by the Corporate Leadership Team to ensure that it accurately reflects Maldon District Council's current operations and remains up to date with regards to best practice, guidance and legislation. Where there are significant revisions, this policy shall be presented, with agreement of the Corporate Leadership Team, to members of the Strategy and Resources Committee for their approval.