

# **TOWER HAMLETS YOUTH SPORT FOUNDATION**

## **HEALTH AND SAFETY POLICY**

**2024**

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## Part 1

### Statement of General Policy

Tower Hamlets Youth Sport Foundation (THYSF) consider the health and safety of our staff, contractors, partners and users of our service to be an integral management responsibility that is of equal importance to all our other service and organisational commitments. To ensure that we manage our health and safety responsibilities effectively, we will endeavour to develop a positive safety culture within the organisation that is both organised and effectively structured and implemented.

THYSF will ensure that sufficient resources, both financial and otherwise, will be provided to implement this policy and its supporting organisational arrangements. We will ensure that competent health and safety advice is available to THYSF Management staff.

We acknowledge that it is extremely important that there are satisfactory arrangements in place for employer and employee consultation on health and safety matters. We will establish, organise and support a management and staff represented Directorate health and safety committee and other supporting safe working groups. Senior staff representatives will actively participate in the work of the THYSF safety sub-committee. We will provide suitable and sufficient information, supervision, instruction and training to our managers and employees to ensure that we secure the health, safety, and welfare of our staff.

We will make arrangements to monitor and review our performance and also to implement appropriate management arrangements and controls to enable continuous improvement, so far as is reasonable practicable. This policy will be reviewed periodically.

**SIGNED:**.....**Date:**.....

**Chris Willetts**

THYSF CEO

**Organisational arrangements:**

**2.1 Chief Executive Officer**

- 2.1.1 The health and safety duties of the CEO are outlined within the corporate health and safety policy and this document should be referred to.
- 2.1.2 The Corporate Health and Safety Policy directs that CEO must appoint a second tier manager to lead on health and safety within the organisation for disseminating health and safety information. The Chief Operating Officer has been appointed as THYSF's health and safety lead.

**2.2 The appointed second tier manager to lead on health and safety**

- 2.2.1 The CEO has appointed the COO to undertake the following health and safety responsibilities:
- Act as lead officer for implementing a health and safety performance strategy and safe working culture within the directorate. To ensure that the arrangements and organisational procedures as described and outlined in this and the corporate health and safety policy, are implemented and adequate resources, both financial and otherwise, are made available to enable this.
  - Undertake the distribution of safety guidance and information within the organisation and to organise an appropriate health and safety training programme for staff, keeping records as appropriate.
  - Chair a THYSF Health and Safety Committee
- 2.2.2 Ensure that an appropriate number of line managers are trained to undertake risk assessments for work activities that are considered to pose significant risk. Adequate training will be provided to those appointed to undertake this role.
- 2.2.3 Ensure that an appropriate number of line managers will ensure that any control measures identified in fire safety risk assessments are acted on and implemented within occupied premises.
- 2.2.4 Ensure that all staff working for THYSF receive adequate instruction, training and supervision to enable them to work safely and within the THYSF Health & Safety Policy.

## **2.3 Line Managers within the Service**

2.3.1 Line managers will ensure that adequate regard is paid to health and safety, particularly in the planning and development of new working methods, purchase and use of equipment, planning safe systems of work etc.

2.3.2 Line managers must assess the need for staff to attend appropriate health and safety training. Safety training will be assessed as part of staff member's personal development and review plans (PDR's) each year and third tier managers will ensure that the staff member attends any training required within the timescale set.

2.3.3 Line managers also have the following duties:

- By co-operating with appointed health and safety representatives in the workplace.
- Attending safety committees and safe working groups as required.
- Ensuring that all reports regarding near misses, safety hazards, incidents and accidents reported to them that are within their area of control are investigated without delay and action taken to prevent recurrence.
- By completing accident/incident reports and submitting them to the THYSF Health & Safety Lead.
- Seeking advice from the London Borough of Tower Hamlets corporate Health and Safety Service on any health and safety issues/concerns.
- Attend mandatory Health and Safety training within the allocated timescales, including refresher training

2.3.4 Additionally, line managers are responsible, so far as is reasonably practicable, for:

- Ensuring that all full and part-time employees under their control, including part-time youth leaders and adult education tutors, carry out their work so as to avoid, so far as is reasonably practicable, risk to the health or safety of pupils, students, employees, or any member of the general public.
- Ensuring that health and safety is an integral part of the management of the service. This will include setting of objectives as part of a planned approach to full legislative compliance. Producing and updating, as necessary, a health and safety policy document which details arrangements with respect to implementing local policies and procedures in school.
- Ensuring that all staff are aware of any literature and follow any instructions or procedures issued by London Borough of Tower Hamlets relating to health and safety.
- Where appropriate, nominating staff to be responsible for specific aspects of health and safety and ensuring that all staff are aware of such delegations, and are competent in completing this role.
- Ensuring that only appropriately qualified and experienced members of staff supervise potentially hazardous activities.

- Ensuring that there are adequate arrangements for the supervision of pupils/clients at all appropriate times.
- Ensuring that adequate arrangements exist for the reporting of accidents and potential hazards, and that such reports are forwarded to London Borough of Tower Hamlets Health and Safety in a timely fashion to ensure RIDDOR reportable accidents are reported to the HSE within the required time frame.
- Ensuring that adequate arrangements exist for emergency evacuations and that all staff and pupils/clients are aware of such arrangements.
- Ensuring that fire safety advice forwarded by London Borough of Tower Hamlets Health and Safety is adhered to, and that all reasonable precautions are taken by staff to minimise the risk of fire. Fire Risk Assessments should also be managed by reviewing and updating the fire risk assessment and any recommendations are acted on by completing an action plan to address these recommendations.
- In liaison with the Building and Technical Department/Asset Management, carrying out procedures to ensure that only competent contractors are brought onto sites to carry out works.
- In liaison with the Building and Technical Department/Asset Management, making adequate arrangements for the site induction of any contractor brought onto the site so that the activities do not interfere or cause a risk to the safety of staff and children/clients on site.
- Immediately informing London Borough of Tower Hamlets of any unsafe practice or condition arising from the work of a contractor on the site, which may endanger the health or safety of staff, pupils or members of the general public.
- Ensuring that all staff are fully aware of any asbestos material in the school/building and make arrangements to ensure that no person brought onto site is exposed to risks from asbestos. Any asbestos that is disturbed should be reported to the Health and Safety Service and staff and pupils removed from its vicinity. Ensure that an asbestos management plan is in place with control measures.
- Ensuring that all defects and unsafe conditions are reported and acted upon, and reported to Corporate Health and Safety.
- To consult with safety representatives on all matters that arise relating to the health, safety or welfare of staff under their control and take appropriate action in response to reports received.
- Ensuring that members of staff receive adequate health and safety information, instruction and training with respect to their work activities.
- To ensure that induction and any training identified as part of the risk assessment process are included.
- Ensuring that risk assessments have been completed and are regularly reviewed for all activities on site as required by health and safety legislation.
- Maintaining appropriate safety records in accordance with London Borough of Tower Hamlets.

- Ensuring that all purchases have been assessed for suitability and compliance with the Provision and Use of Work Equipment Regulations 1998.
- Making suitable arrangements to ensure that all plant and equipment is maintained in safe and serviceable condition.
- Maintaining the routes for communication of health and safety issues, e.g. safety committees and/or safety groups. Maintaining the written communication routes for safety issues, for example distribution of notes of meetings, updating safety manuals and school safety policies.
- Ensuring adequate liaison with the Corporate Health and Safety Service and the Occupational Health Unit, as required.
- Ensuring that the health and safety standards and compliance with procedures are adequately monitored.
- Reviewing the health and safety performance on a regular basis in conjunction with Management and Trustees.

## **2.4 Duties of Employees**

2.4.1 THYSF employees have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions (failure to act) at work. In order to facilitate the operation of this policy, employees must:

- Co-operate with management on all matters concerning health and safety and attend training sessions when required to do so.
- Correctly use / operate all work equipment, items etc., provided by the THYSF in accordance with the training and instructions given. Employees must ensure that they know how to use equipment safely before the equipment is put into use and to always leave plant and equipment in a safe condition. Any defects noted must be immediately reported and the plant or equipment immediately taken out of use.
- Inform their supervisor or line manager immediately of any hazardous situation which they believe might present serious or imminent danger.
- Notify their supervisors or line managers of any shortcomings in the Health and Safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken.
- Use and maintain any protective clothing or safety equipment or devices provided in accordance with instructions given. Reporting any defects to their manager should the clothing or equipment is lost, damaged or become defective.
- Follow any code of practice or safe working procedures relevant to work activity and adhere to any verbal or written instruction given on Health and Safety matters. Failure to comply with any verbal or

written instruction given in order to comply with arrangements of the policy, or any wilful contravention of a safe working practice, or risk assessment, could lead to disciplinary action being taken.

- Report any accident, near miss or equipment damage immediately to the Supervisor and ensure that an entry is made in the accident report book.
- Must not indulge in reckless or careless behaviour.
- They must not consume any alcohol, drugs or substances that will impede their ability to work safely. Where employees are prescribed medication and are required to drive or operate machinery in the course of their employment, they should seek the advice of their General Practitioner.

## **2.5 Corporate Health and Safety Service**

2.5.1 The London Borough of Tower Hamlets Corporate Health & Safety Service (CHSS) will provide a health and safety advisory service to the THYSF CEO. CHSS will:

- Advise the THYSF CEO on planning for health and safety, as and when requested.
- Advise the CEO on the action needed to be taken to comply with any changes in legislation and HSE best practice, London Fire Brigade, Environment Agency legislation and guidance etc. The Coordinator will also ensure that satisfactory arrangements are in place for liaison with these statutory authorities.
- When requested, will assist the CEO or other management staff etc. with producing service-specific safety policies, safe working procedures, guidance notes and complex risk assessments etc.
- Advise the CEO, Management and THYSF trustees on all matters relating to health and safety.
- Conduct health and safety inspections of THYSF workplaces, advise on any action required and bring to the attention of the CEO any hazardous situation or unsafe practice.
- Suspend any work or process, in the absence of the contract supervising-officer, where there is a high risk of serious injury or damage to property.
- Investigate, in conjunction with Occupational Health where appropriate, accidents, incidents and dangerous occurrences and make recommendations to prevent recurrence.
- Notify the Health and Safety Executive of all accidents, ill health conditions and dangerous occurrences etc. in order to comply with statutory requirements made in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. To forward copies of such documentation to the Corporate Health and Safety Team, in order that the information can be recorded onto the Corporate accident / incident database and the information used to for submission to the Council's Joint Health and Safety Committee in the form of a accident / incident statistical report.
- Ensure that a six monthly analysis of accident statistics are produced and presented to the Service management team and safety committee.



- Advise the Service's management team on training requirements, in order to ensure compliance with health and safety legislation and best practice.
- Attend safety committees as an ex-officio member and other Service safe working groups when required.

## **2.6 Appointment of competent persons**

- 2.6.1 In accordance with the Management of Health and Safety at Work Regulations and other legislation, the Service must appoint competent persons to assist with the implementation of safe working procedures and statutory functions- such as the control of asbestos, gas safety, electrical safety, fire safety, COSHH, legionella control etc.
- 2.6.2 Such persons may in whole or part; either facilitates and / or implements the employer's arrangements for complying with his statutory duty.
- 2.6.3 THYSF will ensure that any competent person appointed will receive sufficient instruction and training [including continuation or refresher training] to enable them to satisfactorily achieve their undertaking.

## **2.7 Health and Safety Committee**

### **ARRANGEMENTS FOR STAFF CONSULTATION**

- 2.7.1 In order to ensure effective staff consultation THYSF has established a service-wide Health and Safety Committee. The objective of the safety committee is to promote co-operation between management, trade union representatives and employees in instigating, developing and monitoring arrangements to ensure the health and safety of employees.
- 2.7.2 The committee will be concerned with service-specific policy/management issues, monitoring policy issues, safety procedures, strategic safety policy issues, safety systems or the application of regulations generally applicable to the directorate. The committee will meet on a quarterly basis.

### ***The Terms of Reference for the Health and Safety Committee will be:***

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- To examine accident/incident and notifiable diseases statistics so that unsafe practices and unhealthy conditions can be identified, commented on and recommendations for corrective action agreed.
  - To examine safety audit reports and where necessary, nominate members of the safety committee to conduct safety inspections and report back.

- To examine reports submitted by the THYSF health and safety coordinator, or Head of Risk Management, Insurance manager, or other specialist officers involved with the management of safety or safety related issues.
- To consider reports and factual information provided by the Health and Safety Executive, including guidance, approved codes of practice, and any improvement or prohibitions notices from HSE inspectors.
- To consider safety related reports and information from the Department for Education (DFE)
- To consider reports submitted by safety representatives. Safety complaints should be dealt with through the normal procedures, ie via the line manager to senior management. If a safety complaint cannot be satisfactorily resolved through this process, it may be raised at the safety committee, which will make recommendations for resolution.
- To monitor and comment on the adequacy of health and safety communication and publicity in the work place
- To assist in the development of safety rules, procedures and safe systems of work, including review of codes of practice. Concerned with strategic issues such as the formulation of policies and procedures.
- To monitor and comment on the effectiveness of the safety content of employees training
- Setting targets, including assessing and measuring safety performance.
- To receive copies of corporate health and safety guidance and information notes and comment on the content, prior to their adoption.
- To consider any improvement and prohibition notices issued on THYSF by any of the Enforcing Authorities.

### ***Membership of the Directorate Health and Safety Committee***

The Chief Operating Officer appointed as the Service's lead officer, will chair the Committee.

Management representation should include a representative at a senior level within THYSF, this representation must have sufficient authority to be able to agree on action to be taken involving their department/section without having to routinely refer back to the management team for agreement. Otherwise the working of the committee will be delayed and as a result lose impetus.

The trade union representatives should comprise a nominated representative from each recognised union.

The number of management representatives should not exceed the number of employee representatives.

## ***Deputies***

Where possible the names of persons who will attend in the absence of a member should be agreed in advance. When deputies are sent it is the member's responsibility to ensure that their deputy is sufficiently briefed on the agenda and previous agenda items to allow the committee to operate efficiently

## ***Conduct of the committee***

Management shall provide the venue and committee support services including minute taking and preparation of agenda.

The committee will meet on a quarterly basis with the date of each meeting agreed three months in advance. The committee will meet on the same day and time. Items for inclusion on the agenda should be submitted at least 10 days in advance of the meeting.

Agendas should be sent to all members one week in advance of the date of the meeting. Minutes should be taken and copies sent to all members within ten days of the meeting. Late items should only be submitted in consultation with the Chairperson or vice chairperson.

The composition and where possible names of committee members, should be posted on staff notice boards with dates and venue of meetings, agenda and minutes.

All health and safety coordinators to ensure co-ordination and co-operation on health and safety matters across the directorates.

### **3.1 Safety Arrangements**

**The following, details the arrangements for THYSF, as requested and guided from the London Borough of Tower Hamlets corporate Health and Safety policy.**

#### **Risk Assessments**

The directorate is committed to taking a 'risk assessment' approach to all its undertakings. Consistent with the Management of Health and Safety at Work Regulations 1999 a detailed procedure has been produced by the corporate Health and safety Section.

This document shall be used as the main reference with regards to training and procedural guidance.

Risk assessments will include the generic assessment of routine work activities that are undertaken on a day to day base and do not vary, as well as the specific assessment of complex work activities, including those that must be assessed under specific regulations.

Risk assessments must be reviewed periodically, or immediately in the event of an accident, dangerous occurrence or near miss occurring and following changes in the work activity, premises or on the introduction of new machinery or equipment.

#### **Action to be taken in the event of an Accident/Incident**

For the directorate to comply with the Reporting of Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) the following action should be taken in event of an accident. This is to ensure that appropriate reporting and recording procedures are carried out in time.

1. Make an entry in your own establishment's accident book (the employer is obliged to keep and maintain for social security purposes, under the requirements of the act, accident/incident report books must be kept for a period of three years from the date of the last entry.)
2. Complete the Accident and Incident Report Form for schools and e-form for directorate staff.

3. Section 8 of the AIR form/e-form managers form, to be completed by the supervisor or manager. To satisfy themselves that any investigation has been carried out and control measures have been implemented to prevent any reoccurrence. This must include a review of existing risk assessment and current control measures, to review and implement/record any changes to prevent reoccurrence.

**NOTE FOR SCHOOL/EDUCATION ESTABLISHMENTS** – common sense approach should be used to decide what accidents and incidents require inputting onto AIR forms. Not every playground bump and scrape requires recording onto the AIR forms, even though they should still be recorded on your schools internal accident book. All injuries due to defective premises and equipment to be reported. All injuries that are more than a bump and scrape to be reported on AIR forms, and all other reportable injuries as listed on the AIR forms to be reported, including minor injuries that are more than playground bumps.

4. Telephone Corporate Health and Safety Service in the case of serious injury.

5. Send the AIR form to directorate immediately

6. Any reported ill health condition arising from work activity, must be reported to the councils occupational health section by the appropriate manager.

7. It should be noted that the accident investigation should commence as soon as possible after the occurrence, whilst the accident/incident details are still fresh in the minds of the persons involved

8. If the establishment has a union-appointed safety representative, they should be informed of all serious accidents/incidents involving members of staff.

9. Violence at work, either threat or actual assault, must also be recorded, and investigated by the appropriate manager.

### **Fire Safety Procedures**

All Directorate employees shall receive suitable and adequate instruction and training as to the correct action to take in the event of fire within any of the directorate premises.

In Directorate premises, the Manager nominated as being “in control of the premises”- will ensure that there are adequate arrangements in place for the action to be taken in the event of fire. These arrangements will be brought to the attention of all staff, contractors and visitors. Fire instructions / fire action notices shall be posted adjacent to all fire alarm break glass call points. Fire evacuation drills will be conducted at least twice per year at six-monthly intervals

### **Procedures for the action to be taken in the event of fire must include**

- The method of sounding the alarm if a fire is discovered
- What to do if the fire alarm is sounded
- Who is responsible for telephoning the Fire Brigade?

### **The person responsible for calling the Fire Brigade must ensure that:**

- The Fire Brigade is called promptly, in a calm and controlled manner
- That they give the Fire Brigade operator the full name and address of the school / premises, including postcode
- They give the operator the telephone number that they are calling from.

Do not end the call until the Fire Brigade operator has acknowledged the call and repeated the information back to you.

**Note:** The Fire Brigade **must** be summoned in the event of fire, **or if there is a suspicion of a fire (smell of burning or smoke etc.)**.

If the fire alarm is sounded, all personnel must evacuate the building via the nearest available exit route and assemble at the designated fire assembly point.

Where possible, floor fire wardens and the premise fire marshal shall be appointed from staff whose duties are office-based or Teaching assistants and support staff in schools. Fire wardens will have the responsibility of ensuring that a floor or area of the building is safely evacuated. Fire wardens should then report to the premise Fire Marshal at the nominated fire assembly point. They should then report whether their area or zone has been evacuated or not. If practical, a roll call will then be taken to establish that all members of staff, visitors, contractors and pupils are accounted for. Fire wardens may also be asked to perform additional duties to assist the sensory impaired or disabled to a place of relative safety. Additional training should be given to perform these duties.

### **Gas Safety (Installation and Use Regulations 1998)**

The arrangements for managing gas safety as required by the above regulations in the organisation's premises are detailed in the Corporate Safety Policy. The procedures will be reviewed by the Corporate Health and Safety Team. Copies of Gas safety procedures are obtainable from the intranet.(Refer to Corporate Safety Policy).

### **Arrangements for Managing Asbestos**

The arrangements for managing asbestos are detailed in school asbestos policy and corporate asbestos policy with related Codes of Safe Working Practices and procedures. Asbestos management plans should be available in all establishments. Premises Managers/Manager should be aware of the management plan in relation to any works they may undertake and to ensure all contractors are issued with the asbestos plan. Asbestos awareness training should be given to staff that could come into contact with asbestos i.e premises managers. (Refer to Corporate Policy).

## **CDM (construction design and management)**

The Corporate Director and all staff delegated with appropriate authority, have responsibilities as the Council's agents for the health and safety of contractors in the Directorate. They will ensure that all construction, refurbishing and building works commissioned or undertaken on the Directorate's behalf are carried out to the highest safety standards. (Please refer to Corporate Safety Policy for more details).

## **Measuring Performance and Review**

Performance is measured against agreed standards to identify when and where improvement is needed. It reveals how effectively the Health & Safety Management System is working. Accident / incidents and frequency statistics provide a means of measuring safety performance over a period of time albeit a one dimensional view and only measures our failures. The directorate have health and safety themed audits throughout the year, together with planned, reactive audits and inspections. These are recorded and details of actions, and action plans/audits sent to Senior Management.

## **Arrangements for First Aid Provision**

The Directorate has a duty as an employer to assess and implement arrangements for first aid within their workplaces. Provision of First Aid will be made on the basis of a Risk Assessment and will be revised and updated regularly. The main objective of first aid is to reduce the effects of injury or illness suffered at work, either caused by work itself or by some factor outside the employer's control. The Directorate, in assessing first aid needs, will consider workplace hazards and risks, remoteness of any workplace, employees working in shared or multi-occupied premises, previous history of accidents, nature and distribution of workforce and size of the organisation.

Every workplace shall, as far as reasonably practicable, appoint a sufficient number of qualified first aiders, who will be on duty at all times when the facilities are in use or occupied.

## **Arrangements for preventing Violence to Staff**

The corporate policy deals with violence at work. The policy will be reviewed and revised regularly. Violence, threats and abuse to employees are unacceptable. The Directorate is committed to dealing with violence by identifying the risks, dealing with the aggressor and supporting all staff who are and have been affected by violence. Employees will receive appropriate training to enable them to identify potential conflict situations and to avoid them. Every incident of violence to staff, whether actual or threatened, must be recorded on an accident/incident report form (A.I.R.F.). Directorate service areas will complete risk assessments if found to have significant risks of violence or if home visits/dealing with volatile persons. We do not hold registers of potentially violent persons but if there is similar cross over work from adults to children with high risk violent persons identified then this should be shared together with the current risk assessment. (Please refer to Managing Violence to Staff Policy).

### **Arrangements for Display Screen Equipment (DSE)**

It should be noted that managers have a responsibility to carry out DSE risk assessments of workstations of their subordinates as required by the Display Screen Equipment (DSE) Regulations 1992. The DSE regulations lay down minimum requirements for computer monitors, known as visual display unit (VDU) workstations, covering equipment: - e.g. monitor screen, keyboard, and chair layout, workspace and workstation environmental factors, such as lighting, temperature and humidity. There is also a provision for eyesight testing for employees designated as “DSE users”. The regulations define a “**user**” as an employee who habitually uses display screen equipment as a significant part of his/her work for an hour or more, on a continuous daily basis. (Refer to Corporate Policy on DSE)

### **Arrangements for Personal Protective Equipment (PPE)**

The Directorate acknowledges the duties laid down in the Personal Protective Equipment at Work Regulations 1992 and also acknowledges that personal protective equipment is to be used as a last resort in control measures against all risks. Officers in control of premises and other Directorate managers will, as part of the risk assessment process, evaluate the need for the issue of PPE and make arrangements to purchase the equipment and issue it accordingly. (Refer to Corporate Policy on PPE)

### **Arrangements for Manual Handling**

The Manual Handling (Operations) Regulations places a duty on employers to evaluate the risks arising out of manual handling operations and initiate and implement effective control measures. The regulations specify that a formal assessment must be made and, so far as reasonably practicable, steps taken to prevent employees carrying out those work operations which involve a risk of injury. Managers should ensure that manual handling assessments are completed for all work activities that have significant risks.

### **Arrangements for Electrical Safety**

The Electricity at Work Regulations introduced a control framework incorporating fundamental principles of electrical safety. The regulations apply to all places of work and electrical systems at all voltages. The regulations require portable appliance and fixed installation periodic testing by a competent person. (Refer to Corporate Policy)

### **Arrangements for Control of Substances Hazardous To Health (COSHH)**

The Directorate recognises their duties under The Control of Substances Hazardous to Health Regulations 1999. The Directorate’s management team will ensure that the Directorate and its senior managers / supervisors will meet their obligations by ensuring that staff and sub-contractors under their control have adequate information to plan their work and activities safely.



## **Arrangements for Stress Management**

For arrangements on dealing with stress, please refer to the Corporate Guidance For Managers on Work Related Stress document. This guidance sets out the legal requirements on dealing with and gives examples on stress risk assessments to enable managers to identify the potential departmental risks (stressors), identify staff that may be exposed to work related stress, and assist managers to identify suitable and control measures that could help to minimise the risk of exposure to work related stress. The guidance defines what work related stress is, as defined by the Health and Safety Executive and outlines the 6 Management Standards. Managers first need to identify exactly what are the potential stressors that their staff will be exposed to in their department or service area.

## **Lone Working**

There are numerous work operations undertaken by Directorate employees that involve lone working. Lone working is defined as an employee who conducts visits on their own, an employee who is at work in an area where there are no other persons present, an employee who is the only one working at another employer's premises, a mobile employee working from their fixed base and an employee not directly supervised by his/her manager. (Please refer to Lone Working Policy for more details on lone working)