Cheshire East
Council

Staffing Committee

Agenda

Date:	**Thursday, 7th January, 2010**
Time:	**2.00 pm**
Venue:	**Committee Suite 1,2 & 3, Westfields, Middlewich Road, Sandbach CW11 1HZ**

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

   To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

   In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

   Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

   Members of the public should provide 3 clear working days notice, in writing, if they wish to ask a question at the meeting, in order for an informed answer to be given. It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

4. **Minutes of Previous Meeting** (Pages 1 - 2)

   To approve the minutes of the meeting held on 22 October 2009 as a correct record.

Please contact   Rachel Graves on 01270 686473
E-Mail: rachel.graves@cheshireeast.gov.uk with any apologies or requests for further
                 information or to give notice of a question to be asked by a member of the public

5. **HR Update** (Pages 3 - 150)

To consider a report on the progress with Human Resource Issues.

6. **Trade Union Facilities Time** (Pages 151 - 168)

To consider a report on the draft Trade Union Recognition, Facilities and Time off Agreement with a view to reaching agreement.

7. **Business Planning Process 2010 -13: Pre Budget Report** (Pages 169 - 172)

To consider a report on the proposals in the Pre Budget Report.

8. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PRESS AND PUBLIC PRESENT

9. **Confidential Minutes** (Pages 173 - 176)

To approve the confidential minutes of the meeting held on 22 October 2009 as a correct record.

10. **Items Requested by the Trade Unions**

Voluntary Redundancy

Public Document Pack Agenda Item 4

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 22nd October, 2009 at East Committee Room - Municipal
Buildings, Earle Street, Crewe, CW1 2BJ

PRESENT

Councillor D Topping (Chairman)
Councillor B Silvester (Vice-Chairman)

Councillors W Fitzgerald, R Fletcher, D Flude and B Moran

Unions
Craig Nicholson – UNISON
Olga Kokkinis – UNISON
Pat Barlow - UNISON
Dawn Clark – UNISON
Kevin Bradbury – GMB
Chris Millington – GMB
Colin Priest – GMB
Anton Woodford - Soulbury

Officers
Erika Wenzel – Chief Executive
Paul Bradshaw – Head of HR and Organisational Development
Julie Davies – HR Strategic Policy Manager
Amanda Rudham – HR Policy Manager
Suzanne Antrobus – Senior Corporate Solicitor
Bronwen MacArthur-Williams – Corporate Health & Safety Manager

49 **APOLOGIES FOR ABSENCE**

Apologies were received from Councilllor F Keegan.

50 **DECLARATIONS OF INTEREST**

Councillor D Flude declared a personal interest, being a retired member of Unison.

51 **PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

52 **MINUTES OF PREVIOUS MEETING**

RESOLVED:

That the minutes of the meeting held on 27 July 2009 be approved as a correct record.

53 **HR UPDATE**

The Head of HR and Organisational Development and the Corporate Health & Safety Manager presented a report which provided a general update on Health and Safety Issues, Organisational Development, Organisational Transformation, HR Policy and Reward and HR Delivery.

RESOLVED:

That the report be noted.

54 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involved the disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing this information.

55 **CONFIDENTIAL MINUTES**

RESOLVED:

That the confidential minutes of the meeting held on 27 July 2009 be approved as a correct record.

56 **ITEMS REQUESTED BY THE TRADE UNIONS**

The Trade Union representatives raised issued relating to the following matters:

Staff Car Parking
Relocation
Car Leases
Christmas Half Day

The meeting commenced at 2.00 pm and concluded at 3.30 pm

Councillor D Topping (Chairman)

CHESHIRE EAST COUNCIL

REPORT TO: Staffing Committee

_____

Date of Meeting: 7 January 2010
Report of: Paul Bradshaw, Head of Human Resources & Organisational Development
Subject/Title: HR Update
Portfolio Holder: Cllr Keegan

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1.0 Report Summary

1.1 To update the Committee on progress with Human Resource issues.

2.0 Recommendations

2.1 To note the report.

3.0 Reasons for Recommendations

3.1 To ensure Members are kept up to date with HR developments.

4.0 Wards Affected

4.1 No specific wards affected.

5.0 Local Ward Members

5.1 Not applicable.

6.0 Policy Implications including - Climate change
**   - Health**

6.1 No significant implications.

7.0 Financial Implications for Transition Costs (Authorised by the Borough Treasurer)

7.1 No direct implications arising from this report.

8.0 Financial Implications 2009/10 and beyond (Authorised by the Borough Treasurer)

8.1 No direct implications arising from this report.

9.0 Legal Implications (Authorised by the Borough Solicitor)

9.1   No direct implications arising from this report.

10.0   Risk Management

10.1   No significant risks identified.

11.0   Background and Options

11.1   HEALTH & SAFETY

11.1.1 Corporate Health & Safety Forum

The Corporate Health & Safety Forum on 26 October 2009 was well attended and seven papers were presented for discussion and approval.

Approved outcomes / recommendations include:

- An amended consultation process (to facilitate Elected Member input via the Staffing Committee)
- Approval of the Corporate Health & Safety Plan 2009 – 2011
- Approval of the Corporate Health & Safety Training Programme 2009 – 2010 (see 3.0)
- Undertaking a trial of an Inspection Monitoring spreadsheet (as used successfully by a former Borough prior to Vesting Day)

The next meeting of the Forum will take place on 11 February 2010.

11.1.2 Draft Policies for Discussion

The following draft policies are attached for discussion:

- Display Screen Equipment (Appendix 1)
- First Aid (Appendix 2)
- Manual Handling (Appendix 3)
- Driving At Work (Appendix 4)
- Control of Noise At Work (Appendix 5)
- The Prevention and Management of Occupational Exposure to Blood, Body Fluids and Blood-Borne Viruses (Appendix 6)
- Minibus Policy (Appendix 7)

Committee members are invited to comment upon these draft policies prior to their continuation through the full consultation process.

11.1.3 Corporate Health & Safety Training Update

The Corporate Health & Safety Training Programme 2009-2010 is divided into two sections - covering corporate and departmental courses.

Although the exact budgetary position has not yet been reached, it is anticipated that courses will range between being delivered at no cost, minimal cost and some will have to be funded from Managers' own budgets. A small subsidy may be available for mandatory courses.

- **Corporate Courses**

These include Health & Safety Induction, Safety for Elected Members, Corporate Manslaughter, IOSH Managing Safely and CIEH / IOSH Basic Safety for Supervisors.

Although Corporate Induction sessions have not yet commenced, the Corporate Health & Safety Manager has requested that a regular time slot is made available for health & safety sessions.

The Chief Executive has asked that all Tier 1-3 Managers attend the four day IOSH Managing Safely course unless they have undertaken the course within the last 3 years. Similarly for Corporate Manslaughter Briefing. Both courses will be delivered by external providers.

Basic Safety for Supervisors will be delivered in accreditation with either IOSH or CIEH – depending upon licence arrangements.

A briefing session for Elected Members will focus upon their strategic role and health and safety responsibilities.

- **Departmental Courses**

A range of departmental courses available will be delivered either internally, through computer aided packages or via CEC's in-house first aid & manual handling training provider.

1,529 computer aided credits (on-line learning tools) are currently held by the CH&S Team. Managers will be offered a selection of modules available over a period of time which they can nominate their employees to complete. The system represents a flexible and cost effective way of improving health & safety knowledge.

11.1.4 Schools Business Support Agreement (SBSA) - Update

At the end of the Autumn Term, the total schools buy-back into the Health and Safety SBSA totalled 95%, comprising: 145 Primary Schools, 20 High Schools and 4 Special Schools.

During the Autumn term the Senior Health and Safety Adviser and the Consultants undertook a total of 40 Annual Safety and Risk Assessment Reviews (3 High schools, 1 Special School and 36 Primary Schools). With the exception of 1 High School which cancelled their review in this term, the Autumn programme was delivered in full.

The booking of the Spring term programme is underway and on schedule to deliver Annual Safety and Risk Assessment Reviews to 6 High Schools, 1 Special School and 42 Primary Schools.

Local Exhaust Ventilation (LEV) Testing will commence in the Spring Term with the employment of competent Consultants to undertake these (in the absence of in-house staff).

The draft SBSA for the academic years 2010 – 2011 has been completed. An overall 5% increase on the previous year's costs has been set. This is due to:

- the increase in Professional Indemnity Insurance premium for the Health and Safety service to be provided to none Local Authority schools (which was not included in previously years)

- foreseeable increases to future Consultancy fees, as the provision is to be offered for tender before delivery of next year's service

There are currently investigations into the provision of Radiation Protection Advice to schools, as the provision available via Cheshire County Council was lost during the LGR process. Schools may be able obtain this advice via a mix of Local Authority staff and CLEAPSS RPA (Radiation Protection Adviser) contracts.

11.1.5 Dangerous Persons Database - Progress

Preparations are underway for the development of a corporate Dangerous Persons Database. It is likely that this will be maintained by large service group.

To assist this process the Corporate Health & Safety Team will be developing a Lone Working Policy – and later, a Dangerous Persons Policy (which will reflect the final database arrangements).

11.1.6 Corporate Wide Health & Safety Audit Programme

Norton Waugh Audit software will be used to undertake a three year corporate wide Health & Safety Audit Programme. Two members of the Corporate Health & Safety Team have prior experience of working with the package.

Question sets will be modified and so that they address service specific activities and risk areas.

A pilot will be undertaken within Human Resources & Organisational Development Services during January 2010 – to address any software and document problems, prior to launching the corporate programme in April 2010 (NB: this may be brought forward if the pilot is immediately successful).

It is anticipated that the programme should reach completion by March 2013 – after which consideration will be given to applying for accreditation via OHSAS18001.

11.2 ORGANISATIONAL DEVELOPMENT

11.2.1 Investors in People (IiP)

Ahead of an authority-wide IiP review in May / June, two mini-reviews are planned for January and March where our internal review team will meet staff to explore employee development and management practices across the Directorates. These reviews will help us to understand how well we currently meet the Investor in People standards and to take appropriate actions.

11.2.2 Employee Opinion Survey

The full results of the authority's first Employee Opinion Survey, undertaken by Ipsos Mori, are now available. The Council was pleased with the good response rate to the survey, which was in line with what mature authorities would expect. The responses have enabled us to gain an understanding of how staff are feeling, and helped managers to identify the concerns of staff. The Council has also been able to establish the factors which will help to build staff engagement. A short verbal update will be provided at Staffing Committee meeting.

11.2.3 Employee Support

A support package has been developed for staff who are seeking re-deployment or voluntary redundancy. A range of tools, workshops and seminars covering areas such as self development, financial planning, self marketing and external advice will be available for staff from January.

11.2.4 Apprenticeships

Apprenticeships are seen as a proven method of unlocking talent within local communities and ensuring workforces are equipped with the skills needed for today and tomorrow. Work is now underway to develop an Apprenticeship scheme for Cheshire East to attract young people into the workforce which will be launched in the spring.

The Council being a local authority, large employer and a corporate parent, has a clear role in co-ordinating efforts to address worklessness across the borough and also supporting Cheshire East's population of young people who are currently not in education, employment or training (NEET), which will contribute towards our local area agreement targets.

11.3   ORGANISATIONAL TRANSFORMATION

11.3.1 Transformation Programme

Work across Directorates continues on the big 6 transformation programmes which continue to be supported by the Organisational Change Team. These key programmes of work are summarised as:

- Closer to customers
- Partnerships and Shared Services
- Children and Adults
- Health and Wellbeing
- Total Transport
- Enabler and Assets

11.3.2 Lean Education

A programme of "Lean" systems thinking training is currently being rolled out for managers working in partnership with Professor Paul Walley from the Warwick Business School. The aim of the training is to help managers understand better the principles of Lean and to identify opportunities for improvement in their areas. A group of Lean practitioners have also been trained to support, champion and take forward specific continuous improvement initiatives. Linked to this Professor Walley is also providing valuable "critical friend" support to the work on transformation and building a culture of continuous improvement.

11.4   KLOE 3.3 UPDATE

11.4.1 The Audit Commission has confirmed that the Use of Resources (UoR) assessment to be undertaken at Councils in 2009/10 as part of the CAA will be significantly different to the previous approach as it will focus on outcomes achieved. A new Key Line of Enquiry (KLOE) has also been introduced:

KLOE 3.3

Does the organisation plan, organise and develop its workforce effectively to support the achievement of its strategic priorities?

The detail of KLOE 3.3 considers whether the organisation:

- has a productive and skilled workforce,
- whether it effectively workforce plans,
- whether it engages and supports staff in organisational change; and
- whether it has policies which support diversity and good people management.

There is a four level scoring system. Levels 2 and 3 will be broad descriptions of 'getting the basics right' and 'performing well' respectively. Scores of 4 will be reserved for excellence and genuine leading edge performance whilst level 1 represents a failure to meet the minimum requirements at level 2.

The Corporate HR team have used the criteria set out by the Audit Commission to assess how well CEC will perform against the criteria in KLOE 3.3 and has identified the main evidence that the Council will need to provide.

During January the Audit Commission is coming in to interview senior officers about each KLOE. They will focus on outcomes achieve so far and whether we have robust plans in place to deliver against the KLOE before the end of March 2010. Based on our self-assessment, development areas were identified and an action plan has been developed to address these as a matter of priority.

11.5 CHESHIRE EAST PEOPLE & ORGANISATIONAL DEVELOPMENT STRATEGY

11.5.1 The Corporate HR team is developing the first People and Organisational Development Strategy for Cheshire East Council (draft attached at Appendix 8). The Strategy is intended to enable the Council to realise its vision, support the achievement of its Corporate Priorities and enable it to continue to improve and transform though its people.

11.5.2 Principles of the Strategy

3 key principles underpin the Strategy:

The 4 C's – customers, costs, culture and to enable cross cutting issues to be supported through cross-cutting working;

Engaging our People – an engaged workforce will be essential to improve both what we do – and how we do it.

Learning and continuous improvement – to learn from what we do and share this with others.

11.5.3 A Whole System Approach

A major importance to any strategy and indeed a necessity for deriving the maximum benefit from it is to identify the interconnections. These are represented graphically in **Section 3**, on **page 11** of the Strategy.

11.5.4 Strategic Themes.

The strategy sets out our priorities and actions in six thematic areas

1.	Organisational STYLE - focusing on our style through developing leadership at all levels and building high performance teams and culture.

2.	Organisational STRATEGY - focusing on our strategy through developing our strategic effectiveness in 'growing' future capacity.

3.	Workforce SKILLS - focusing on our skills through developing our workforce for change and improvement.

4.	SYSTEMS for improving - focusing on our systems through developing those which support organisational development, growth and improvement.

5.	Developing our STRUCTURES – focusing on our structures through developing mechanisms, support programmes and working with others to provide advice which enables structural change for improvement.

6.	Supporting and engaging our STAFF - focussing on our staff through developing, improving, learning from and engaging with our workforce.

The strategy is also clearly aligned to the ASPIRE shared values, which ensures that our programmes and activities continue to embed these values and develop our culture around them.

Headline projects and programmes within each of the key themes above are identified on pages 12 - 15 of the Strategy and expected key outcomes from within each theme are contained within the table on

pages 17 – 19. The action plan attached identifies the proposed priorities for Year 1 including outcomes and associated milestones.

11.5.5 Launching the strategy

We will be consulting with Members, CMT, managers, employees and trade unions over the coming weeks to help us refine the strategy and ensure that we prioritise and place emphasis on those actions which will achieve the most relevant outcomes. The strategy will then be ready for launch at the end of January 2010.

Our launch will include road shows in the main Council buildings, employee flyers with an overview of the strategy and articles in Team Brief and Team Talk.

11.5.6 Reporting Progress

As mentioned above, the action plan for this strategy will form the basis of the HR and OD service plan and will be reviewed annually in line with service planning arrangements. The first action plan will run from January 2010 – March 2011. We will then align the action plan with the business planning cycle. The strategy will be 'outcome' focused and we will use a traffic lighting system to project manage the action plans. We will also report bi-annually to Members and CMT on the progress of the People and OD Strategy action plans.

12.0   Overview of Year One and Term One Issues

12.1   HR support, (including that outlined above), will help the Council through its Services to meet its aims and objectives.

13.0   Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Amanda Rudham
Designation: HR Policy Manager
Tel No: 01270 686327
Email: amanda.rudham@cheshireeast.gov.uk

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APPENDIX 1

HEALTH AND SAFETY POLICY

Document No:	Issue No: Issue 1	Issue Date: 01. 04. 09	Responsibility / owner: Corporate Health & Safety
		Review Date: 01. 10. 09	

Title: # Display Screen Equipment (DSE)

CONTENTS

DRAFT 2

Prepared by: Sarah Hewitt/Julie Tinsley	Approved for Issue by: Health and Safety Forum

REVISION TABLE

Issue Number	Date issued	Revision / change

1.0 INTRODUCTION

1.1 The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to assess potential risks to the health of users of display screen equipment (DSE) and take appropriate action to control them.

This policy is intended to assist the identification of those employees at risk from the use of DSE – and is designed to reduce risks and protect the health of DSE users. It also provides a framework to identify, report and deal with identified problems. It will ensure that DSE use is monitored and will provide support to staff who report any health problems associated with the use of DSE. Whilst it is the employer's obligation to see that the assessment is done, in practice it is much better for employees to assess their own work stations and then discuss their findings with their supervisor.

It is recognised the display screen equipment may cause, in some instances, adverse effects on health. An inappropriate approach to using DSE equipment can lead to a number of serious injuries, which may include chronic back pain and repetitive strain injury (RSI).

2.0 RELEVANT LEGISLATION

In compiling this policy, the following documents have been referred to:

- Health and Safety At Work Act 1974 – Section 2
- Management of Health and Safety At Work Regulations 1999 (amended by the Health Safety (Miscellaneous Amendments) Regulations 2002.
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Provision and Use of Work Equipment Regulations 1998 (as amended)

3.0 DEFINITIONS

3.1 **DSE (Display Screen Equipment)** – any alphanumeric or graphic display screen – includes microfiche viewers, computer monitors and laptop computers, but not calculators, cash registers or typewriter.

3.2 **DSE User** – an employees who habitually uses display screen equipment as a significant part of his/her normal work. Including working at their base office workstation, home workstation or at another employees workstation

3.3 **VDU** – Visual Display Unit, an alternative name for Display Screen Equipment

3.4 **Workstation** – the immediate work environment around DSE, including screen, disk drives, keyboard, mouse, telephone, printer, document holder, chair and desk/work surface and modem.

3.5 **Laptop** – a laptop is a portable computer often used for working outside the routine office environment. The screen is attached to the keyboard, which often has an integrated mouse.

Defining DSE 'user'

3.6 As a basic guide, a user is someone who uses a DSE on most days. i.e Intermittently for a total of more than three hours a day or Continuously for periods of at least an hour

3.7 Part-time workers should be assessed using the same criteria – e.g.: if an employee works only two days a week, but spends most of the time on DSE work, that person should definitely be considered a user.

3.8 Students and young persons are not classed as "users", except when they are on work experience with an employer. For those who fall outside this definition, the employer still has a general obligation to ensure their health and safety so the issues discussed are relevant although specific requirements which relate to more intensive use e.g. eye tests, are not required.

4.0 DSE AND HEALTH ISSUES

4.1 The following conditions have been associated with the use of display screen equipment:
- Musculoskeletal disorders such as back pain;
- Upper limb disorders such as pains and discomfort in hands, wrists, arms, neck, shoulders or back (also called Repetitive Strain Injury [RSI], which occurs especially after long periods of uninterrupted DSE work);
- Visual fatigue (including sore eyes, eye strain and headaches),
- Fatigue
- Mental stress
- Photo-sensitive epilepsy, where people may be susceptible to seizures from flickering screens

4.2 Early detection of health problems will allow the Council to tackle the cause and protect staff from permanent damage. Every option will be fully explored, in consultation with staff and Occupational Health.

4.3 Generally potential problems can be prevented by: -

1 Adequate training, instruction and understanding
2 Assessment of the workplace and work patterns
3 Visual assessment (eye and eyesight tests) and appropriate action

5.0 TRAINING, INSTRUCTION AND UNDERSTANDING

5.1 All Managers (and delegated officers) responsible for DSE users can be given training to enable them to identify and assess problems as they occur. Contact the Corporate Health and Safety Team for details.

5.2 Users will get the best out of their equipment and working arrangements if they understand the principles behind good workstation layout and use. Such information can be provided in a variety of ways including via memo, on a wall chart, on a computer disc or a notice board etc.

5.3 However, in particular, they should be able to:

1 **Minimise glare** by adjusting the position of the DSE in relation to room lighting sources and windows.

2 Arrange the **optimum layout** and relative heights of keyboard, screen and seating. See Appendix One.

3 Recognise correct **posture**: limb joints neutral, e.g. back of wrist in line with the forearm, head in line with spine, not bent unnaturally backward or forward. Forearms and thighs parallel to the floor.

4 Appreciate the key role of the **chair** (and footrest if necessary) in permitting the user to adjust seat height and back rest to permit correct posture irrespective of the desk height.

5 **Position work** material; document holders and papers to avoid undue twisting from side to side.

6 Realise the importance of **changing position** regularly and relaxing, to avoid holding fixed positions for long periods.

7 Understand that periodically **changing eye focus** by looking away or even going away from the screen to do a different job helps to prevent fatigue.

8 Make use of an offer of an **eye check.**

9 Use simple **mobility exercises** to keep the body supple. See Appendix Two.

6.0 RISK ASSESSMENT

6.1 Cheshire East Council is required to assess all DSE workstations. In addition all new DSE workstations should be assessed prior to use for the first time and if the nature of the work changes significantly. Appendix Five provides a simple DSE Risk Assessment that can be used locally by employees.

6.2 Service Managers are responsible for:
- Ensuring that workstations are assessed.
- Ensuring that the results of assessments are discussed with employees.
- Assessing health and safety training needs.
- Investigating reported potential cases of ill health associated with DSE equipment. Reports should be forwarded to the Council's Occupational Health Unit, as required.

- Arranging for further assessment if they are advised of a pre-existing health problem.
- Resolving any problems highlighted by the assessments as soon as possible with assistance from Occupational Health or a specialist ergonomic consultant, when required.

6.3 All staff who work with DSE are responsible for:
- Carrying out workstation self assessments for workstations at work (or at home if applicable) and submitting this to their Manager.
- Co-operating with any assessments of their workstation by another employee.
- Adopting good posture at their workstation.
- Organising their work in order to take suitable breaks from their DSE (which allow change of posture).
- Reporting any pain, discomfort or eyestrain to their Service Manager/Supervisor.
- Reporting any medical conditions, so that appropriate action can be taken.

6.4 All existing workstations should be re-assessed when there is a significant change in matters such as software, hardware, furnishings, increased use time, task change, workstation re-location or if there are environmental changes e.g. lighting significantly modified. Any reported ill health associated with DSE use should also trigger a re-assessment. The Council's Corporate Health and Safety team are available to offer advice and assistance, but will not routinely undertake risk assessments.

6.5 The volume of work expected of the user will form part of the assessment and in any event regular breaks will be expected. For most tasks, natural breaks or pauses will occur as a consequence of the work and most 'users' will have some discretion over the organization of their work to introduce appropriate change in activity. Where this is not possible, with jobs such as data entry, then rest breaks should be introduced.

The Health and Safety Executive do not give detailed guidance on rest breaks, but suggest that shorter breaks taken more frequently e.g. five minutes after sixty minutes, are likely to have more beneficial effect than occasional longer breaks.

7 EYESIGHT TESTS

7.1 Whilst there is no evidence that work with DSEs damages the eyes, sometimes, users can experience discomfort and fatigue. Also it may make users with pre-existing vision defects more aware of them. If problems are experienced, it is important that simple physical causes are eliminated like draughts, very dry atmospheres and even staring at the screen – which tends to reduce the rate of blinking.

7.2 The Occupational Health Unit can provide advice and a screening test for employees on request. The equipment is portable and can be taken to workplaces, which enables groups of employees to be screened irrespective of whether they are currently experiencing difficulty. The screening is not a full eye test but it will

give an indication as to whether the physical operation of the eyes in relation to focusing and balance is satisfactory or whether a visit to an optometrist is advisable.

7.3　Under the regulations, users are entitled to a full eye test by an optometrist at the cost of the employer. Should spectacles be prescribed expressly for working with DSE, the employer is again required to provide them without cost to the employee. In practice, it is very rare for this to happen as optometrists will usually prescribe correction (e.g. glasses) which allows for reading at both normal distance and the slightly longer screen distance (typically 60 cm) - **providing that they are told that the employee's work involves DSEs.** The full eye test includes a check for disease and should certainly be taken up if an employee experiences symptoms such as persistent headaches and/or gritty eyes, which cannot be attributed to more general work problems like stress or draughts.
The guidance to the regulations does allow the employer to select optometrists. This facilitates a good professional relationship between the optometrist and the employer's medical advisers.

7.4　Employees wishing to take advantage of "free" optometrist tests and/or special correction (if this is required exclusively for DSE work), should make their request to their Manager who will complete the form incorporated in Appendix Three and send it to the Occupational Health Unit. The Unit will identify the nearest appropriate optometrists and issue a letter for the employee to take. It is essential that this form is counter-signed by the employee's Manager as the charges will be borne by the employees Service.

7.5　If a special separate correction is prescribed and an employee wishes to have other than a basic pair of spectacles, Cheshire East Council will reimburse the cost up to £50.

7.6　For those who need no correction initially, repeat tests or screening should be offered at regular intervals:

   - Every 5 years for employees under 40 years of age
   - Every 2 years for employees 40 years of age and over

7.7　If in the meantime should employees experience any difficulty they should raise the problem with the Occupational Health Unit.

7.8　The screening and eyesight tests are entirely voluntary and employees cannot be required to have a test against their will. However, if the employer requests an employee to take advantage of a test and the employee refuses, a note of the offer will be made on the employee's personal file.

7.9　It is clearly important that employees being recruited or transferred to work with DSEs are aware of these arrangements. This should be covered in induction and in the pre-employment medical questionnaire.

8　FLEXIBLE AND MOBILE WORKING AND USE OF LAPTOPS

8.1 The Council has produced a Flexible and Mobile Working policy (available on the Intranet) which includes brief guidance on health and safety issues for employees who are home working. In addition there is a checklist that managers of employees who are home working, must ensure has been completed (available via {hyperlink}).

8.2 It will be clear from the standard DSE assessment that a laptop computer will not meet the requirements for a standard work station. They are an engineering compromise and whilst being very useful, they should be operated with care.

8.3 Increasingly staff are working with a laptop rather than a conventional PC, in such cases they should comply with guidance on workstation set up, as far as they can. It is important to provide portable DSE users with sufficient training and information to make their own risk assessment.

This training should also include advice on how to set up and use equipment in the locations where it is to be used. In effect repeating the risk assessment process to make an informed judgment whenever starting work in each location.

8.4 Short periods of work or work where typing volume is not intensive should not cause any undue difficulty. However wherever possible and for lengthy or repeated use in the same location the laptop should be "docked" or supplied with separate keyboard, mouse and monitor riser/racking system, which will assist in reduction of repetitive strain injuries see Appendix Four. This is appropriate when using a laptop in the base office or their home office. The use of laptops on users' knees should be avoided and their use in vehicles kept to a minimum.

8.5 Employees using laptops should be aware that some design compromises inherent in portable DSE equipment, can lead to postural or other problems. For example a bent neck or headaches arising from low , fixed position of the screen, for these reasons it is recommended to "dock" the portable DSE equipment wherever possible.

8.6 Employees with laptops who satisfy the criteria of 'users' must complete the DSE assessment and share their results with their Manager. The following practical points should also be considered when selecting portable computers:

- Low weight (less than 3kg if possible). Keep accessories as few and as light as possible.
- Largest screen possible. If possible, choose a detachable or height-adjustable screen.
- Purchase a lightweight carrying case with handle and shoulder straps. To reduce risk of theft or assault, avoid manufacturer-branched cases.
- Specify as long a battery life as possible. Where practicable provide extra transformer cable sets at each main location where the portable is used. So only the computer is carried by the employee.
- Look for tilt-adjustable keyboards on laptops.
- Choose portables capable of being used with a docking station or at least a separate keyboard and mouse.
- Check that the laptop has friction pads to prevent it sliding across work surfaces when in use.

As well as the risks associated with the use of desktop computers, users of laptops need to take into account the risks due to manual handling when moving between locations (Bearing in mind that other equipment, such as spare batteries, printers or papers may add to the burden of the portable equipment itself) The risk assessment should also consider the risk of theft, possibly involving assault.

For equipment other than laptops i.e notebooks and tablets, ensure that such hand held computers for prolonged use are carefully selected for ergonomic features, which match requirements of the tasks undertaken. For example equipment to be used outdoors should be adequately waterproof, legible in bright sunlight and keyboards and screen should be large enough to be used comfortably.

Hot Desking

8.7   The use of 'shared' workstations is becoming increasingly common within Council premises. These are workstations that are available to any employee who is working under the 'Flexible and Mobile Working' Policy, away from their base or permanent workstation. Relevant health and safety issues associated with such arrangements include the following:-

- It is essential that the furniture and equipment used in a shared workstation are good quality and appropriate to meet the health and safety standards. It is foreseeable that the 'Hot Desk' could become the recipient of the unwanted, recycled and even damaged furniture etc. **This will contravene the requirements of the Display Screen Equipment Regulations.**

- Suitable and secure storage should be available, where necessary, for employees to store sensitive or confidential documents in line with data protection.

- Employees who are required to 'Hot Desk' should have received appropriate training and instruction to enable them to arrange the workstation accordingly to reduce their risks to Musculoskeletal disorders and upper limb disorders. They should be aware of this policy and refer to the diagram in Appendix One. They should be aware of the Council's booking arrangements for reserving a 'Hot Desk'. They will also be required to complete a DSE Assessment for their **main, or most frequently used,** workstation.

- Extra hygiene precautions are required. Anti Bacterial wipes should be available and used to wipe down telephones and desks where people are 'Hot Desking'. This will help prevent the spread of infection. It is also extremely important that people wash their hands frequently.

9   REFERENCES

9.1   In compiling this policy, the following documents have been referenced:
- HSE information leaflet – INDG36 (rev2)
- HSE Guidance Notes – HSG90 – the law on VDU's, and easy guide
- HSE Guidance Notes – L26 – Work with Display Screen Equipment

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Flexible and Mobile Working Policy

10 EVALUATION AND REVIEW

10.1 This policy document shall be monitored, and reviewed biennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

APPENDIX ONE

SEATING AND POSTURE – KEY POINTS FOR OFFICE TASKS

Screen height and angle should allow a comfortable position for the head i.e. the weight of the head should be supported directly by the spine - the head should not be tilted unnaturally forward or back. Generally the top of the screen will be just below eye level to achieve this.

Seat back adjustable and supporting the lower back. With a correctly adjusted seat back it should not be possible to pass a hand between the small of your back and the rest.

Space is needed between the **keyboard** and the user to rest hands when not keying

Seat readily adjustable for height. Forearms should be roughly horizontal when typing. **Hands** should continue the line of the forearm to limit bending the hand up or down at the wrist. This applies also to mouse operations.

It is not obligatory to provide arm rests but if they are available they should be adjusted to provide to avoid any conflict with the points listed above.

Unwanted light is reflected from the rear surface of the screen and is subject to two reductions in passing through the glass whereas light emitted directly from the DSE will be subjected to just one attenuation. Thus the unwanted light is reduced in proportion to the screen image. The more expensive screens also have a polarising filter. As a solution for glare problems there is a weakness as the **DSE brightness controls may not be sufficient** to counteract the effect of the filter, leaving the resulting display too dark. Experiment first before making a final purchase.

There should be ample free **space beneath** the desk to move limbs and change position.

No excess pressure caused by the edge of the chair on the underside of thighs or back of knees. **Thighs** should be roughly **parallel** with the floor.

A **footrest** may be necessary to achieve this.
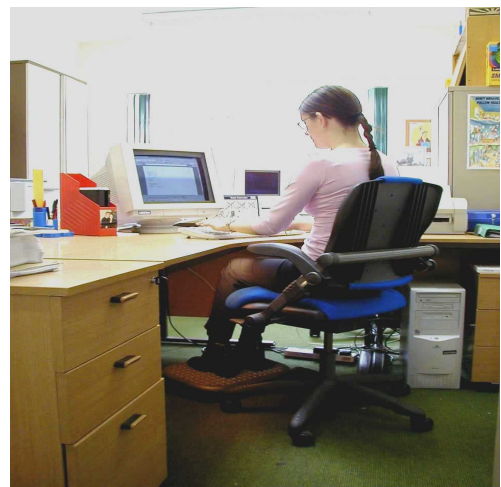
CORRECT WORKSTATION POSITION
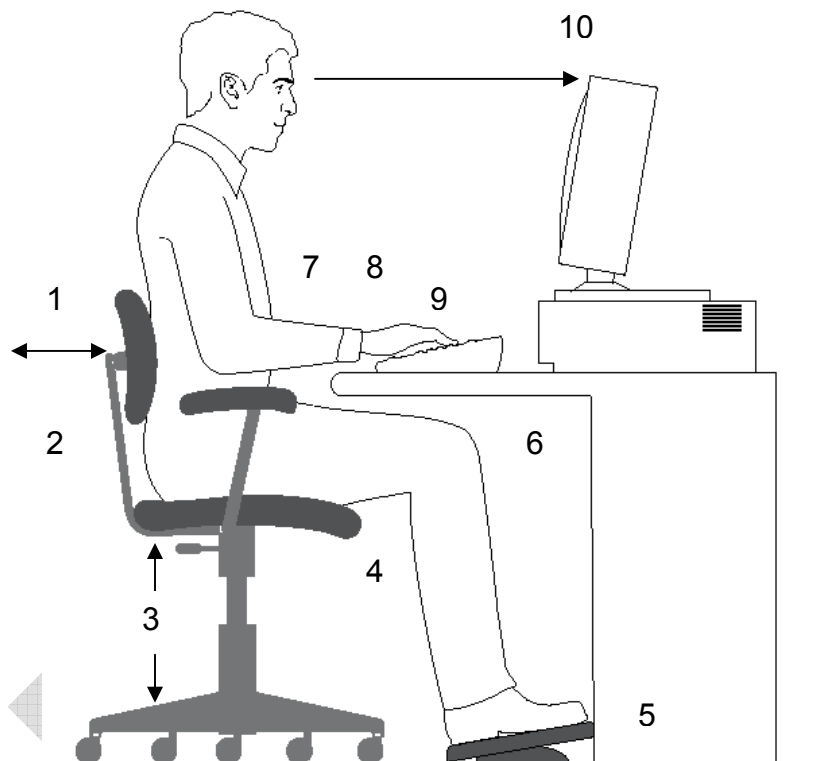
1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of knees
5. Foot support if needed
6. Space for postural changes; no obstacles under desk
7. Forearms approximately horizontal
8. Space in front of keyboard to support hands/ wrists
9. Minimal extension, flexion or deviation of wrists
10. Screen height and angle should allow comfortable head position. (the top of the screen should be level with the eyes)

APPENDIX TWO

EXERCISES FOR OFFICE STAFF

If you work in an office it's likely you'll spend much of your working day sitting down at a desk or DSE. Sitting for several hours at a time causes a whole series of physiological changes within your body. For example:
- Muscles stiffen and ache.
- Strain on your neck and back, causes aches and pains.
- Joints stiffen - the liquid that lubricates them is only produced through movement
- Circulation becomes sluggish, straining your heart which is trying to pump blood around your body.
- Blood gravitates downwards and pools in your legs - this may cause your ankles and feet to swell giving aches and pains. You may even feel faint when you stand up after a long period of sitting.
- Oxygen supply to your brain is reduced, affecting concentration and mental alertness.

Your body needs a regular break to prevent these changes occurring. A simple exercise programme of stretching and muscle toning, performed at regular intervals throughout the day, will help keep you alert, efficient and refreshed.

In some office jobs, the same movements are repeated time and again over several hours. This can lead to particular problems in the hands, wrists, arms, shoulders, neck and back. Regular, short breaks with some simple exercises will help prevent and alleviate these stresses.

The exercises overleaf will help you keep supple and mobile, concentrate and stay alert, relieve stress and muscle tension and prevent the aches, pains and stiffness often associated with sedentary office work. They are designed to be performed while you're seated but most can also be done when you're standing or moving around.

- **intensity:** The exercises are not intended to make you hot and sweaty, but rather to stretch, loosen and tone your body so that you feel better and are ready to return to the 'sedentary' job in hand. At no time should any pain or discomfort be felt in any part of the body.

- **Regularity:** the exercises should be done 2 or 3 times a day. You can do the whole sequence, taking a few minutes to complete, or select individual ones to perform more often throughout the day. Try to get into the habit of stretching and moving your body regularly throughout the day - that way you'll help prevent aches and pains.

Additionally – out of work time:

- **Aerobic fitness** is also important for your health and wellbeing. It can be improved by walking, swimming, cycling, aerobics, dancing - and, if you're fit enough, jogging, aim for 15-30 minutes, 3 to 5 times a week, at a moderate intensity; look for ways of incorporating physical activity into your lifestyle - lunchtime walk, use stairs instead of lifts, etc. - and remember it doesn't have to hurt to do you good!

1. ARM RAISES
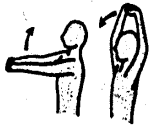
Interlock fingers and turn palms outwards. Keeping arms straight, slowly raise hands above head, stretching upwards.

Repeat 5 times.

2. SHOULDER GIRDLE ROTATION
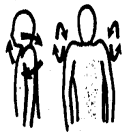
Lift shoulders and rotate them backwards, downwards and forwards in a large circular manner, 5 times.

Repeat in opposite direction.

3. NECK ROTATION
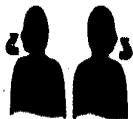
Turn head slowly sideways to the right as far as is possible, then to the left.

Repeat 5 times.

4. CHIN TUCK 'N' PUSH
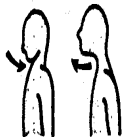
Tuck chin into neck as far as possible, then push chin forwards as far as possible without dropping it on to chest.

Repeat slowly 5 times.

5. WRISTS 'N' FINGERS
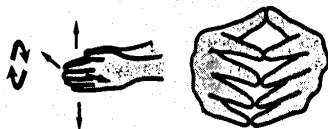
Put hands together in prayer position
Repeat each exercise 5 times
Point fingers down to toes, then up to ceiling
Point fingers to left, then to right
Circle fingers anticlockwise
Circle fingers clockwise
Pull palms away from each other, keeping fingers in contact

6. KNEE RAISES

Raise alternate knees as high as possible.

Repeat 10 times at moderate, rhythmic pace.

7. HEEL – TOE

Lift heels as high as possible, then rock back on to heels and lift toes as high as possible.

Repeat 10 times.

8. KNEE EXTENSION

Slowly raise right foot and straighten leg, hold for 3 seconds, feeling tension in thigh, then slowly lower foot back to floor.

Repeat 5 times with each leg.

APPENDIX THREE

DRAFT

Flow chart for eye tests

Employee requests an eye test

Is employee a 'user'?
i.e. they use DSE for continuous or near-continuous spells of at least an hour at a time and use them more or less daily and have to transfer information quickly to or from the DSE and also need to apply high levels of attention or are highly dependent on DSE (or have little choice about using it)

Yes

No

Does the employee already wear glasses/ contact lenses?

No entitlement to an eye test

No

Yes

Offer vision screening at OHU or full eye test at Boots

Advise employee to carry on going to their own optician at their own expense. **However,** they may have a free eye test at Boots if they wish. Cheshire East Council makes no contribution to glasses / lenses other than where they are required for DSE use **only**

Employee chooses either

Vision screening at OHU

Boots eye test

Employee attends OHU for vision screening – see over

Employee gets purchase order form which has been authorised by manager and informs OHU. PO number put on Boots form by OHU and issued to employee. N.B. Boots form only sent to employee once PO number included.

If Boots advise glasses required for DSE use only employee sends Boots certificate to OHU. NB **Cheshire East Council will only pay for glasses if the Boots Certificate says glasses are required for VDU use only**

Another line added to original PO (again authorised by manager) and sends this to OHU. PO number put on Boots form by OHU and sent to Boots

Employee makes arrangement to collect glasses from Boots

Employee attends OHU for vision screening

| No defect in vision identified | | Defect in vision identified |

| Employee goes away happy | | Employee chooses to have full eye test at Boots |

Employee gets purchase order form which has been authorised by manager and informs OHU. PO number put on Boots form by OHU and issued to employee. N.B. Boots form only sent to employee once PO number included.

If Boots advise glasses required for DSE use only employee sends Boots certificate to OHU. **NB Cheshire East will only pay for glasses if the Boots Certificate says glasses are required for VDU use only**

Another line added to original PO (again authorised by manager) and sends this to OHU. PO number put on Boots form by OHU and sent to Boots

Employee makes arrangement to collect glasses from Boots

DISPLAY SCREEN EQUIPMENT - REQUEST FORM FOR EYESIGHT SCREENING OR EYE TEST.

Eligible employees

The facility is available to all employees who use DSE's on most working days:

- Intermittently for more than 3 hours per day overall
- or, continuously for periods of at least an hour

The employer is under an obligation to provide an eye test free of charge to eligible employees if they request it. A simpler screening check can be performed at the working location by arrangement between local management and the Occupational Health Unit. For those who prefer the full eye test, this will normally be done by an optometrist in the area, selected by the Occupational Health Safety Unit. **It is an essential condition that prior application is made on this form to the Occupational Health Unit.**

The application should be made by the Manager and sent to:

The Occupational Health Unit
Nexus House
Thackeray Drive
Vicars Cross
Chester
CH3 5LP

Directorate/ Service ……………………..…………………………..

Work address……………………….……………Telephone No. for contact…………….

This is a request for: screening at the workplace / an eye test by an optometrist?*
* Delete whichever does not apply.   (Continue table of names overleaf if necessary)

Employee name	Employee No	Occupation	Currently using glasses?

I certify that the above mentioned employees meet the criteria for a DSE user and are eligible for an eyesight test. I understand that the charges for screening, full eye test and any spectacles specifically required will be borne by my service.

Signed ……..……………………………   **Date** ....…

Designation (Manager etc)………………………………

Text of the letter which will be sent to the optometrist (for information)

Re: Mr/Mrs/Miss/Ms

…………………………………………………………………. **Of (Works Address)**

Occupation ………………….........................

This person is a DSE user, employed by Cheshire East Council and subject to the Health and Safety (Display Screen Equipment) Regulations.

The Council has agreed to pay the cost of an eyesight test to establish whether correction is necessary.

In accordance with the regulations, if special correction is needed expressly for working with DSE's the Council will meet this cost up to £50. If a more costly appliance is chosen, the employee will be expected to fund the additional cost.

If you do have any problems with this I would be grateful if you could ring the Occupational Health and Safety Unit on 01244 603388.

Thank you for your help.

Yours sincerely

Additional employees requiring screening / eye test*

*Delete whichever does not apply

Employee name	Employee No	Occupation	Currently using glasses?

APPENDIX FOUR

DOCKING STATION DESIGNS

Docking stations are a way to avoid many of the ergonomic disadvantages of portables by allowing the use of a full-sized screen and/or keyboard (and mouse or other peripherals). Designs vary: some resemble a full-sized PC with a slot for the portable to be inserted; or comprise a screen, keyboard, mouse and/or other peripherals connected to the portable by cables or wireless links (see figure 1). There are also systems that provide a full-sized keyboard plus raiser blocks to enable the portable's own screen to be viewed at a more convenient height (see figure 2). Racking systems for laptops or notebook computers are also available (see figure 3). In setting up any kind of docking station, the aim is for the user to achieve a comfortable working position allowing some variation in posture and having sufficient space for documents and anything else needed for their work tasks.

Example of a docking station (figure 1):   Example of a Raiser block station (figure 2):

Examples of racking systems (figure 3):

APPENDIX FIVE
DISPLAY SCREEN EQUIPMENT (DSE): SELF ASSESSMENT FORM

	Name of employee:	PC user number:	Date of assessment:
	Department/team:	Name of Line Manager:	Review date:
	Workplace assessed (home/office/other)		

The DSE self assessment form is to be used to assess an individuals' display screen use and the risks associated with their work activity. The assessment should be completed: during the first week of employment, following changes to work stations, relocation of staff and for staff who work under the flexible and mobile working policy. The form should be completed for the primary work station. Employees who 'hot desk' should always adjust the 'hot desk' to their specific needs before commencing work – see DSE guidance on the intranet.

The employee should tick either yes or no and make any relevant comments. The form should then be passed to the line manger for comment before both parties meet to agree on any action required. The form should be retained by the Manager and a copy sent to HR to attach to the individuals' personnel file.

JOB AND PERSONAL DETAILS	
Roughly what percentage of your work involves using a display screen?	
What jobs do you do on your DSE? *(e.g. copy typing, data inputting, occasional memos)*	
What are the maximum spells of time you spend at the screen daily? *(e.g. excluding short breaks)*	
Are you able to break frequently from your screen? *(e.g. 5-10 mins/hour doing different activities)*	
Have you had an eye test paid for by the Council in the last 2 years? *(or more recently if required by your optician)*	
If you need special glasses for DSE work has the Council contributed to the cost?	
What information and training have you received on the safe use of	

DSE?					

DESK

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Is the work surface height between 660-1000mm?					
Is the space under your desk clear of obstructions?					
Is there height under the desk for knee room between 620-950mm?					
Can the knees slide at least 450mm under the desk?					
Can the feet slide at least 600mm under the desk?					
Is the distance from the front to the back of your desktop at least 780mm? *(Deeper desks may be required for CAD machines.)*					
Is the width of your desk at least 1600mm?					
Is there enough space for the width of the chair to fit under the desk? *(This should be at least 610mm?)*					

MOUSE AND KEYBOARD
- *If you use the keyboard for the majority of your time place it directly in front of you.*
- *Position your mouse do that you do not over-stretch. Your fingers should be relaxed – not tense.*
- *For keyboard and mouse work; your upper arms should hang straight down adjacent to your body, lower arms parallel to the floor and wrists in a straight comfortable position.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Does the keyboard feel comfortable to use?					
Does your keyboard have intact adjustable feet so					

	YES	NO	N/A		
that you can angle it?					
Is the keyboard separate from the screen? *(if you use s laptop for long periods it should be connected to an external monitor and keyboard)*					
Is there space in front of the keyboard to rest your hands when not keying?					
Is your mouse mat sufficiently soft to provide cushioning for your palm?					

CHAIR
- *Always ensure a good posture by using you chair back to support your spine and avoid leaning to one side.*
- *You should break-up your display work with less formal postures and regular stretching of your limbs.*
- *Adjust the seat height so your forearms are roughly horizontal when your hands are on the keyboard and upper arms hanging from relaxed shoulders.*
- *Now check that your feet are comfortably on the floor and your thighs are not hitting the underside of the desk. Some people need a foot rest to improve posture and to prevent the under thighs from being squashed on the front of the chair.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Does your chair have five feet?					
Is your chair in good repair and stable?					
Can you easily adjust the seat height?					
Can you set back height and tilt to a comfortable position?					
If a foot rest is required, do you have one?					
Is there enough space around your desk for comfort and to change position?					

DISPLAY SCREEN, DOCUMENT HOLDER and LIGHTING

- *If you view the screen for the majority of your time place it directly in front of you. If not, angle it slightly to the side. The document holder should be adjacent to and level with the screen.*
- *Place your screen at a comfortable reading distance between 450-750mm, (am length). Ideally your eyes should be level with the top of the screen with you looking down to the screen centre at an angle of 15-20 . The screen can be lowered by removing the PC or raised by inserting a solid object.*
- *Site your workstation so that the display screen is at right angles to the window and if possible avoiding reflections from strip lights. This should help prevent glaring reflections and a distracting bright background around the screen. If this cannot be achieved use blinds.*
- *Reflections can also be reduced by ensuring you have dark characters on a light background.*
- *Occasionally, improvements to lighting may be considered and screen filters can be as a last resort.*

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Have you achieved the above requirements?					
Is the screen size ok? *(ideally 17" for typists but existing 14" screens are acceptable)*					
Is the screen image clear and stable with no flickering?					
Are the brightness and contrast easily adjustable?					
Does the screen swivel or tilt?					
Is your screen clean?					
Does the lighting provide a comfortable level of brightness?					
If a document holder is required, is a suitable one available?					
Is the software/hardware 'user friendly'? *(e.g. suitable for task, appropriate speed, easy to follow with adequate help messages, appropriate graphics and character sizes)*					
Have you been adequately trained in the uses of your					

software?					

GENERAL RISKS and the ENVIRONMENT

A general risk assessment should have been completed for your office. This may cover the following issues and should be available for you to see.

	YES	NO	N/A	USER'S COMMENTS	AGREED ACTION REQUIRED
Is the room air comfortable? *(e.g. temperature and humidity)*					
Is equipment quiet enough not to distract your attention or disturb speech?					
Is area free of tripping or electrical hazards? *(e.g. trailing and unsecured wires)*					
Are there enough plug sockets to prevent overloading?					

HEALTH ISSUES

When set up correctly, your workstation should not cause health problems. However, please complete below to indicate any health issues relating to your DSE work

	OFTEN	SOMETIMES	NEVER	USER'S COMMENTS	AGREED ACTION REQUIRED
Fatigue					
Headache					
Irritating eyes					
Difficulties reading the screen					
Difficulties reading documents					
Aches, discomfort or tingling:					
• Back					
• Feet and legs					
• Neck and shoulders					
• Hands and fingers					
• Arms and wrists					
Do you have any other symptoms?					
User's Signature:				**Date:**	

MANAGER'S COMMENTS	ACTIONS *(Continue on a separate sheet if necessary)*	Initials	Date required	Date completed
Manager's Signature:			Date:	

APPENDIX 2

HEALTH AND SAFETY POLICY

Document No:	Issue No: Issue 1	Issue Date:	Responsibility / owner: Corporate Health & Safety Team
		Review Date:	
Title: **First Aid Guidance**			

CONTENTS

DRAFT 2 – Dec 2009

Prepared by: Diane McKinney	Approved for Issue by:

REVISION TABLE

Issue Number	Date issued	Revision / change

1   INTRODUCTION

First aid can save lives and prevents minor injuries becoming major ones. First Aid at work covers the arrangements that need to be made to manage injuries an illness suffered at work. Most work areas will already have first aid arrangements in place and this document draws upon existing good practice. The paper is arranged in the following sections.

2   THE LEGAL REQUIREMENTS

The Health and Safety First Aid Regulations (1981) require employers to assess the risks which may lead to the need for first aid and to provide accordingly. Provision extends to:

- Appropriate equipment and facilities
- Personnel trained in first aid
- Information for employees
- Efficient arrangements for summoning emergency services

The regulations apply directly to facilities for employees. However codes of practice in support of the regulations recommend that the council should consider the needs of non-employees when carrying out a risk assessment. Thus the possible presence of visitors, contractors or members of the public needs to be taken into account.

3   ASSESSMENT OF NEED

Risk depends on the probability of injury actually occurring and the consequences in terms of likely severity. In assessments of their needs each workplace should consider:

- The nature of the work undertaken
- The size of the establishment
- History of any accidents
- Travelling, alone and remote workers
- Shift patterns
- Remoteness of site from emergency services
- Split or shared sites
- Annual leave or absences of Qualified first aiders (FAW/EFAW) and appointed persons
- Provision for non-employees (the public, children in school etc)

Appendix 2 contains a checklist to help when assessing needs and record any relevant information. Appendix 3 can act as a record of first aid provision. Appendix 4 can act as a guide when making a decision on numbers of first aid personnel. Appendix 8 is a risk assessment which should be completed by the manager and reviewed annually to ensure first aid provision remains at a suitable level and meet their legal requirements.

Degree of hazard	Numbers of employees	Category and number of first aid personnel
Low hazard E.g. shops, offices, libraries	Less than 50 50-100 More than 100	At least on appointed person At least one First aider EFAW At least one First aider FAW
Higher Hazard e.g. light engineering, working with dangerous machinery, leisure and sport activity, those working with specific chemicals	Less than 5 5-100 More than 100	At least one appointed person At least one First Aider (EFAW or FAW) At least one first aider FAW
		* Additional training may be required to deal with specific workplace hazards

4. FIRST AID PERSONNEL

A First Aider is someone who holds a current and valid certificate in either First Aid at work (FAW) or Emergency First Aid At work (EFAW). Once qualified a first aider can provide first aid to those who are injures or taken ill while at work in accordance with the training they have received (see appendix 4).

On successful completion of the course candidates are issued with a certificate that lasts for three years. They will then need to undertake a 2 day FAW Re-qualification course before the date of expiry on the certificate. There is a 28 day grace period if the certificate has lapsed, employees must then retake a 3 day FAW beyond that time allowed.

The HSE strongly recommends it is good practice for first aiders to complete annual refresher training (3hrs) to keep their practical skills up to date. Cheshire East will have these course available for qualified first aiders to book onto.

There may also be job specific courses to deal with particular hazards. For example more in depth training for those working with hydrofluoric acid, cyanide or confined spaces. Similarly further training would be required for employees who may need to use a defibrillator (see guidance note)

An appointed person looks after first aid equipment, records, facilities and calls emergency services if required. An appointed person may not be trained in first aid and can only act in an emergency if a first aider is off site due to unforeseen circumstances. (Not annual leave)

Arrangements must take into account of normal absences as for holidays or sickness. Thus a need for one first aider may automatically trigger the need for two unless someone in a nearby department can cover any absences.

Unless a first aid qualification is called for in a job description as part of a contract of employment, an employee who undertakes first aid does so voluntarily. When selecting someone to take up the role of first aider a number of factors should be considered, including individuals:

- Reliability, disposition, and communication skills
- Aptitude and ability to absorb knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- They should be able to leave their normal duties to respond rapidly to an emergency

Arrangements for training can be made by contacting Cheshire East Council's Corporate Health and Safety Team. The HSE are very strict on keeping first aid qualifications current and valid. Therefore records are kept on a central database of current first aiders and certification dates. (Appendix one defines the roles of key personnel).

5   FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

There should be provision made for ensuring equipment is available at all times. It should be accessible and clearly marked usually with a white cross on a green background.

First aid containers

These should be readily available and preferably placed near hand washing facilities. They should only be stocked with items for dealing with first aid.

There is no mandatory list of items to be included in a first aid container. The decision should be based on the risks and associate environment. As a guide where work activities are low in hazard a minimum stock of items should be:

- A basic guidance leaflet on first aid
- 20 individually wrapped sterile plasters (hypoallergenic can be provided if necessary)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Two large sterile dressings
- Six medium sized dressings
- A pair of disposable gloves

This is a suggested list of contents, equivalent items will be acceptable. The contents should be frequently checked, restocked, and items disposed of once they reach there expiry date.

Additional items of materials equipment

Such examples maybe scissors, individual wrapped moist wipes, resuscitation face shield. Where mains tap water is not available sterile normal saline (0.9%) should be provided. Once a seal is broken this may not be re-used.

If there are no specific risks the workplace may just keep to the minimum stock of items to reduce waste. If there are additional items of kit required e.g. blankets they may be stored securely near the first aid container or room.

<u>Tablets and medications</u>

Tablets and medications should NOT be kept in a first aid container. First aid does not include giving of medications, only to assist someone with their own medications i.e. asthma inhalers. The only exception to this is where aspirin may be used in accordance with current practice regarding the treatment of a heart attack (this is not to be stored in the first aid container).

6. WORKING AWAY FROM BASE

Those visiting sites can reasonably use the site facility. Travelling kits may be provided to those working away or visiting remote sites. They should have an understanding of dealing with emergencies and means of summoning help if working alone.

A designated room is not always necessary for low risk situations. However the workplace regulations do require a room to be made available for those who are ill at work, pregnant or a nursing mother. The room should be suitable, available and with hand washing facilities. Rooms should be clearly signed with white lettering or white cross on a green background.

<u>Information for employees</u>

All building users need to be informed of the first aid arrangements. In addition to briefing users, this includes displaying notices in prominent places covering emergency procedures and how first aid can be obtained. First aid should also be covered in induction training.

7 REPORTING OF ACCIDENTS AND RECORD KEEPING

It is essential that incidents are recorded in first aid in accordance with Data protection Act 1998.

For injuries or visits to hospital Cheshire East Council requires an accident form to be completed and sent to Corporate Health & Safety Team. The Council's accident reporting procedure and accident reporting form can be found on the Health and Safety pages on the intranet.

8 PROTECTION FOR FIRST AID PERSONNEL

Insurance - first aiders are covered against claims by the council's employers and third party insurances. These apply to all activities carried on the council's behalf.

Even attending an accident outside of work the legal position in the UK is that a first aid is carrying out a humanitarian act as a member of the public and would not be judged on issues of competence that would apply to those with formal medical training.

Hygiene/Infection control

First aiders should take basic precautions to avoid infection particularly from blood and other body fluids.

Should any case of ill-health in a first aider be linked in any way with first aid activities the council would wish the employee to take full and immediate advantage of occupational health service. Provision for sick leave entitlement would also be given very sympathetic consideration.

Summary

It is important to review first aid needs to ensure current provision is adequate. Consider the following in your review:

- Use the chart to establish the number of first aid personnel required.
- Ensure cover is available during flexible/shift working.
- Check qualified first aiders certificates. Keep these in a prominent place.
- Ensure first aid containers are adequately and correctly stocked.
- Check first aid notices are posted and are clear and up to date.
- Cover first aid in induction.
- Ensure that every injury is recorded on the Cheshire East accident report form and that a copy of the accident report is sent to the Corporate Health and Safety Team if a person has to go to hospital or an employee has had time off work with an injury.

9   **REFERENCES**

In compiling this Policy, the following documents have been referred to:

- The Health and Safety (First Aid) Regulations 1981
- Approved Code of Practice and Guidance (L74)

10   **EVALUATION AND REVIEW**

This document shall be monitored, and reviewed biennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

APPENDIX ONE
ROLES OF KEY PERSONNEL

EMPLOYER

1.   Under the Health and Safety (First-Aid) Regulations 1981, employers have a duty to provide suitable first-aid equipment, facilities and personnel so that immediate assistance can be given to employees that are injured or taken ill at work. Employers should ensure that employees are aware of the first-aid arrangements in their workplace. These duties apply to all employers including those with fewer than five employees.

SELF-EMPLOYED WORKER

2.   Self-employed workers have a duty under the Health and Safety (First-Aid) Regulations 1981 to ensure that where appropriate, they have suitable first-aid equipment to provide first aid to themselves while at work.

FIRST AIDER

3.   If an employer decides they need to provide one or more first aiders in their workplace, they should ensure a suitable employee has a valid certificate of competence in either first aid at work or emergency first aid at work. Once qualified, a first aider can provide first aid to employees that are injured or taken ill while at work in accordance with the training they have received.

APPOINTED PERSON

4.   If an employer decides that a first aider is not required in their workplace, they should appoint a person to take charge of the first-aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first aider is absent due to unforeseen circumstances (annual leave does not count).

5.   Appointed persons do not need first-aid training and are not necessary where there is an adequate number of first aiders.

APPENDIX TWO
CHECKLIST FOR ASSESSMENT OF FIRST AID NEEDS

The checklist below will help you to assess what first aid provision you need to make for your workplace.

FACTOR TO CONSIDER	SPACE FOR NOTES	IMPACT ON FIRST AID PROVISION
HAZARDS – Use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards that require different levels of first aid provision		
Does your workplace have low hazards such as those that might be found in offices and shops?		The minimum provision is: • An appointed person to take charge of first aid arrangements • A suitably stocked first aid box
Does your workplace have higher hazards such as chemicals or dangerous machinery? Does your work activities involve special hazards such as hydrofluoric acid or confined spaces?		You should consider: • Providing first aiders • Additional training for first aiders to deal with injuries resulting from special hazards • Additional first aid equipment • Precise sitting of first aid equipment • Providing a first aid room • Informing the emergency services
EMPLOYEES		
How many people are employed on site?		Where there are small numbers of employees, the minimum provision is: • An appointed person to take charge of first aid • A suitably stocked first aid box Even in workplaces with a small number of

		employees there is still the possibility of an accident or sudden illness so you should consider providing a qualified first aider. Where there are large numbers of employees you should consider providing: • First aiders • Additional first aid equipment • A first aid room
Are there inexperienced workers on site, or employees with disabilities or special health problems?		You should consider: • Additional training for first aiders • Additional first aid equipment • Local sitting of first aid equipment Your first aid provision should cover any work experience trainees
RECORD OF ACCIDENTS AND ILL HEALTH		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review you first aid provision as appropriate
WORKING ARRANGEMENTS		
Do you have employees who travel a lot, work remotely or alone?		You should consider: • Issuing personal first aid kits • Issuing personal communication to remote workers • Issuing mobile phones to lone workers
Do any of your employees work shifts or work out of hours?		You should ensure there is adequate first aid provision at all times people are at work.

Are the premises spread out, for example are there several buildings on the site or multi-floor buildings?		You should consider provision in each building or on each floor
Is your workplace remote from emergency medical services?		You should: • Consider special arrangements with the emergency services • Inform the emergency services of your location
Does of your employees work at sites occupied by other employees?		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover any absences of first aiders or the appointed person?		You should consider: • What cover is needed for annual leave and other planned absences • What cover is needed for unplanned and exceptional absences
NON-EMPLOYEES		
Do members of the public visit your premises?		Under the regulations, you have no legal obligation to provide first aid for non employees but HSE strongly recommends that you include them in your first aid provision. This is particularly relevant in workplaces that provide a service to others such as schools, places of entertainment, fairgrounds and shops.

APPENDIX THREE
RECORD OF FIRST AID PROVISION*

FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER NEEDED
First aider with a first aid at work certificate		
First aider with an emergency first aid at work certificate		
First aider with additional training (specify)		
Appointed Person		

FIRST AID EQUIPMENT AND FACILITES	REQUIRED YES/NO	NUMBER NEEDED
First aid container		
Additional equipment (specify)		
Traveling first aid kit		
First aid room		

The minimum first aid provision for each work site is:

- An appointed person to take charge of first aid arrangements;
- A suitably stocked first aid box;
- Provision of information for employees about the first aid arrangements

APPENDIX FOUR
CONTENT OF A FIRST AID AT WORK COURSE

On completion of training, successful candidates should be competent in:

- Emergency first aid at work (see Appendix 5)
- Recognising the presence of major illness and applying general first-aid principles in its management.

In addition, candidates should be able to demonstrate the correct first-aid management of:

- soft tissue injuries;
- injuries to bones including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries including how to irrigate an eye;
- sudden poisoning and anaphylactic shock.

APPENDIX FIVE
CONTENT OF AN EMERGENCY FIRST AID AT WORK COURSE

On completion of training, successful candidates should be able to:

- Understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions
- Understand the importance of basic hygiene in first aid procedures
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious and/ or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and/or in shock
- Administer first aid to a casualty who is choking
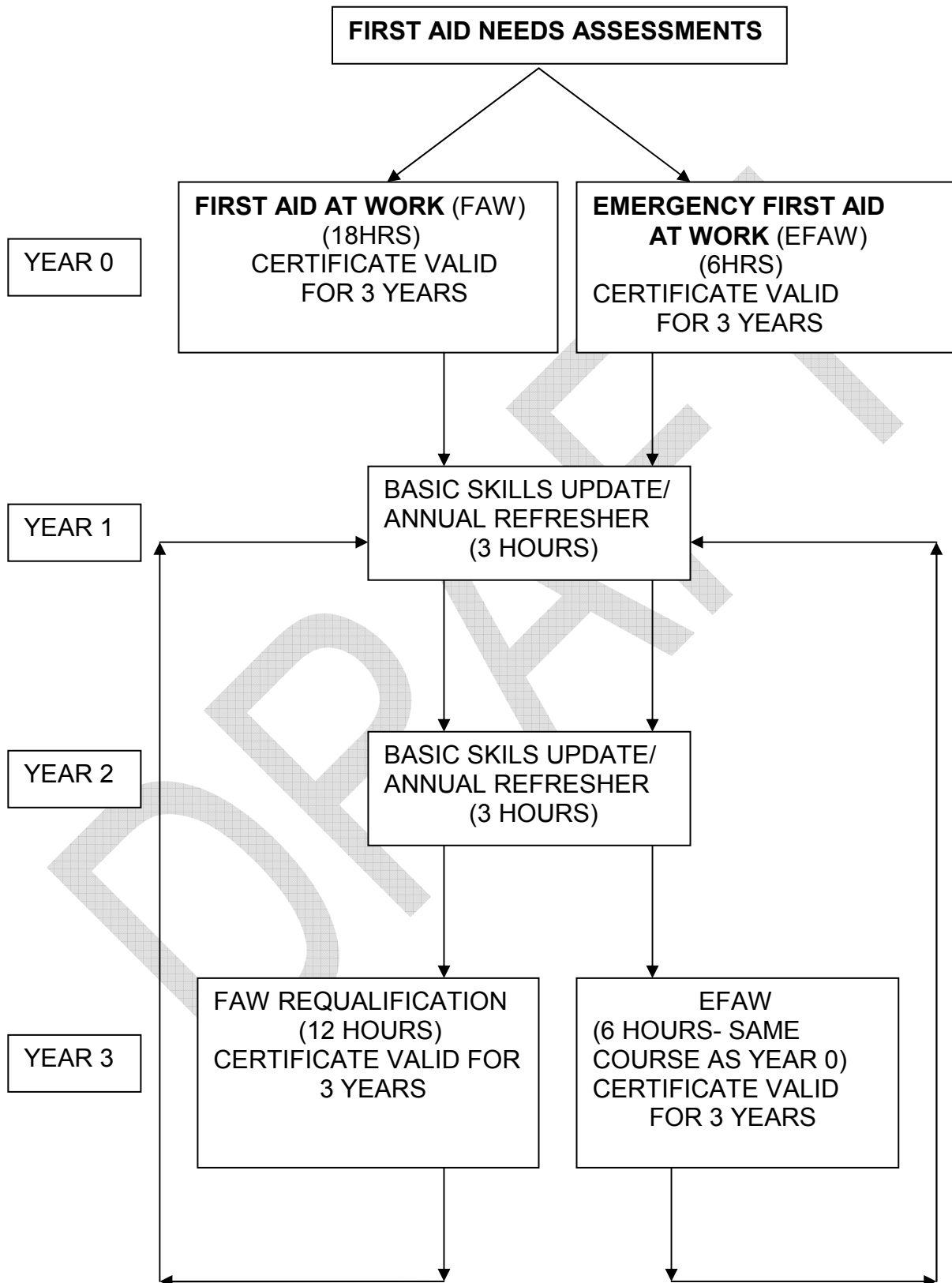- Provide appropriate first aid for minor injuries

APPENDIX SIX
CONTENT OF A BASIC SKILLS UPDATE/ANNUAL REFRESHER

On completion of training, candidates should have demonstrated their competence to:

- Assess the situation in an emergency
- Administer first aid to a casualty who is unconscious and / or in seizure
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is wounded or bleeding and /or in shock

The course also includes any updates or changes to relevant first aid procedures.

APPENDIX SEVEN
FIRST AID COURSE TO COMPLETE OVER AN INITIAL
THREE YEAR PERIOD AND IN SUBSEQUENT YEARS

FIRST AID NEEDS ASSESSMENTS

YEAR 0

FIRST AID AT WORK (FAW)
(18HRS)
CERTIFICATE VALID
FOR 3 YEARS

**EMERGENCY FIRST AID
AT WORK** (EFAW)
(6HRS)
CERTIFICATE VALID
FOR 3 YEARS

YEAR 1

BASIC SKILLS UPDATE/
ANNUAL REFRESHER
(3 HOURS)

YEAR 2

BASIC SKILS UPDATE/
ANNUAL REFRESHER
(3 HOURS)

YEAR 3

FAW REQUALIFICATION
(12 HOURS)
CERTIFICATE VALID FOR
3 YEARS

EFAW
(6 HOURS- SAME
COURSE AS YEAR 0)
CERTIFICATE VALID
FOR 3 YEARS

Appendix Eight – First Aid Risk Assessment

Assessor(s)	Date Assessed:	Review Date:
Location:	**Type of activities:**	**Reference No:**

Please answer the following questions

How many employees work in the area assessed ?		How many first aid kits are there?	
How many 1st aiders cover the area assessed ?		How many emergency aiders cover the area assessed?	
Are the locations of the first aid boxes clearly displayed?	**Yes / No**	Are the names of the first aiders clearly displayed?	**Yes / No**
Is there an appointed person / first aider on site at all times when work is carried out?	**Yes / No**	Are the first aid boxes clearly marked (white cross on green background)?	**Yes / No**
Is the first aid box fully stocked *	**Yes / no**	Is there a separate eyewash station?	**Yes / No**

Location of first aid kits (please list)	
Location of eyewash stations (please list)	
Location of the nearest hospital with an emergency department	

Details of actions to be taken / improvements required			
Recommendation / action to be taken	Person Assigned	Due By Date	Completion date

Guidance Notes

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate will depend on the circumstances in the workplace.

A First Aider is someone who has completed the 4 day first aid at work training and holds a valid certificate. An Emergency Aider is some one who has completed a 1 day awareness training course and holds a valid certificate.

END OF APPENDICIES

DRAFT

Manual Handling Risk Assessment.

Cheshire East Council

Name of Establishment……………………………………………………………………..

Person making the assessment……………………………………..**Date**…………………………………

Task ....……...............

Employees involved ………………………………….………………………………..

Reducing risks from manual handling involves a close look at four key issues: the nature of the task, the characteristics of the load, where the task is being performed and the capability of the person actually moving the load. Please consider these issues by working through the questions below and commenting where problems are raised. Breaking the task down into manageable components helps to show where the major risks are and how they arise. If the answer is "no" to any question, consideration should be given to reducing that risk factor. If simple, practical solutions can be found, they should be implemented immediately.

1. THE TASK

	Yes/No	Comment
Can the load be held close to the body?	Yes/No	Comment
Holding or manipulating a load at a distance from the body such as at arm's length puts a far greater stress on the back and reduces lifting capacity. Balance is also affected if the load is not held near to the body.		
Can the task be carried out without awkward body movement or posture e.g. twisting the trunk or stooping?	Yes/No	Comment
Twisting the body when carrying stresses the back. Poor or awkward posture will also affect balance and will increase the risk of falling or loss of control of the load.		
Can the task be carried out without excessive lifting or lowering of the load?	Yes/No	Comment
Wherever possible loads should be carried at mid-thigh to waist height. The risk of injury is far greater at either lower or higher levels or when the load has to be lifted or lowered through a large distance.		
Can the load be moved without excessive carrying?	Yes/No	Comment
In general, if a load is carried further than 10 metres, the demands of carrying outweigh those of lifting and lowering and safe capacity will be reduced.		
Can the task be carried out without excessive pushing and pulling	Yes/No	Comment
The risk from pushing and pulling is increased when the hands		

are much below waist or above shoulder height. The condition of the floor and footwear, i.e. when grip is poor, can significantly increase the risk of injury.		
Are there sufficient rest or recovery periods?	**Yes/ No**	**Comment**
Where physical stresses are prolonged, fatigue will occur and the risk of injury will increase. This does not just apply to heavy loads, smaller loads handled frequently can create as much a risk as more substantial ones. The situation is made worse when the handler has a relatively fixed posture or the task involves hurried, jerky movements, or the pace is dictated by machinery.		

2. THE LOAD

Is the load light enough?	**Yes/ No**	**Comment**
The weight of the load is only one consideration affecting the rate of injury. Guidance on weight limits refers to symmetrical, two-handed lifts, in front of and close to the body. In practice such lifts are rare and all other factors in the assessment will need to be considered.		
Is the load easy to hold?	**Yes/ No**	**Comment**
If the load is bulky, unwieldy or difficult to grasp this will make handling less sure and the risk of injury will increase, i.e. due to extra grip required, adoption of awkward posture or greater risk of dropping the load.		
Is the load stable?	**Yes/ No**	**Comment**
If it is unstable with a risk of sudden movement or with contents likely to shift then the likelihood of injury is increased. Sudden, unpredictable movements stress the body and the risk is worse if the handler's posture is unstable or are unprepared. These two factors will be of special significance when considering the moving of clients, patients, etc.		
Is the load free from sharp, hot or otherwise potentially damaging features?	**Yes/ No**	**Comment**
Risk of injury can occur from the external state of the load. Protective clothing may be needed. Not only may there be a risk of direct injury but such factors may also prevent or impair safe handling techniques.		

3. THE WORKING ENVIRONMENT

Does the working space allow for good posture?	Yes/ No	Comment
Bad posture increases the risk of injury, e.g. stooping because of lack of headroom, twisting or leaning to avoid obstructions.		
Is the floor surface good?	Yes/ No	Comment
Uneven, slippery or unstable floors will increase the risk of slips, trips, and falls. They will also increase the risk of injury due to the stresses on the body caused by unpredictable movements.		
Are the floors and work surfaces level?	Yes/ No	Comment
Variations in levels add to the complexity of movement and range of movement and thus the scope for injury.		
Is the environment free from extremes of temperature, humidity or air movement?	Yes/ No	Comment
High temperatures and humidity cause rapid fatigue and perspiration may reduce grip, low temperatures can impair dexterity. Outside, wind gusts can be a problem.		
Is the lighting adequate?	Yes/ No	Comment
Contrast between light and dark can increase hazards and accurate judgement of distances. Poor lighting may encourage poor posture e.g. trying to avoid glare or stooping to see.		

4. INDIVIDUAL CAPABILITY

Can the job be done without any special physical characteristics, e.g. strength, height, etc?	Yes/ No	Comment
Tasks should be able to be performed by most reasonably healthy, fit employees. Special requirements should only apply to heavy, physical jobs.		
Can the job be done without creating a hazard to those who have a health problem or to those who are pregnant?	Yes/ No	Comment
Allowances should be made for known health problems. Pregnancy has significant implications for risk of injury particularly 3 months before and after delivery.		
Can the job be done without special knowledge or training?	Yes/ No	Comment
Knowledge and training are often necessary for the safe performance of a task, especially when loads are likely to be unfamiliar. Instruction should include the proper use of handling aids and protective clothing.		

Hazard concern	Action needed	By when?	Who will act?

Assessment completed by	
Other individuals or agencies involved in carrying out or agreeing this risk	
Date of assessment	
Date for Re-assessment	

HEALTH AND SAFETY GUIDANCE NOTE

Document No:	Issue No: Issue 1	Issue Date: December 2009	Responsibility / owner: Corporate Health and Safety
		Review Date:	

Title: ## Safe Moving an Handling

CONTENTS

Prepared by: Corporate Health and Safety	Approved for Issue by:

REVISION TABLE

Issue Number	Date issued	Revision / change

1 INTRODUCTION

1.1 This document sets down the standards for achieving safe moving and handling throughout the department. It is intended to assist Headteachers and other Managers in meeting the requirements of current legislation and to act as a source of guidance on how to achieve safe systems of work.

1.2 Manual handling operations and moving and handling are terms to describe transporting or supporting of a load including, lifting, putting down, pushing, pulling, carrying, or moving by bodily force. This also includes lifting and assisting people.

1.3 Moving and handling accounts for nearly one third of all workplace accidents reported to the Health and Safety Executive (HSE), this has led to the introduction of legislation to protect employees who are involved in moving or handling within a work environment.

2 LEGISLATION

2.1 The legislation is based on the notion that the prevention of accidents or injury depends on the understanding of the risk factors in a particular work situation. The more traditional approach of attempting to prevent back pain by instructing people in the basic principles of how to lift is not sufficient. The relevant legislation covering moving and handling, equipment and risk assessment includes:

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare Regulations) 1992
- The Provision and Use of Workplace Equipment Regulations 1998
- The Lifting Operation and Lifting Equipment Regulations 1998

2.2 The Manual Handling Operations Regulations set out a hierarchy of actions that avoid using manual handling operations. If this is not reasonably practicable, then it is necessary to:

- Assess tasks for the specific risks they pose.
(Obviously reducing musculo-skeletal damage from strains is a major aim but injuries from splinters, sharp edges, slipping or dropping things that are too hot or too cold, are within the scope of the regulations as well.);

- Take measures to reduce the risk of injury to the lowest level, which is reasonably practicable, primarily by job design and aids to lifting, but also by teaching handling techniques.
- Ensure employees have as clear an understanding as possible of the basic characteristics of loads, i.e. their weight and where their centres of gravity are likely to be.

2.3 The employee's duty is to make full use of methods and equipment provided by the employer in response to the regulations.

3 SAFER MOVING AND HANDLING POLICY

3.1 The first consideration when looking at an activity involving moving and handling should be whether or not the moving and handling is necessary. A minimal handling approach to moving and handling of loads and people should be adopted.

3.2 Headteachers and staff are responsible for complying with the requirements of the legislation and, subsequently, this policy.

3.3 This safer moving and handling policy applies to all departmental employees and covers all departmental establishment environments. It is intended to supplement the establishment's own organisational arrangements and responsibilities.

3.4 It is the aim of this policy to provide and maintain a safe and healthy working environment, equipment and systems of work for all employees and to provide such information, training and supervision as may be necessary to enable them to undertake their duties. This will be achieved by:

- Minimising the risk of injury to any part of the body by manual handling operations.

- Implementing a risk assessment process at establishment level that identifies the safest approaches for moving and handling of people or objects. The risk assessment will take into account: the nature of the task, the nature of the load, the capability of the individual carrying out the task and the working environment in which the task takes place.

- Working towards the safest ergonomically suitable environment for pupil and object moving and handling systems. This to include no lifting of full body weight of any pupil other than the very youngest and lightest children.

- For establishments to provide appropriate training for all relevant employees.

- Encouraging all pupils who can safely do so, to move themselves wherever possible in order to promote independence.

- Involving more than on member of staff in the prescribed system of work, if necessary, to facilitate the minimal handling policy.

- Recognising that it is not practicable to completely eliminate direct moving and handling of objects and pupils. However, the Department is committed to the minimisation of the risk of injury etc. occurring to staff during tasks involving handling.

4. ASSESSING THE RISKS OF MOVING OBJECTS

Elimination of Handling

4.1   If an operation can be eliminated altogether or the result achieved in another way, without unduly high expenditure of effort or resources, Headteachers and Managers should introduce the necessary changes. Automation or mechanising all or parts of operations are examples of preferred action. However, not all tasks lend themselves to this treatment.

Priorities for Manual Handling Assessments

4.2   Management effort needs to be concentrated on tasks where significant risk arises. To prevent too much time being consumed on applications where risks are small, the HSE has issued specific guidance on identifying a threshold below which a task will require only a cursory examination (see Appendix 1). For tasks where the risks are below this threshold, a cursory assessment can be made (see Appendix 2). However, those tasks above the threshold, will need to be recorded in more detail. (See Appendix 3). For safe moving and handling of pupils see chapter 5 and Appendix 4.

Economising on Analysis Involved

4.3   Risk assessment is intended to provide a broad management overview of action priorities. HSE guidance distinguishes between the general assessments needed for these regulations and the 'day to day decisions taken by supervisors and employees concerning specific cases'. There is no need to complete an assessment before every single load is touched.

4.4   Further, in many instances it may be possible to make generic assessments of tasks relevant to a group of people, providing that exceptional cases are not overlooked. Whether an individual or a generic assessment is carried out will depend on what is most practicable and relevant to local circumstances.

4.5   Sub-dividing a series of handling movements to isolate the elements which carry significant risk will also help to limit the times when the more detailed assessment (e.g. Appendix 3) is really necessary.

The Major Factors

4.6   Any assessment should take into account the task, the load, the working environment and individual capability.

4.7   Further details are in Appendix 3 which guides assessors through the relevant factors in lifting and handling processes and contains all those factors specified by the HSE.

Risks to Consider

4.8   Not all accidents at work due to lifting and handling activities give rise to back injuries: they can involve the hands, arms, legs, etc. Furthermore, back injuries can occur through slipping or making sudden unexpected movements to compensate for

unexpected difficulties even when the load is relatively light. In practice, there are four principal kinds of risk:

- Over exertion - where the load is beyond the capacity of the individual concerned in the circumstances under which he/she is required to handle it.
- Cumulative damage - due to repetitive lifting, fixed working posture, etc.
- Injury from a mishap - for example, from slipping or tripping whilst carrying a load.
- Misunderstandings between workers, e.g. two people lifting together, or a delivery person asking local staff for assistance.

4.9   By looking at working practices it may be possible to remedy the problem simply by changing the layout of the working area; redesigning the load; changing working systems and training staff in safer handing techniques.

4.10   Where work is carried out away from the Council's premises, it is not always easy to have an influence on the environment. In these cases, a safe system of work should still be established as far as possible, by considering the task, the load and the effectiveness of training.

Involvement of Employees

4.11   Employees and trade union safety representatives may be able to provide valuable and practical suggestions about the reducing of risk with manual handling operations.
They should be encouraged to participate in the assessments and to report any problems, but the over-riding responsibility for the assessment and what follows from it rests with the school management.

5.   SAFE MOVING AND HANDLING OF PUPILS

5.1   To ensure the safe inclusion of pupils with physical needs into a school, it must be recognised that moving and handling pupils is associated with problems which may place teachers and pupil carers at risk from injury.

5.2   The way the pupil is moved by their carers may cause problems due to friction on skin contact points, joint damage due to stressing weak or unstable joints, resistance of the pupil and even falls due to lack of knowledge of techniques and the carers exceeding their individual capabilities during the move.

5.3   Each pupil with physical needs that require any element of moving or handling must have an individual risk assessment carried out to ensure the health and safety of the carer and the pupil.   Appendix 4 contains a Pupil Moving and Handling Risk Assessment form. Pupils grow and medical conditions change, so the assessment and the equipment need to be regularly reviewed and amended as necessary.

5.4   The risk assessment should also agree a safe system of work in case of all foreseeable emergencies, e.g. fire, etc.   In exceptional circumstances, pupils may need to be moved manually and appropriate methods should be agreed in advance with staff involved with each child.   These emergency arrangements should consider the risk to

staff, as well as the pupil they may be moving. In the event of a life threatening situation, e.g. a fire, the overall priority is to preserve life.

5.5   All staff who are involved in moving and handling pupils need to be trained in suitable handling techniques. However, on its own it is not effective unless it compliments a safe system of work, and provision of appropriate equipment.

5.6   At all times the privacy, dignity, independence and the pupil's wishes should be considered.

5.7   All staff and carers involved in moving and handling of pupils must ensure clothing and footwear are suitable for the purpose of work

  -   Clothing should allow for free unrestricted movements. Staff should not be wearing jewellery or badges that may injure a pupil.
  -   Footwear should be comfortable and conform with safe manual handling practice. Shoes should be non-slip and provide support. Sandals and clogs may not be suitable where manual handling is undertaken.

6.   MECHANICAL HANDLING AIDS

6.1   Whenever mechanical handling aids have been provided, schools and other departmental establishments should set up a system of planned preventative maintenance to ensure that they are, and remain, in a safe condition to use. Hoists and other lifting equipment should be subject to regular inspection by a competent person. Equipment that is used to lift people, e.g. hoists, lifts, etc, requires inspection every six months. Other equipment such as beds, frames, trolleys, etc. should be tested in accordance with manufacturer's instructions.

6.2   Establishments should give careful consideration to the siting of handling aids. If such equipment is not readily available or accessible then they are less likely to be fully and effectively used.

7.   TRAINING

7.1   Training in moving and handling is a vital aspect of implementing safe systems of work for staff. Training should be used in conjunction with safer work practices and the level and content of training will depend upon the risk reduction measures adopted.

7.2   All staff involved in object manual handling, e.g. maintenance staff, should receive practical skills induction session and regular updates as identified by the establishment. The three-day Induction Programme for Caretakers includes the necessary manual handling training.

7.3   Employees who support pupils who may require moving and handling should receive appropriate training designed for the safe handling of people. In selecting the most appropriate training provider, Headteachers should select a provider who specialises in training for handling children and includes the use of equipment, risk assessment and legal requirements.

7.4   Any training given to staff must be recorded and records kept for future reference. Records are important to show compliance with statutory requirements.

8.   CONCLUSION

8.1   The most important result of this policy should be that people are not left to work in a way that endangers themselves or anyone else working with or being assisted by them. Headteachers and Managers are now expected to be far more aware of exactly how employees perform moving and handling tasks. In future, where a manual handling injury leads to incapacitation for more than three days, HSE Inspectors are likely to focus their investigations directly on local managers, who are accountable for the staff involved.

8.2   Headteachers, Site Managers and SEN Co-ordinators should ensure that all relevant staff are aware of this document and the necessary requirements.

8.3   Further information on appropriate intervention strategies, including restraining techniques and the practical considerations to be considered to ensure that employees are not put at physical risk, can be found in the document "Behaviour Management in Cheshire Schools: Protecting Children and Adults".

8.4   Further related information can be in the Children's Services Health and Safety Manual or via the Children's Services Health and Safety Intranet Site.

9.   EVALUATION AND REVIEW

This document shall be monitored, and reviewed biennially (or more frequently as necessary) to evaluate its effectiveness. The review will ensure that the documents comply with statutory requirements and corporate policy. After this review, the document's issue and next review dates will be amended.

APPENDIX ONE
WHAT CONSTITUTES A SIGNIFICANT RISK?

1.   There is no such thing as a 'safe load' but the HSE has issued the diagrams below, which can be taken as a rough guide to where tasks begin to require more careful analysis. (i.e. the use of the assessment form in Appendix 3). The diagrams assume that the load is readily grasped with both hands; that the operation takes place in reasonable working conditions and that the person is in a stable body position. Each diagram is intended to show how limits vary as the load is moved away from the body and above or below waist height.

2.   It is claimed that the guideline figures will apply to 95% of men and women. Additional reductions must be made if the task involves twisting: by 10% for a 45° turn and 20% for a 90° twist. A correction for highly repetitive operations - up to twice a minute - brings the guideline down a further 30%. If the rate increases to five to eight times a minute, the guideline load should be reduced 50%.

3.   It is not necessarily wrong for a load to be in excess of the guideline figures but the further the load increases, the greater responsibility management carries. Certainly, anything approaching twice the guideline figures without very specific analysis and training could well attract enforcement action and litigation.
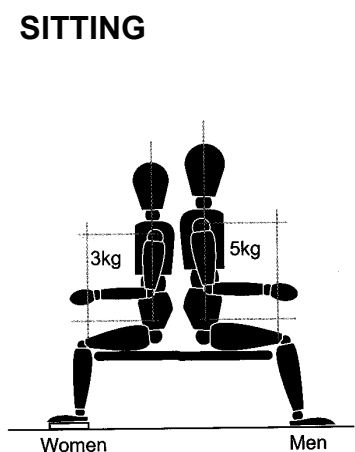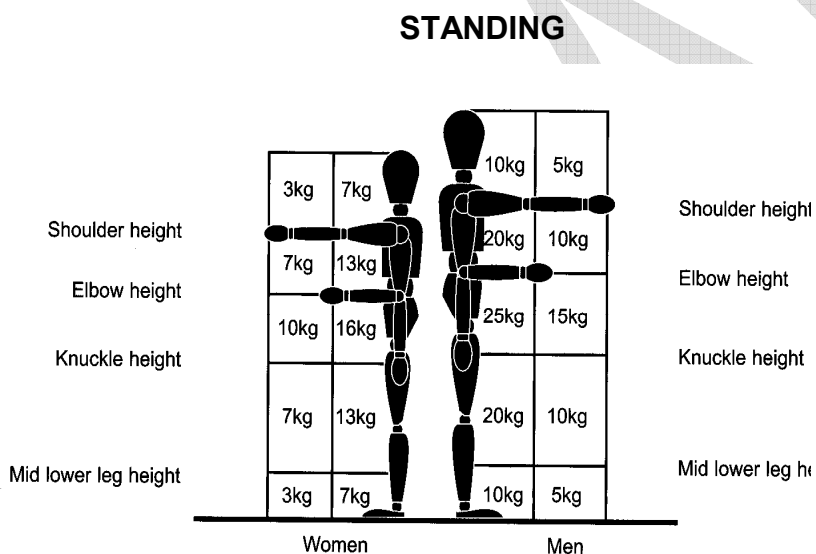
STANDING   SITTING

Figure 23 Handling while seated

CARRYING, PUSHING AND PULLING

Providing the load is held against the body and is not carried more than 10 metres without a rest, the figures above can still be used as a guide. For pushing and pulling, the guideline force is the same value as the weights shown above. In fact, it is a good idea to use a spring balance or a set of bathroom scales to get an accurate assessment of just what has to be carried.

APPENDIX TWO
BRIEF MANUAL HANDLING ASSESSMENT FORM

School:………………………………………………………………………………………

Person making the assessment…………………………………..**Date**:………………………

1 **Which jobs involve manual handling?:** …..……………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

2 **Who performs the tasks and how frequently are they undertaken?**

…………………………………………………………………………………………………

…………………………………………………………………………………………………

3 **What handling aids can be used to reduce the risk of an injury?**

…………………………………………………………………………………………………

…………………………………………………………………………………………………

4 **Are any of the handling tasks likely to exceed the guidelines in Appendix 1?**
If so, list them here and work through the full assessment in Appendix 3

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

5 **Have the individuals involved received training in manual handling techniques**

…………………………………………………………………………………………………

…………………………………………………………………………………………………

APPENDIX 3
FULL RISK ASSESSMENT FOR TASKS EXCEEDING HSE GUIDELINES

Name of School……………………………………………………………………………….

Person making the assessment………………………………………..**Date**……………………

Task...…………................…………

Employees involved:……………………………………………….…………………………..

Reducing risks from manual handling involves a close look at four key issues: the nature of the task, the characteristics of the load, where the task is being performed and the capability of the person actually moving the load. Please consider these issues by working through the questions below and commenting where problems are raised. Breaking the task down into manageable components helps to show where the major risks are and how they arise. If the answer is "no" to any question, consideration should be given to reducing that risk factor. If simple, practical solutions can be found, they should be implemented immediately.

1. THE TASK

Can the load be held close to the body?	Yes/No	Comment
Holding or manipulating a load at a distance from the body such as at arm's length puts a far greater stress on the back and reduces lifting capacity. Balance is also affected if the load is not held near to the body.		
Can the task be carried out without awkward body movement or posture e.g. twisting the trunk or stooping?	Yes/No	Comment
Twisting the body when carrying stresses the back. Poor or awkward posture will also affect balance and will increase the risk of falling or loss of control of the load.		
Can the task be carried out without excessive lifting or lowering of the load?	Yes/No	Comment
Wherever possible loads should be carried at mid-thigh to waist height. The risk of injury is far greater at either lower or higher levels or when the load has to be lifted or lowered through a large distance.		
Can the load be moved without excessive carrying?	Yes/No	Comment
In general, if a load is carried further than 10 metres, the demands of carrying outweigh those of lifting and lowering and safe capacity will be reduced.		
Can the task be carried out without excessive pushing and pulling	Yes/No	Comment
The risk from pushing and pulling is increased when the		

hands are much below waist or above shoulder height. The condition of the floor and footwear, i.e. when grip is poor, can significantly increase the risk of injury.		
Are there sufficient rest or recovery periods?	**Yes/No**	**Comment**
Where physical stresses are prolonged, fatigue will occur and the risk of injury will increase. This does not just apply to heavy loads, smaller loads handled frequently can create as much a risk as more substantial ones. The situation is made worse when the handler has a relatively fixed posture or the task involves hurried, jerky movements, or the pace is dictated by machinery.		

2. THE LOAD

1.1 Is the load light enough?	**Yes/No**	**Comment**
The weight of the load is only one consideration affecting the rate of injury. Guidance on weight limits refers to symmetrical, two-handed lifts, in front of and close to the body. In practice such lifts are rare and all other factors in the assessment will need to be considered.		
1.2 Is the load easy to hold?	**Yes/No**	**Comment**
If the load is bulky, unwieldy or difficult to grasp this will make handling less sure and the risk of injury will increase, i.e. due to extra grip required, adoption of awkward posture or greater risk of dropping the load.		
Is the load stable?	**Yes/No**	**Comment**
If it is unstable with a risk of sudden movement or with contents likely to shift then the likelihood of injury is increased. Sudden, unpredictable movements stress the body and the risk is worse if the handler's posture is unstable or they are unprepared. These two factors will be of special significance when considering the moving of clients, patients, etc.		
1.3 Is the load free from sharp, hot or otherwise potentia damaging features?	**Yes/No**	**Comment**
Risk of injury can occur from the external state of the load. Protective clothing may be needed. Not only may there be a risk of direct injury but such factors may also prevent or impair safe handling techniques.		

3. THE WORKING ENVIRONMENT

Does the working space allow for good posture?	Yes/No	Comment
Bad posture increases the risk of injury, e.g. stooping because of lack of headroom, twisting or leaning to avoid obstructions.		
Is the floor surface good?	**Yes/No**	**Comment**
Uneven, slippery or unstable floors will increase the risk of slips, trips, and falls. They will also increase the risk of injury due to the stresses on the body caused by unpredictable movements.		
Are the floors and work surfaces level?	**Yes/No**	**Comment**
Variations in levels add to the complexity of movement and range of movement and thus the scope for injury.		
Is the environment free from extremes of temperature, humidity or air movement?	**Yes/No**	**Comment**
High temperatures and humidity cause rapid fatigue and perspiration may reduce grip, low temperatures can impair dexterity. Outside, wind gusts can be a problem.		
Is the lighting adequate?	**Yes/No**	**Comment**
Contrast between light and dark can increase hazards and accurate judgement of distances. Poor lighting may encourage poor posture e.g. trying to avoid glare or stooping to see.		

4. INDIVIDUAL CAPABILITY

Can the job be done without any special physical characteristics, e.g. strength, height, etc?	Yes/No	Comment
Tasks should be able to be performed by most reasonably healthy, fit employees. Special requirements should only apply to heavy, physical jobs.		
Can the job be done without creating a hazard to those who have a health problem or to those who are pregnant?	**Yes/No**	**Comment**
Allowances should be made for known health problems. Pregnancy has significant implications for risk of injury particularly 3 months before and after delivery.		
Can the job be done without special knowledge or training?	**Yes/No**	**Comment**
Knowledge and training are often necessary for the safe performance of a task, especially when loads are likely to be unfamiliar. Instruction should include the proper use of handling aids and protective clothing.		

Hazard concern	Action needed	By when?	Who will act?

Assessment completed by	
Other individuals or agencies involved in carrying out or agreeing this risk assessment	
Date of assessment	
Date for Re-assessment	

APPENDIX FOUR
YOUNG PERSON MOVING AND HANDLING RISK ASSESSMENT

1. Each pupil with physical needs that require any element of moving or handling must have an individual risk assessment carried out to ensure the health and safety of the carer and the pupil.

2. The aim of the assessment is to identify the hazards or risks associated with moving and handling the pupil across the range of tasks or activities that the pupil may be involved in school.

3. It may be useful to seek advice or involvement from other professionals involved in the care of the pupil, e.g. therapists, nurses, etc. It is also important that the pupil and the family are involved in decisions taken as to the most appropriate technique to be used.

4. In carrying out the assessment, it is necessary to consider the following:

    *   The tasks or activities that the pupil/staff will be involved in and the distances involved. This includes curriculum activities, both in school and on educational visits, etc
    *   Individual capacities of the staff involved and any special requirements i.e strength, fitness, clothing or special training requirements.
    *   The "load" – in this case the pupil, e.g. Are pupils given training to enable them to assist as much as possible, is there an agreed procedure if the pupil falls etc. Has the pupil got a range of medical needs that influences the moving and handling technique to be used.
    *   The environment, - e.g. is there enough space to move freely and change posture. Is there sufficient space to use equipment, are floors clean, even, slip resistant, is the workplace temperature too hot or cold, is lighting adequate, Could hoists, lifts or ramps be installed to reduce physical effort.

Young Person Moving and Handling Risk Assessment.

Cheshire East Council

Young Person's Name	
Address	
School/Establishment	
Weight/Height	BMI

Handling Constraints			
Uncontrolled Spasm	Yes/ No	Epilepsy	Yes/ No
Poor Head control	Yes/ No	Flaccid limbs	Yes/ No
Fragile Bones	Yes/ No	Impaired balance	Yes/ No
No upper limb function	Yes/ No	General fragility	Yes/ No
Spinal fusion	Yes/ No	Cultural	Yes/ No
Behavioural Issues	Yes/ No	Other (please state below)	Yes/ No

Activity	Independent	Supervised/ Prompted	Assisted	Dependent	Hoisted	Handling Techniques and Equipment to be used
Transport						
Toileting						
Moving Around School / Establishment						
Feeding						
Outside play						

Standing						
Use of Sensory Room						
Bathing						
Swimming						
Visits						
Changing						
Other (please state)						

Any staff factors to be considered when handling this young person e.g. strength, fitness, clothing requirements, etc.	
Any adverse environmental factors to be considered, e.g. flooring, space, lighting, etc.	
Emergency arrangements to be used when normal techniques are not possible.	
Any other general equipment requirements or general comments regarding the young person	

Assessment completed by	
Other individuals or agencies involved in carrying out or agreeing this risk assessment	
Date of assessment	
Date for Re-assessment	

Hazard concern	Action needed	By when?	Who will act?

Assessment completed by	
Other individuals or agencies involved in carrying out or agreeing this risk assessment	
Date of assessment	
Date for Re-assessment	

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APPENDIX 4

HEALTH AND SAFETY POLICY

Document Ref:	Issue No:	Issue Date: July 2009	Responsibility/Owner:
	DRAFT 4	Review Date: Dec 2010	CORPORATE HEALTH AND SAFETY
Title:			

Driving at Work

CONTENTS

Prepared by: Amanda Sherratt	Approved for Issue by: Health and Safety Committee

REVISIONS

Issue Number	Date Issued	Revision /Change

CHESHIRE EAST BOROUGH COUNCIL

POLICY AND GUIDANCE NOTES ON DRIVING

1.0 INTRODUCTION

As an employer, Cheshire East Borough Council has to comply with a number of general and specific duties to protect the health, safety and well being of both its employees and those who may be affected by its activities. These duties are set out in section 2 of the Health and Safety at Work etc Act 1974 and in the Management of Health and Safety at Work Regulations 1999. The Council is required to:

- Lay down safe systems of work.
- Provide a safe workplace.
- Provide safe plant and equipment.

The Council therefore has a duty to ensure the safety of all employees whose job involves the transportation of goods, animals (e.g. dog wardens van) or people (e.g. Social Services minibuses and school buses) and who are required to drive as part of their employment. In order to comply with these responsibilities the Council will have to:

- Investigate the competence of the employee.
- Provide safe systems of work, even when in transit.
- Examine the fitness for purpose of all Council owned and leased vehicles and in the case of vehicles owned by the employee, check that the vehicle has a valid MOT certificate (where required) and is insured. These checks should be carried out annually and whenever a vehicle is changed.

In addition, under the Management of Health and Safety at Work Regulations 1999, the Council must assess the risks to employees and ensure that effective planning, organisation, control, monitoring and review systems are in place.

Other transport related legislation that may be relevant when investigating driving activities includes:

- Road Traffic Acts 1988 and 1991
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007
- Provision and Use of Work Equipment Regulations 1998
- Transport Act 2000

Where transporting hazardous loads, then additional legislation such as the Control of Substances Hazardous to Health Regulations 2002 may also apply.

2.0   POLICY STATEMENT

The Council recognises that there are specific risks such as those related to driver competence, fitness of vehicle for purpose, shift working and hours worked, lone working and the nature of the goods being transported, that may arise when driving motor vehicles. The Council is therefore committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on Council business and those who may be affected by the activities of the Council.

3.0   ARRANGEMENTS

The Council undertakes to develop the procedures required in order to minimise, so far as is reasonably practicable, the risks presented to both employees of the Council and others affected by the business of the Council, that may arise from driving activities undertaken by Council employees in the course of their employment.

To this end the Council will:

    (a)   Ensure that all relevant risk assessments are carried out and that the findings of the risk assessments are considered when planning and allocating journeys. (See appendix 2)

    (b)   Ensure, so far as is reasonably practicable, that all those driving on Council business are competent and have met the required statutory provisions with regard to fitness.

    (c)   Provide any additional training that may be deemed to be necessary in order to reduce driving related occupational risks.

    (d)   Ensure, so far as is reasonably practicable, that all vehicles provided by the Council are suitable for the purpose for which they are to be used.

    (e)   Provide and maintain any additional tools and equipment that may be required for the purposes of the journey.

    (f)   Provide employees with sufficient information and guidance to enable them to understand better the occupational risks involved in driving.

    (g)   Investigate all accidents involving Council owned or leased vehicles with a view to identifying the causes and any contributory factors such as carelessness or lack of competency on the part of the employee.

Further information on how to achieve the above is provided in the following guidance notes.

4.0 <u>GUIDANCE ON SAFE DRIVING</u>

The following guidance notes should be read by mangers when considering the procedures that they will need to put into place in order to develop the safe systems of work required to manage driving related risks.

a) <u>Vehicles</u>

All vehicles provided by the Council should be suitable for the tasks for which they are to be used. Before purchasing or hiring any vehicles, their suitability for the proposed use must be checked with the relevant Transport staff/fleet managers. Matters that may need to be considered could include the nature of any loads to be transported, the ease or otherwise of loading or unloading the vehicle, the nature of the terrain over which they are to be driven, the expected length of the journeys to be undertaken and whether or not passengers will be carried. Any additional equipment that may be needed e.g. additional tools for the loading or unloading of the vehicle should also be provided. Further information on the driving of minibuses can be found in the Council Policy on Minibus Driver Licensing.

b) <u>Vehicle Maintenance</u>

Suitably qualified and competent personnel will be used to maintain all vehicles owned by the Council to the required standard. All leased vehicles will be maintained under the terms and conditions specified by the lease, these being communicated to the driver of the vehicle where necessary. Drivers will be expected to carry out the daily and weekly vehicle checks listed in Appendix 1. The Council will endeavour to ensure that no vehicle in an unfit state will knowingly be used on Council business

Managers will be required to carry out an annual check to ensure that employees in their section driving on Council business hold a valid driving licence, an up to date insurance certificate which also covers the employee for business use and, where required, a current MOT certificate for the vehicle that they are driving. Employees will be required to report to their manager any driving convictions and any medical conditions for which the DVLA may impose restrictions on driving.

c) <u>Safe Working Hours</u>

The Council recognises the deleterious effects that fatigue and stress can have on the ability of an employee to drive safely. In order to safeguard the health and safety of employees driving on Council business and others who may be affected by this activity, the Council will ensure that effective policies and procedures are in place to manage the hours worked by those driving for the Council. These procedures will require that:

- Drivers do not drive for more than the permitted hours in any twenty-four hour period.

- Drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress.

- Tachograph systems are used where required, the records being monitored by the departmental manager and the Fleet Management Section.

- Drivers not covered by statutory regulation of hours maintain their driving hours within sensible limits.

The Council will also take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers and will ensure that no employee driving on Council business is encouraged to drive in a manner that may increase the risks to themselves and other road users. However, drivers also are responsible for the safe operation and use of their allocated vehicle.

Managers will ensure that that all reasonably practicable measures are put into place to schedule journeys appropriately, sufficient time being allowed for both the journey and any loading or unloading that has to take place. Drivers will not be penalised for delays due to circumstances beyond their control and will not be encouraged to extend their working hours in any way that may increase their chances of having an accident on the road. Journeys will be arranged so that drivers working hours are kept to the permitted levels and so that they can get sufficient breaks during their working hours. Tracking devices will be installed on selected vehicles and maintained where required, the statutory limits on driving hours and rest periods being rigorously enforced. As these systems enable the locations of the vehicles to be monitored they will assist the authority in defending malicious claims made against employees and can identify the location of a vehicle should an employee become ill or be injured

d)   LONE WORKING

Employees driving on Council business may also be at risk from lone working. Where required, means of communication such as mobile phones or radios will be provided to individuals working alone to ensure that they can remain in contact with their section and with other co-workers. At vehicle bases, offices for operational sections will have boards on which the vehicle keys can be stored, thus providing a quick means by which the relevant supervisor can check whether or not vehicles have returned to base at the end of the day. Where necessary, drivers will be provided with travel instructions and also with details of the procedures that they may have to follow when visiting premises belonging to other organisations.

Boards asking whether or not the vehicle is being driven well and giving a telephone number may be attached to the rear of selected Council owned vehicles. Positive reports received by the authority will allow employees who drive to a high standard to be recognised.

Any incidents involving acts of violence or aggression directed towards drivers working for the Council will be investigated by the appropriate line manager.

e)   Driver Training

The Council will take all reasonably practicable measures to ensure that individuals driving for the Council are appropriately trained and competent. All drivers driving specialist vehicles such as refuse freighters or road sweepers will have the appropriate licence and will receive an induction session covering the use of the vehicle that they will be driving. Training sessions for certain categories of drivers (e.g. those regularly using Council vehicles or driving for long periods) will also be provided in how to deal with the various situations that they may encounter whilst driving, this training to include:

- First aid procedures
- Breakdown procedures
- Loading/unloading equipment and techniques (where applicable)
- Duties under road traffic legislation
- Drivers hours regulations (where applicable)
- Effects of drug and alcohol use
- The effects of speed and traffic levels
- The effects of fatigue and stress
- Communication Procedures
- The Council's Smoking Policy

The above training should assist drivers in fully understanding the measures that they need to take in order to secure their own health and safety whilst driving and also provide them with information on how to cope in an emergency situation.

f)   Mobile Phones

The use of hand held mobile phones whilst driving is now an offence. This means that under no circumstances should an employee use a hand held mobile phone whilst driving. Whilst the use of hands free kits is not illegal, users of such a kit still risk prosecution for failing to have proper control of their vehicle. It is the policy of Cheshire East Borough Council that employees do not use mobile phones whilst driving but use a message service or call-divert and pick up any messages later when not driving.

5.0 <u>EVALUATION AND REVIEW</u>

This document shall be reviewed as and when necessary, but in any event, a formal review will take place by the 31st December 2010

APPENDIX 1- DAILY VEHICLE CHECKS

Each day, before taking a Council owned or leased vehicle out, the driver must make the following checks:

- Fuel

- Oil

- Water levels (radiator and washer bottle)

- Tyre pressures and condition of tyres (tyre pressures weekly)

- Lights

- Indicators

- Brakes and brake fluid level or air pressure gauges

- Beacons (where applicable)

- Hydraulic oil level

- Mirrors

- Ancillary equipment (where applicable)

- Emergency stop (where applicable)

- Reversing warning signal (where applicable)

- Wheel nut markers (where applicable)

- Valid Road Fund Licence disc in place

- Valid "O" Licence disc in place for vehicles over 3.5 tonnes G.V.W

- Tachograph disc where required

Any defects should be rectified before the vehicle is taken out on to the road. In the case of a Council owned vehicle, any defects must be reported immediately to the relevant supervisor/manager in the Fleet Management Section using the Defect Reporting System.

Where necessary, the driver should also fill any sink container that has been fitted with clean water and check that the first aid kit is on board and is complete according to the contents list.

APPENDIX 2 - HAZARDS TO BE CONSIDERED IN RISK ASSESSMENTS

When completing risk assessments for driving at work managers should give consideration to the following points;

- The distance to be covered

- The time available to make the journey

- Rest breaks and access to welfare facilities

- The time of the journey, - Night driving / rush hour / early morning

- Adverse weather conditions

- The condition of the vehicle

- In car distractions – mobile phones, satellite navigation equipment

- Loads to be carried,

- Loads to be towed

- The experience of the driver

- The health of the driver including stress or fatigue

This is not an exhaustive list and other factors may need to be considered that are specific to the task, service or journey being undertaken.

Risk assessments for driving for work should be completed on the Cheshire East Risk Assessment form which is available on CEntranet.

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APPENDIX 5

HEALTH AND SAFETY POLICY

Document No:	Issue No: Issue *1*	Issue Date: Nov 09	Responsibility / owner: Corporate Health & Safety
		Review Date:	

Title:
Control Of Noise at Work

CONTENTS

DRAFT 2 – 19/11/09

Prepared by: C. Garner & A. Sherratt	Approved for Issue by:

REVISION TABLE

Issue Number	Date issued	Revision / change
1		Full policy preparation (21.10.09)

1. INTRODUCTION

1.1 Under Section 2 of the Health and Safety at Work, etc Act 1974 employers are required to provide a safe working environment. In addition, with regard to the levels of noise that may be present in the workplace, the Control of Noise at Work Regulations 2005, impose more specific duties on the employer. Under these regulations, Cheshire East Council, in its capacity as an employer is required to:

- Assess the risks to employees from noise at work which is liable to expose any employee to noise at or above a lower exposure action value.

- Take action to reduce the noise exposure that produces those risks by either eliminating the noise at source or, if this is not reasonably practicable, reducing it to as low a level as is reasonably practicable. If any employee is likely to be exposed to noise at or above an upper exposure action value, the exposure **must** be reduced to as low a level as is reasonably practicable.

- Ensure the legal limits on noise exposure are not exceeded. The Regulations define two exposure action values, these being:

  - The lower exposure action values – a daily or weekly exposure of 80 dB (A weighted)*, or a peak sound pressure of 135 dB (C weighted)*, and
  - The upper exposure action values – a daily or weekly exposure of 85 dB (A weighted), or a peak sound pressure of 137 dB (C weighted)

  There are also levels of noise exposure which must not be exceeded, these being:

  - Exposure limit values – A daily or weekly exposure of 87dB (A weighted), or a peak sound pressure of 140dB (C weighted)

  These exposure limit values take account of any reduction in exposure provided by hearing protection.

- Provide employees with personal hearing protection where, in the course of their duties, they are likely to be exposed to noise at or above a lower exposure action level and the level of noise cannot be reduced efficiently by other means.

- Ensure that any area of the workplace where there is likely to be exposure to noise at or above an upper action level:

  - Is designated a hearing protection zone
  - Is demarcated and identified by means of the sign specified for the purpose indicating that ear protection must be worn, and
  - Has access to it restricted and no employees are allowed to enter that area unless wearing personal hearing protectors

Noise is measured in decibels (dB). An 'A-weighting' sometimes written as 'dB(A)', is used to measure average noise levels, and a 'C-weighting' or 'dB(C)', to measure peak, impact or explosive noises.

- Provide health surveillance where necessary.

- Provide employees with suitable and sufficient information, instruction and training if they are likely to be exposed to noise levels at or above a lower exposure action value.

1.2   The Regulations do not apply to:

- Members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;

- Low-level noise which is a nuisance but causes no risk of hearing damage

2.   GENERAL STATEMENT

2.1   Cheshire East Council (the Council) is committed to taking all reasonable steps to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The Council also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible.

2.2   The purpose of this policy is to provide guidance for managers and to assist them meeting their responsibilities as required by the Control of Noise at Work Regulations 2005.

3.   THE EFFECTS OF NOISE AT WORK

3.1   Noise at work can cause hearing loss which can be temporary or permanent. People often experience temporary deafness after leaving a noisy place but their hearing recovers within a few hours. Permanent hearing can be caused immediately by sudden, extremely loud, explosive noises such as can be caused by guns or cartridge operated machines. Usually, however, hearing loss is gradual due to prolonged exposure to noise. It may only be when the damage caused by noise over the years combines with hearing loss due to ageing that people realise how deaf they have become. Exposure to noise can also cause tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

4. RESPONSIBILITIES

4.1   It is the responsibility of each Service Manager to:

- Identify any work activities involving equipment which is potentially noisy and any working environments which are potentially noisy that exist in the areas under their control.

- Arrange for noise measurements to be carried out where a need to do so has been identified. The Corporate Health & Safety Team can undertake individual noise exposure measurements for employees on the request of managers or can recommend suitable external organisations to carry out workplace environmental noise assessments this task.

- Ensure that noise risk assessments are undertaken for all work activities in noisy areas or using noisy equipment, where the noise is liable to expose any employees to noise at or above a lower exposure action level. Any actions identified in the noise assessment as being required to reduce risk must be completed and the findings of these risk assessments must be communicated to the employees who may be affected by them. Service Managers can delegate this task to employees within their team if the employee is competent but it must be remembered that the Service Manager remains responsible for the risk assessment.

- Inform Human Resources of any new employees who will be regularly exposed to noise levels of 85dB(A)or higher so that they can be assessed as part of their pre employment medical before starting in their new role.

- Arrange appointments for employees with the Occupational Health Service provider any necessary.

- Refer any employee who reports signs of noise induced hearing loss to the Occupational Health Unit and to notify the Corporate Health & Safety Team of the referral.

4.2   It is the responsibility of the **Supervisors and Managers** to ensure that employees comply with the findings of the noise assessment and undertake tasks in a safe manner including wearing any necessary PPE and where appropriate in accordance with any method statements / safe systems of work which apply to the activity.

4.3   It is the responsibility of the **Human Resources Service** to maintain appropriate records of any testing carried out in the employee's personal file.

4.4   It is the responsibility of the **Corporate Health & Safety Team** to report any medically confirmed diagnosis of noise induced hearing loss to the Health and Safety Executive in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

4.5   It is the responsibility of **Employees** to comply with and use the measures provided under the Control Of Noise At Work Regulations 2005, including:

(a) Using any noise-control measures provided, such as exhaust silencers and machine enclosures, in accordance with instructions;

(b) Wearing hearing protection in accordance with instructions provided when exposed at or above a lower exposure action value (80 dB(A) or 135 dB(C) and at all times in areas marked as hearing protection zones;

(c) Taking care of any hearing protectors and noise-control equipment that they need to use;

(d) Following any working practices that are put into place

(e) Reporting, in accordance with procedures, any defect found in the hearing protectors or other protective measures provided or any difficulties in using them.

In addition, under the Health and Safety at Work etc Act 1974, employees are required generally to co-operate with their employer to enable the employer to carry out legal duties.

5.   NOISE MEASUREMENTS AND RISK ASSESSMENTS

5.1   The Corporate Health and Safety Team can arrange for individual noise exposure measurements for employees who work in of noisy areas, or with noisy processes and equipment, which have been identifed by audits or risk assessments, at the request of managers or following an Occupational Health Referral. Individual noise exposure measurements will also be undertaken where an employee is likely to be exposed to noise at or above the lower exposure action values – see Appendix 1 (NB: a person's daily noise exposure depends on both the level of noise that they are exposed to and the length of the exposure).

5.2   These measurements will be used by Service Managers as the basis for formulating noise risk assessments and for deciding on any action plans required for the implementation of any necessary remedial measures. Exposure measurements will be recorded and updated regularly, particularly when there are changes in work practice which result in changes to the noise exposure levels of employees. Guidance on what action needs to be taken is outlined in Appendix 2.

5.3   Noise risk assessments can be incorporated into the general task risk assessment for a work activity see example at appendix 3 or written as a specific risk assessment just for noise.

5.4 A specific noise risk assessment may be required where young persons (define) or less able personnel are involved in the task and must take into consideration their individual needs.

5.5 To get a rough estimate of whether a noise risk assessment is required managers could use the simple tests outlined in Table 1 below. Working in an environment of 80 dB for six hours will result in exposure at the lower exposure action value.

Table 1

Test	Probable noise level	A risk assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2 m away	85 dB	2 hours
You have to shout to talk to someone 1 m away	90 dB	45 minutes

L108 Controlling Noise At Work – HSE Guidance On The Control Of Noise At Work Regulations

6. REDUCTION OF NOISE EXPOSURE LEVELS

6.1 If any employee is likely to be exposed to noise at or above a lower exposure action value, then the Service Manager must carry out a specific noise risk assessment. The noise risk assessment must identify any measures which need to be taken in order to meet the requirements of the Control of Noise at Work Regulations. At this level the employer also has a duty to provide hearing protection to those employees who request it and to inform, instruct and train on the risks posed by exposure to noise and the control measures to be used.

6.2 If any employee is likely to be exposed to noise at or above an upper exposure action value, the Council shall reduce the exposure to as low a level as is reasonably practicable by establishing and implementing a programme of appropriate organisational and technical measures, other than the provision of personal hearing protectors.

6.3 The Council shall ensure that any area of the workplace where employees are likely to be exposed to noise at or above an upper exposure action value is designated a Hearing Protection Zone. Access to such a zone will restricted, all employees who enter the area being required to wear the appropriate hearing protection.

6.4 The Council will designate and mark out Hearing Protection Zones as necessary, which may include particular areas, operations or pieces of equipment. Signs used will comply with the Safety (Safety Signs and Signals) Regulations 1996 (see Figure 1 below). All personnel entering these zones will be required to wear ear protectors.
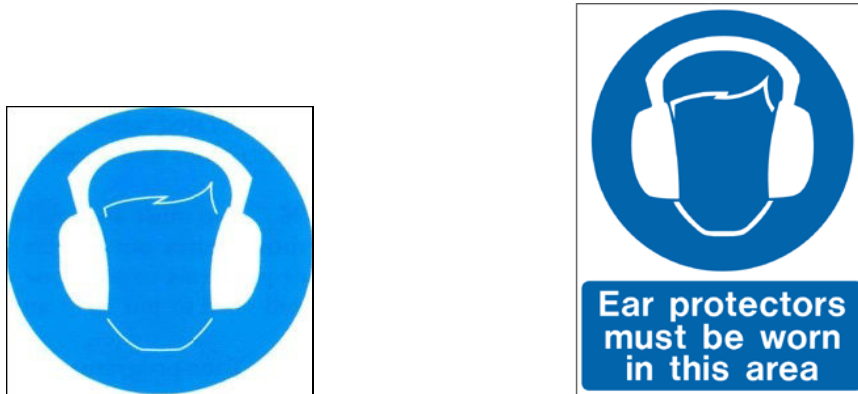
Figure 1 examples of hearing protection zone signs

7. HEALTH SURVEILLANCE

7.1 Health surveillance is a programme of systematic health checks to identify early signs and symptoms of work-related ill health and to allow action to be taken to prevent its progression. It is also useful in monitoring the effectiveness of controls, though it is not in itself a control measure or a substitute for controlling risk at source.

7.2 In the case of noise, all employees who are regularly exposed to noise levels of 85dB(A) or higher must be subject to health surveillance, including audiometric testing.   All such employees of the Council will be asked to attend an audiometric test with the Occupational Health Unit once a year. Any new employees who will be regularly exposed to noise levels of 85dB(A)or higher will also be assessed as part of their pre employment medical before starting in their new role. Where exposure is between 80dB and 85dB , or where employees are only occasionally exposed above the upper exposure action levels, health surveillance will only be required if information comes to light that an individual may be particularly sensitive to noise induced hearing loss.

7.3 If at any time between the routine checks, a member of staff notices any of the signs of hearing loss or tinnitus, they should report it to their Line Manager or Supervisor in order that referral to the Occupational Health unit can be organised and investigation of the equipment / work environment can be carried out.

8. PURCHASING OF NEW EQUIPMENT

8.1 Whenever new equipment is to be purchased, the supplier's noise emissions information should be checked in advance. Every reasonable effort should be made by the manager purchasing the equipment to ensure that equipment with the lowest noise levels, and best protection is obtained. Any second-hand equipment should also be assessed before being put into use.

9. MAINTENANCE OF EQUIPMENT

9.1   In order to minimise the deterioration of equipment which may result in increased noise, equipment should be inspected and serviced on a regular basis. As well as the machinery itself, any acoustic enclosures that have been installed as a noise reduction measure should also be regularly checked and maintained. Advice from the suppliers/manufacturers should be taken into account. Service Managers must ensure that records are kept of all maintenance/servicing of equipment.

9.2   Individual users must be made aware that if at any point they feel a machine is emitting increased level of noise, they must report it at the earliest opportunity so that further investigations can be made.

10. TRAINING

10.1 The Council will provide training to all relevant employees on noise at work. All employees who may be subject to high levels of noise must be made aware of the risks to which they may be exposed and the control measures to be used to avoid and/or control those risks. Where they are exposed above the lower exposure action values, they should be informed of :

- The likely noise exposure and the risk to hearing this noise creates
- The measures that the employer has put in place to control risks and exposures
- How to obtain hearing protection
- How to report defects in hearing protection and noise control equipment
- What their duties are under the Control if Noise at Work Regulations 2005
- How they can minimize any risks to their hearing by using the hearing protection provided properly, knowing when to use it, looking after it and storing it correctly
- The systems in place for health surveillance.

10.2 Once a noise assessment has been completed and controls identified the noise assessment must be communicated to the employees to whom it is applicable. This can be done as a "toolbox talk" or via formal training sessions. It is not sufficient to just hand out copies of the noise assessment.

11. MUSIC AND ENTERTAINMENT SECTORS

The music and entertainment sectors are now covered by the Control of Noise at Work Regulations 2005 and are defined in the regulations as all workplaces where:

- Live music is played
- Recorded music is played in a restaurant, bar, public house, discotheque or nightclub or alongside live music or a live dramatic or dance performance.

12. REFERENCES

12.1 In compiling this policy, the following documents have been referred to:

- HSE Guidance On The Control Of Noise At Work Regulations - L108 Controlling Noise At Work
- HSE IND(G) 362(rev1) noise at work – guidance for employers on the control of noise at work regulations 2005
- HSE (HSG) 260 Sound Advice – Control of noise at work in Music and entertainment.

13. EVALUATION AND REVIEW

13.1 This policy document shall be monitored, and reviewed biennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

APPENDIX 1 – EXPOSURE ACTION VALUES

From: HSE Guidance on the Control of Noise at Work Regulations - L108 Controlling Noise at Work

(1) The lower exposure action values are -
(a) a daily or weekly personal noise exposure of 80 dB (A-weighted); and
(b) a peak sound pressure of 135 dB (C-weighted).

(2) The upper exposure action values are -
(a) a daily or weekly personal noise exposure of 85 dB (A-weighted); and
(b) a peak sound pressure of 137 dB (C-weighted).

(3) The exposure limit values are -
(a) a daily or weekly personal noise exposure of 87 dB (A-weighted); and
(b) a peak sound pressure of 140 dB (C-weighted).

Noise is measured in decibels (dB). An 'A-weighting' sometimes written as 'dB(A)', is used to measure average noise levels, and a 'C-weighting' or 'dB(C)', to measure peak, impact or explosive noises.
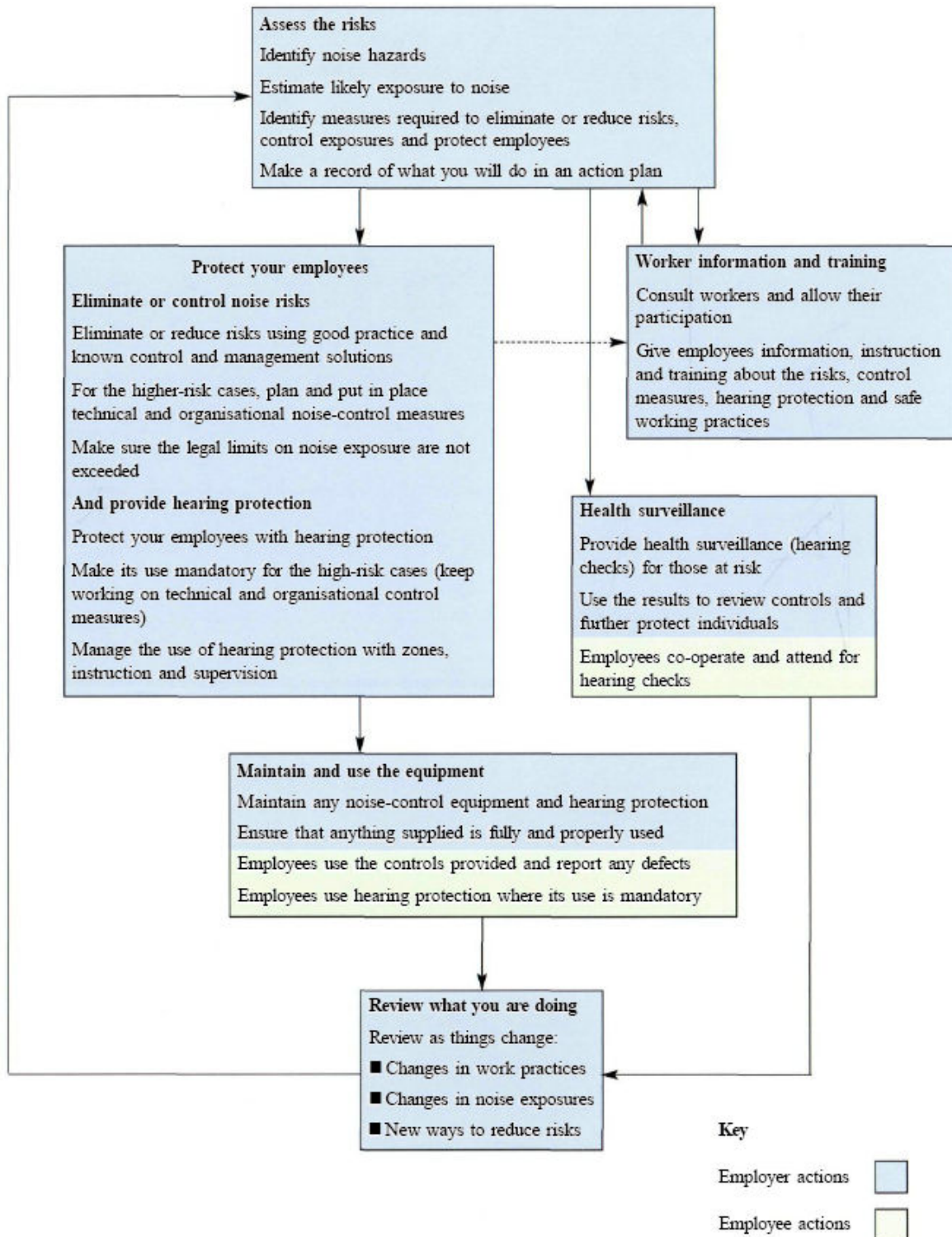
Some examples of typical noise levels are shown below. This shows that a quiet office may range from 40-50 dB, while a road drill can produce 100-110 dB.

From IND(G)362 (rev1) noise at work – guidance for employers on the control of noise at work regulations 2005

APPENDIX 2 – RISK MANAGEMENT FLOW CHART

From *HSE Guidance on the Control of Noise at Work Regulations - L108 Controlling Noise At Work*

Managing noise risks

Assess the risks

Identify noise hazards

Estimate likely exposure to noise

Identify measures required to eliminate or reduce risks, control exposures and protect employees

Make a record of what you will do in an action plan

Protect your employees

Eliminate or control noise risks

Eliminate or reduce risks using good practice and known control and management solutions

For the higher-risk cases, plan and put in place technical and organisational noise-control measures

Make sure the legal limits on noise exposure are not exceeded

And provide hearing protection

Protect your employees with hearing protection

Make its use mandatory for the high-risk cases (keep working on technical and organisational control measures)

Manage the use of hearing protection with zones, instruction and supervision

Worker information and training

Consult workers and allow their participation

Give employees information, instruction and training about the risks, control measures, hearing protection and safe working practices

Health surveillance

Provide health surveillance (hearing checks) for those at risk

Use the results to review controls and further protect individuals

Employees co-operate and attend for hearing checks

Maintain and use the equipment

Maintain any noise-control equipment and hearing protection

Ensure that anything supplied is fully and properly used

Employees use the controls provided and report any defects

Employees use hearing protection where its use is mandatory

Review what you are doing

Review as things change:

■ Changes in work practices

■ Changes in noise exposures

■ New ways to reduce risks

Key

Employer actions ☐

Employee actions ☐

APPENDIX 3 – SAMPLE RISK ASSESSMENT

Directorate:	Section:	Date of assessment:
Places	Waste and Recycling	01/11/09
Carried out by:	Job title:	Review date:
AN Other	Waste manager	1/11/10
Risk Assessment for:	Emptying of Glass and Cans at depot	

Page 1

No.	Task	Potential Hazard	Groups of People at Risk	Existing Control Measures	Risk Priority	Additional Controls Required to Minimise Risk
1	Emptying glass and cans from vehicles at the recycling yard	Noise	Waste operatives Visitors	• Recycling Yard Operative (RYO) have been issued with ear defenders • RYO will stop operation if unauthorised person approaches / is seen • Site rules on gate indicating no unauthorised entry	H	• Undertake individual noise assessments for recycling yard operatives to ensure PPE is adequate. • Refer RYO to OHU for annual hearing screening
		Sharps / Flying glass		• 1 Fork Lift Truck is fully enclosed with Perspex • 1 Fork Lift Truck is partially enclosed • RYO issued with eye protection • RYO wear standard issue trousers. • Recycling yard operative will stop operation if unauthorised person approaches / is seen indicating no unauthorised entry • Yard is permanently manned • Contractors by appointment only		

RISK PRIORITY HIGH ,MED OR LOW	HIGH; accident likely with possibility of causing serious injury or loss MEDIUM: possibility of accident causing minor injury or loss LOW; accident unlikely with control measures in place

Cheshire East Council

Directorate:	Section:	Date of assessment:
Places	Waste and Recycling	01/11/09
Carried out by:	Job title:	Review date:
AN Other	Waste manager	1/11/10
Risk Assessment for:	Emptying of Glass and Cans at depot	

RISK ASSESSMENT CONTINUED – FOLLOW UP ACTIONS

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Action Completed (Signed & Dated)
1	Noise	Undertake individual noise assessments for recycling yard operatives to ensure PPE is adequate.	CH&S	01/12/09	
2	Noise	Refer RYO to OHU for annual hearing screening	AN Other	01/12/09	

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HEALTH AND SAFETY POLICY

Document No:	Issue No: Issue 1	Issue Date: December 2009	Responsibility / owner: Corporate Health & Safety
		Review Date: April 2010	

Title: THE PREVENTION AND MANAGEMENT OF OCCUPATIONAL EXPOSURE TO BLOOD, BODY FLUIDS & BLOOD-BORNE VIRUSES

CONTENTS

Prepared by: B. MacArthur-Williams	Approved for Issue by: Corporate Health & Safety Forum

1.0 INTRODUCTION

1.1 Under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, employers have a legal duty to protect the health of their employees and anyone else (e.g. contractors, visitors and members of the public) who may be affected by the work that they carry out or who may be on the premises at any time.

2.0 LEGISLATION

2.1 Specific legislation on the hazards that may arise due to working with biological agents such as blood or body fluids, is contained in the Control of Substances Hazardous to Health Regulations (COSHH). The COSHH Regulations require employers to assess the risk of infection to employees and others who may be affected by their work and, when the risk is known, implement suitable measures to protect their health. Employees should also be given adequate information, instruction and training on any risks to their health which might arise from their work.

3.0 BLOOD BORNE VIRUSES - DEFINITION

3.1 Blood-borne viruses (BBVs) are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

3.2 The main BBVs of concern are:
- Hepatitis B virus (HBV), Hepatitis C virus and Hepatitis D virus, which all cause Hepatitis (a disease of the liver)
- Human immunodeficiency virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS) - which affects the immune system of the body

3.3 These viruses can also be found in body fluids other than blood, for example:
- semen, vaginal secretions and breast milk
- other body fluids or materials such as urine, faeces, saliva, sputum, sweat, tears and vomit carry a minimal risk of BBV infection, unless they are contaminated with blood.

NB: Care should still be taken as the presence of blood is not always obvious.

4.0   HOW BBVS ARE SPREAD IN THE WORKPLACE

4.1   The risk of infection by blood or body fluids is low for the majority of occupations, as direct contact with blood or body fluids does not occur regularly. The nature of the exposure is of crucial importance when deciding on the likelihood of infection occurring and not all exposures will result in infection. BBVs are mainly transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood. They may also be transmitted sexually.

4.2   In the workplace, exposure can happen through accidental contamination with infected blood or body fluids by a sharp instrument, such as a needle or broken glass. Infection may also spread if open wounds, skin abrasions, patches of eczema or the eyes (via splashes) become exposed to infected blood or body fluids

5.0   EMPLOYERS' RESPONSIBILITIES

5.1   Managers are responsible for consulting their employees and safety representatives on the risks identified for working with BBVs (see 6.0) and the measures needed to prevent or control these risks (see 7.0). This should be documented as a risk assessment.

6.0   ASSESSING THE RISK

6.1   It is the Manager's responsibility to ensure that a risk assessment is undertaken when an employee will regularly work in an environment where contact with a blood borne virus is known or suspected. The steps that need to be taken in order to assess the risk of infection are as follows:

   a)   Identify the hazards – establish where blood or body fluids may be present in the working environment. The main microbiological risks that may be present are listed at 3.2. For the definition of a 'sharp' and for typical locations where discarded hypodermic needles have been found, see Appendix 1

   b)   Decide who might be harmed and how – find out which employees and others may be exposed to blood or body fluids and how this might occur. Exposure could occur through dealing with accidents or through cleaning up after an accident. For a list of the types of work where there may be a risk of contact with blood or body fluids, see Appendix 2

   c)   Assess - how likely it is that exposure to any blood or body fluid could cause ill health and decide if existing precautions are adequate or whether further measures need to be taken. Consider factors such as:

      i)   The frequency and scale of contact with blood or body fluids

ii)   The size of the population with which contact is made

iii)   Any existing information on injuries reported in the workplace

iv)   The quality of the control measures used

d) <u>Record </u>the findings

e) <u>Review </u>the risk assessment and revise it, if necessary

7.0   PREVENTING OR CONTROLLING THE RISK

7.1   Specific procedures to be followed in the workplace include Dealing with a Blood / Body Fluid Spillage (Appendix 3); Collection of Sharps / Needles (Appendix 4) and Personal Protective Equipment (Appendix 5)

7.2   There are basic precautions that employees should observe whenever there is a risk of contact with blood or body fluids. Employees can help to protect themselves by following safe working practices – such as carefully assessing every situation and remembering to:

a) Never eat, drink, smoke or apply cosmetics in working areas where there is a risk of contamination

b) Avoid working practices that could result in them receiving puncture wounds, cuts or abrasions, particularly in the presence of blood or body fluids

c) Where possible, avoid the use of, or exposure to, sharps such as needles, glass, metal etc, or if unavoidable take care in handling and disposal

d) Ensure that all breaks in any exposed skin are covered with waterproof dressings and that the appropriate gloves are worn

e) Protect the eyes and mouth by using appropriate personal protective equipment – such as goggles and mask, or face visor, where splashing is possible

f) Avoid contamination by using water-resistant protective clothing

g) Wear rubber boots or plastic disposable overshoes when the floor is likely to be contaminated

h) Use good basic hygiene practices such as washing their hands

i) Control the contamination of surfaces by containment and by using the appropriate decontamination procedures (Appendices 4 and 5)

j) Dispose of contaminated waste safely (Appendices 4 and 5)

k) Employees should also refer to any method statements that have been drawn up for the procedures that are carried out in their particular area of work and should ask for help from their manager/supervisor if they be unsure of how to deal with a particular situation

8.0 EMPLOYEES DUTIES

8.1 Employees have a legal duty to take care of their both own health and safety and that of others affected by their actions. Employees must make full use of any control measures put into place by the employer and should co-operate with the employer so that the employer can comply with any legal duties placed upon them

8.2 Individuals with a BBV should be able to work normally unless they become ill and are no longer fit enough to do their job. If they do become ill they should be treated in the same way as anyone else with a long term illness.

8.3 If an employee is known to have a BBV then this information is strictly confidential and must not be passed on to anybody else without the employee's permission. Generally there is no legal obligation on employees to disclose that they have a blood borne virus.

9.0 IMMUNISATION

9.1 The need for vaccination will depend on the risk of exposure and is determined by undertaking a risk assessment. Medical advice from the Council's Occupational Health Unit may be sought when carrying out a risk assessment (01244 973388).

9.2 Where an employee regularly deals with blood or blood borne products then vaccination will be given. For example – an employee in regular contact with needles / sharps (and their disposal) will be eligible for vaccination, as will an employee who works with Special Needs young people who bite their carers. Employees who will not require vaccination include Refuse Collectors and lone workers. If vaccination is appropriate, this will be offered, at the Council's cost, through the Occupational Health provider.

9.3 It should be noted that if vaccination is deemed to be necessary as a result of the risk assessment, then this measure should only be viewed as being a supplement to the other control measures that will also be necessary.

10.0 DECONTAMINATION PROCEDURES

10.1 Decontamination procedures are detailed in Appendices 3 - 4. The Human Immunodeficiency Virus (HIV) causes Acquired Immune Deficiency Syndrome (AIDS) which affects the immune system of the body. HIV can remain infectious in dried blood and liquid blood for several hours and the Hepatitis B virus can remain active for even longer. The following of appropriate decontamination procedures is therefore vitally important should an employee find areas or equipment contaminated with blood or body fluids.

11.0 WASTE DISPOSAL

11.1 A risk assessment should be carried out on any waste that arises. Certain waste is classified as clinical waste and as such must be collected, stored and disposed of in the correct manner. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharp instruments, which, unless made safe, could present a hazard to any persons coming into contact with them. The procedures to be followed are laid down in Appendices 3 and 4.

11.2 Human hygiene waste which is generated in places like schools, offices and factories (as well as in the home) is generally assumed not to be clinical waste as the risk of infection is no greater than that for domestic waste. However, those carrying out the risk assessment may have local knowledge which means they cannot make this assumption.

12.0 REPORTING INCIDENTS

12.1 Any incidents involving possible infection from contact with blood or body fluids must be reported by the employee to their manager / supervisor and an Accident / Incident Report Form completed. A copy should be forwarded to the Corporate Health & Safety Team in order that a centralised record of the incident is maintained and so that any necessary notifications to the HSE can be made.

12.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) place legal duties on the Council to report certain incidents and dangerous occurrences to the Health & Safety Executive. Incidents such as a puncture wound from a needle known to contain blood contaminated with a blood borne virus should be reported as a dangerous occurrence. Further information can be found at www.hse.gov.uk/riddor.

13.0 ACTION TO BE TAKEN AFTER POSSIBLE INFECTION WITH A BLOOD BORNE VIRUS

13.1 If an employee is contaminated with blood or other body fluids then they should take the following action without delay:

- Wash any splashes off their skin with soap and running water

- If the skin is broken or punctured, encourage the wound to bleed (**do not** suck the wound) and rinse thoroughly under running water

- Wash out any splashes to the eyes using tap water or an eye wash bottle and any splashes to the nose or mouth with plenty of tap water – do not swallow the water

- Record the source of contamination

- **CONTACT THE OCCHUPATOINAL HEALTH UNIT IMMEDIATELY.** The employee will be advised to either visit an Occupational Health clinic local to their location, visit their GP as an emergency case, or to attend the local accident and emergency centre promptly - for advice and any treatment that may be necessary. This is particularly important in the case of needle stick injuries or where contact has been made with open wounds.

- Report the incident to their supervisor / manager

13.2 Prompt medical advice is important. The circumstances of the incident will need to be assessed and consideration given as to any medical treatment that may be required. Treatment may be necessary following infection with a blood borne virus but in order to be effective it must be started quickly.

14.0 FIRST AIDERS

14.1 The risk of a first aider being infected with a BBV while carrying out their duties is small. There has been no recorded case of HIV or the HBV being passed on during mouth-to-mouth resuscitation. The following precautions can be taken to reduce the risk of infection:

- Cover any cuts or grazes on the skin with a waterproof dressing

- Wear suitable disposable gloves when dealing with blood or any other body fluids

- Use suitable eye protection and a disposable plastic apron where splashing is possible

- Use devices such as face shields when giving mouth-to-mouth resuscitation, but only if training has been received in how to use them

- Wash hands after each procedure

14.2 It is not normally necessary for first aiders in the workplace to be immunised against HBV, unless the risk assessment indicates that it is appropriate.

15.0 TRAINING

15.1 All employees who are likely to be regularly exposed to blood and body fluids (and Supervisors of users) should receive information, instruction and training in dealing with the hazards arising from exposure to blood and body fluids and to blood borne viruses.

15.2 This includes understanding what the hazards, knowing the types of work where exposure to BBVs may occur and how they are spread; the type of personal protective equipment which should be worn when dealing with blood and body fluids and the action to take after possible infection from a BBV.

15.2 Training / refresher training should be run on a regular basis and records of attendance should be kept on each employee's personal file.

16.0 EVALUATION AND REVIEW

16.1 This policy shall be monitored and reviewed biennially to evaluate its effectiveness. The document shall be revised as necessary, and in light of such evaluation.

17.0 REFERENCES

- Blood Borne Viruses in the Workplace – Guidance for Employers and Employees INDG342 HSE.

- Needlestick Injuries – Local Government and Entertainment Services National Interest Group sheet no 1.

- Control of Substances Hazardous to Health Regulations 2002 (as amended)

END OF POLICY

APPENDIX 6

APPENDIX 1

SHARPS

A 'sharp' is defined as anything that can puncture the skin. Examples include hypodermic needles, syringes attached to hypodermic needles, razors, blades, scissors, ampoules, glass shards, sharp bones and teeth.

A used or contaminated sharp is any sharp that may be contaminated with blood or other body substances (British Medical Association 1995). Sharps can also be contaminated with medicines, chemicals and other substances.

A penetrating injury with a used sharp can facilitate the transmission of a wide range of diseases, the most significant being HIV, Hepatitis B and Hepatitis C. As it is not possible to be certain which micro-organism may be present in any body substances, it is important that employees exercise extreme caution at all times when handling used sharps.

Possible locations where hypodermic needles may be found

- Toilets (including waste bins)
- Litter bins
- Refuse sacks
- Temporary accommodation (settees, mattresses, rubbish)
- Disused / vacated buildings
- Parks
- Lift shafts
- Stolen cars / abandoned vehicles
- Sewers, gullies
- School playing areas
- Post boxes
- Bedding, clothing
- Concealed on person
- Public playgrounds
- Shrubberies

END OF APPENDIX 1

APPENDIX 6

APPENDIX 2

TYPES OF WORK WHERE THERE MAY BE CONTACT WITH BLOOD / BODY FLUIDS

- Residential services (centres /homes)
- Education
- Embalming and crematorium work
- First aid
- Local authority services:
  - Street cleaning
  - Park maintenance
  - Refuse collection and recycling
  - Public lavatory maintenance
- Needle exchange services
- Health care
- Plumbing
- Sewage processing
- Vehicle recovery and repair
- Emergency services
- Hairdressing and beauticians work
- Social services
- Laboratory work (e.g.: in schools)

END OF APPENDIX 2

BLOOD / BODY FLUID SPILLAGE

A 'spillage' is defined as an uncontained escape of blood or body fluids. This method of working should be adopted for dealing with spillages on premises owned, leased or occupied by the Council.

Spillages of blood or body fluids can present a potential cross infection hazard. Some micro-organisms can survive in blood and body fluid spillages for a significant period of time. Spillages should be dealt with immediately following the methods outlined below. Managers must ensure that all staff working in areas where there is a potential for the escape of blood or body fluids have knowledge of the contents of these guidance notes and have access to the equipment listed below.

The equipment required in dealing with spillages of blood and body fluids is as follows:

- Disposable plastic aprons and non-sterile vinyl gloves. If splashes are likely then further protective clothing will be required e.g. face visors or goggles and a face mask;

- Disposable cloth or paper towels and a yellow clinical waste plastic sack;

- A chlorine releasing disinfectant e.g. Titan Sanitizer powder or Sodium Hypochlorite liquid (bleach).

Each area should store these items together as a body fluids spillage kit and all staff should be aware of its location.

Other items such as bowls, buckets and mops may also be required, to assist in rinsing an area after a spillage has been dealt with.

Procedure

1. Isolate the infected area and inform the relevant manager/supervisor. Where the spillage occurs in a building then, where possible, open the windows and doors to provide a well ventilated area in order to facilitate decontamination of the spillage. When necessary, make arrangements to contain the spillage.

2. Wear disposable gloves and apron and consider the use of face masks when dealing with highly infectious waste.

3. If the spillage is on an impervious surface (e.g. a non carpeted floor), pour Titan Sanitizer powder on to spillage. If using sodium hypochlorite (bleach) which is a liquid, then cover the spillage with disposable paper towels in order to contain the spillage, before pouring the liquid onto

the spillage in accordance with the instructions on the bottle. Granules can be used as an alternative. Keep the disinfectant away from skin, metal and soft furnishings. Allow a contact time of 5 minutes.

4.   Cover the spillage with paper towels to soak up excess and contain the contamination. Collect the material into a yellow plastic sack, seal and dispose of into the clinical waste stream.

5.   After removing as much material as possible, wash the surface using hot water and detergent. If outside e.g. in a court yard, hose the area so that the spillage waste will drain into the nearest drain. Take care to avoid splashing.

6.   Disinfect using an appropriate cleaner (e.g. sodium hypochlorite diluted one in ten with water, for impermeable surfaces). Ensure that all vertical surfaces nearby are also cleaned. In food preparation areas, use a hypochlorite that releases 500ppm of available chlorine. Wash any curtains or other materials in a hot wash. Shampoo or steam clean carpets using a carpet cleaning machine.

7.   Use paper towels to dry the area and dispose of the towels.

8.   The manager/supervisor/lavatory attendant (public lavatories only) should inspect the area and declare the area open when they are satisfied that it has been appropriately cleaned and dried.

9.   Any mops or other cleaning equipment used should be washed in hot water and detergent then rinsed thoroughly before soaking in a one in ten solution of sodium hypochlorite for 20 minutes. Take care to avoid splashing.

When using the above procedure in a poolside area, care must be taken to ensure that no waste enters the pool. Where any bodily materials or fluids have entered the pool water then the appropriate operating procedure to deal with such events should be initiated.

Where proprietary spillage kits are used for small spillages then the manufacturers instructions should be followed.

NB:
Never use chlorine releasing agents i.e. Titan sanitiser or sodium hypochlorite on urine spills as toxic fumes may be released.

Never use chlorine releasing agents i.e. Titan sanitiser or sodium hypochlorite on a carpets or fabric furnishings - the chlorine will remove the colour from the fabric.

END OF APPENDIX 3

COLLECTING NEEDLES / SHARPS

1. Where a member of staff discovers any needles or sharps they should cover them if necessary and inform their supervisor/manager.

2. The supervisor / manager will ensure that a trained member of staff collects a sharps kit i.e. anti-syringe gloves (where required), collecting tool and approved sharps disposal box. If there are no trained members of staff present on site with the appropriate equipment, then Street Cleansing will come out and clear up the sharps/needles. Supervisors can be contacted as follows:

   - Crewe: 01270 537842 (or 07809586125 if out of hours)
   - Congleton: 01270 529590
   - Macclesfield: 01625 500500

3. The lid of the sharps disposal box should be opened before attempting disposal and the operative should ensure that their non-dominant hand is kept away from the aperture during disposal.

4. Where required, the operative should put on the anti-syringe gloves and then, using the collecting tool, place the sharp/needle into the sharps disposal box. **NB:** SHARPS/NEEDLES SHOULD NEVER BE PICKED UP USING THE FINGERS.

5. Between uses the aperture on the box should be closed to avoid accidental spillages.

6. Containers should be changed on a regular basis, when the contents become malodorous or when the contents reach the fill line (at ¾ full). The container should be locked following the manufacturers instructions. Once the container is locked it should be labelled in permanent ink with the date and name and the signature of the person locking it.

7. When a sharps disposal box is full or otherwise ready for disposal, the relevant Street Cleansing Supervisor (at 2 above) should be contacted in order for the box to be disposed of correctly.

8. Sharps containers must not be left unguarded in vehicles for reasons of public safety. The total time that containers are held in vehicles should be kept to a minimum as the heat in the car can soften the containers plastic.

9. Staff who are based in offices must keep their sharps containers in safe, secure, locked areas away from the public. Containers should be stored upright and should not be stored on crowded desks, on the floor or on the tops of filing cabinets.

10. Staff transporting sharps containers to secondary storage or for incineration must wear heavy duty gloves and closed robust footwear. They must check that the containers are locked and safely assembled before attempting to remove them. Unlabelled containers must not be taken. Staff must be informed that the containers require labelling.

11. Containers should be carried by the handle only and held away from the body.

12. Staff should never carry more than one container in each hand.

13. All staff handling clinical waste are strongly advised to be vaccinated against Hepatitis B.

14. All adverse incidents involving sharps/needles should be reported immediately to the relevant supervisor/manager and an accident/incident form completed.

DEALING WITH A MAJOR SPILLAGE OF USED SHARPS

1. Where there is a danger that there may be a major spillage of used sharps, e.g. if the contents of a sharps box are accidentally spilt, then managers must ensure that the areas concerned have access to the following equipment in order to deal with such a spillage:

   - Anti-syringe gloves (in a range of sizes if needed)
   - Dust pan
   - Rigid piece of straight edged cardboard or plastic
   - A spare sharps container (assembled)
   - A sharps container larger than the one in use in the area (unassembled). The container must be large enough to place the type of sharps containers used in that area inside it

   These items should be stored together as a clearly marked sharps spillage kit. Managers must ensure that staff have access to it all times and are aware of its location.

2. For a major spillage of sharps, the following procedure must be followed:

   (a) A member of staff should stay by the spillage and clear the area of other personnel.

   (b) The Senior Manager available should be informed and should take charge of the situation.

   (c) The Senior Manager should ensure that the sharps spillage kit is available or, if there is no kit present or there are no trained

personnel available, then the Street Cleansing Supervisor (as detailed at no. 2 on page 13) should be contacted and they will come out to clear up the sharps.

(d) Wearing Anti-syringe gloves, the trained employee collecting the sharps, should gently ease the loose sharps onto the dustpan using the rigid piece of cardboard or plastic. These should then be carefully placed in the spare sharps container. This procedure must be carried out with extreme caution. Care should be taken not to come into contact with the floor e.g. by kneeling on it as there may be a possibility of contamination or of kneeling/sitting on a used sharp.

(e) If a sharps container has been over-filled and cannot be closed, items must not be retrieved from it. Instead it should be placed in the larger unassembled container in the sharps spillage kit. The outer container should then be carefully assembled and locked. It is advised that anti-syringe gloves are worn for this.

END OF APPENDIX 4

PERSONAL PROTECTIVE EQUIPMENT

Gloves

1. Where a risk assessment has identified that there is a risk of coming into contact with hypodermic needles or other sharp objects e.g. when investigating loose bags full of rubbish or when collecting sharps from areas such as shrubberies, then anti-syringe gloves must be worn.

2. Where the risk assessment has identified that there is a risk of contact with blood or body fluids then medical gloves should be worn. The gloves should be worn as a single use item and put on immediately before carrying out the activity and then removed as soon as the activity is complete. They should then be disposed of as clinical waste.

3. Powdered latex gloves should not be worn as some individuals can have an allergic reaction to them. Nitrile or vinyl gloves all provide an alternative to powdered latex gloves.

4. Medical gloves should not be worn longer than is necessary as this may increase skin irritation.

5. After removing protective gloves the hands should always be washed.

Aprons

1. Where there is a risk of splashing with body fluids then as well as medical gloves, disposable plastic aprons should be worn. Aprons should be stored clean and dry and be readily accessible. They should be worn as single use items and should be discarded promptly at the end of the task and treated as clinical waste. The hands should then be washed.

Facial Protection

1. In the unlikely event of there being a risk of splashing then facial protection that covers the eyes, nose and mouth and that prevents lateral as well as direct splashing must be worn.

2. Separate face masks and goggles or all-in-one visors should be stored and available for use. Face masks should be close fitting, moisture repellent and filter particles of 1-5 microns in size. Face masks should be disposed of after use and any goggles or visors used decontaminated. The hands should be washed after handling used protective equipment.

Footwear

1. In areas where body fluids or sharp items are likely to be present staff must wear wipeable, closed, robust footwear. Plastic disposable overshoes can also be used where the floor is likely to be contaminated.

2. If fabric parts of footwear become contaminated e.g. the inner lining of a boot then the footwear must not be re-used and should be disposed of as clinical waste.

3. Always wash the hands after handling protective footwear.

END OF APPENDIX 5

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HEALTH AND SAFETY POLICY

Document Ref:	Issue No:	Issue Date: 04/11/09	Responsibility/Owner:
	DRAFT 1	Review Date:	CORPORATE HEALTH AND SAFETY

Title:
Driving Minibuses

CONTENTS

Prepared by: Amanda Sherratt Andrea Gray	Approved for Issue by: Health and Safety Committee

REVISIONS

Issue Number	Date Issued	Revision /Change

Cheshire East Council

Driving Minibuses

1.0   INTRODUCTION

As an employer, Cheshire East Borough Council has to comply with a number of general and specific duties to protect the health, safety and well being of both its employees and those who may be affected by its activities. These duties are set out in section 2 of the Health and Safety at Work etc Act 1974 and in the Management of Health and Safety at Work Regulations 1999. The Council is required to:

- Lay down safe systems of work.
- Provide a safe workplace.
- Provide safe plant and equipment.

The Council therefore has a duty to ensure the safety of:

- all employees whose job involves the transportation of people (e.g. those employees driving Social Services minibuses and school buses)
- all passengers carried
- any other persons who may be affected by the operation of the vehicles concerned.

In order to comply with these responsibilities the Council will have to:

- Investigate the competence of the employee.
- Provide safe systems of work, even when in transit.
- Examine the fitness for purpose of all minibuses operated by Council employees or other authorised persons on its behalf.

In addition, under the Management of Health and Safety at Work Regulations 1999, the Council must assess the risks to employees and other person such as passengers and ensure that effective planning, organisation, control, monitoring and review systems are in place.

Other transport related legislation that may be relevant when investigating minibus driving activities includes:

- Road Traffic Acts 1988 and 1991
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007
- Provision and Use of Work Equipment Regulations 1998
- Transport Act 2000

Where transporting hazardous loads, then additional legislation such as the Control of Substances Hazardous to Health Regulations 2002 may also apply.

This policy supplements Cheshire East Council's policy 'Driving at Work' and outlines the health, safety and licensing requirements for the operation of minibuses by employees and non-employees on behalf of Cheshire East Council.

2.0   POLICY STATEMENT

The Council recognises that there are specific risks such as those related to driver competence, fitness of vehicle for purpose, shift working and hours worked, lone working and the nature of the goods being transported that may arise when driving motor vehicles. The Council is therefore committed to developing, implementing, and maintaining all reasonable measures to protect the health and safety of those driving on Council business and those who may be affected by the activities of the Council.

This policy is a supplement to the Cheshire East Council policy 'Driving at Work' and outlines the health, safety and licensing requirements for the operation of minibuses by employees and other authorised persons on behalf of Cheshire East Council. It should be noted that this policy **does not** cover the legal requirements for driving a minibus which has nine or more passenger carrying seats for **hire and reward**, this normally requiring the driver to have passenger vehicle entitlement (PCV) (category D1 0r D). To obtain this, the driver must meet higher medical standards and take a further driving test. For additional details of relevant legal requirements, please see Appendix 1.

3.0   ARRANGEMENTS

3.1   Definitions

The following definitions apply in this policy:

Minibus	A vehicle which is adapted to carry more than 8 but not more than 16 passengers
a)	Driver Includes all persons who drive minibuses for or on behalf of Cheshire East Council. (All minibus drivers must be age 21 or over *with at least 2 years of regular driving experience as a qualified driver*;). Drivers over 70 years of age may drive a minibus subject to a medical examination / report.
Existing driver	Drivers who passed their test for car entitlement before January 1st 1997. These drivers retain significant rights to drive small buses including the use of trailers over 750kg until their licence expires. On a licence issued since 1990 and before 1997, these are shown as B, B+E, C1, C1 +E (restriction 7) D1 (restriction 1), D1 + E (restriction 1). The restriction numbers are different on any licence issued from 1997 onwards.
New driver	Drivers who passed their first test from January 1st 1997 onwards. On any new licence, only a category B entitlement will appear
Employee	A person who is employed either full time or part-time on a temporary or permanent contract with Cheshire East Council (or a school governing body in the case of teachers in Aided or Foundation schools)

Non-employee   A person who is <u>NOT</u> employed either full time or part-time on a temporary or permanent contract with Cheshire East Council (or a school governing body in the case of teachers in Aided or Foundation schools) and who acts on a voluntary basis i.e. receives no payment or consideration for driving the vehicle other than out of pocket expenses

PSV   Means Public Service Vehicle. PSV entitlement is the qualification gained when a further test is passed to drive buses and coaches (D1 unrestricted)

Minibus permit   These are permits (issued by Cheshire East Council – Integrated Transport Service) to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community. The services must be provided for their own members or for groups of people whom the organisation serves.

DVLA   Driver and Vehicle Licensing Agency

3.2 <u>Training / Assessment</u>

All drivers who wish to drive a minibus must attend an approved driver assessment course. This will normally be the Cheshire Minibus Driver Assessment Scheme [CMDAS]. Other minibus driver assessment schemes, such as the Community Transport Association [CTA] Minibus Driver Assessment Scheme [MIDAS], may also be acceptable. Drivers are advised to contact Cheshire East Road Safety Unit for advice before driving a minibus or to arrange attendance on the Cheshire scheme

3.3 <u>Existing Drivers – Employees</u>

Existing drivers who are employees may drive a minibus if the following conditions are met:

- The minibus has a minibus permit (if the passengers are being charged). [*Note 1. "Being charged" includes payment in cash or kind which confers a right to travel e.g. membership fees, subscription charges, collections and the like*].

- The driver has attended the minibus driver assessment course and passed the practical assessment

- The minibus is not being taken abroad

If the minibus does not have a minibus permit, drivers must obtain a PSV licence if passengers are being charged

3.4 <u>Existing drivers – non employees</u>

Existing drivers who are non-employees may drive a minibus if the following conditions are met:

- The minibus has a minibus permit (if the passengers are being charged [*see Note 1 above*])

- The driver has attended the minibus driver assessment course and passed the practical assessment

- The minibus is not being taken abroad

- The driver is not receiving any payment for driving the minibus

3.5 New drivers – employees

New drivers who are employees may drive a minibus if the following conditions are met:

- The minibus has a minibus permit (if the passengers are being charged [*see Note 1 above*])

- The driver has category D1 on their licence

- The driver has attended the minibus driver assessment course and passed the practical assessment

- The minibus is not being taken abroad

- The driver has held a full car licence for at least 2 years

- Trailers above 750kg (max authorised mass) are not being towed

If the minibus does not have a minibus permit, drivers must obtain a PSV licence (Category D1 unrestricted) if passengers are being charged [*see Note 1 above*]

3.6 New drivers – non employees

New drivers who are non employees may drive a minibus if the following conditions are met:

- The driver has attended the minibus driver assessment course and passed the practical assessment

- The minibus has a minibus permit (if the passengers are being charged [*see Note 1 above*])

- The minibus is not being taken abroad

- The driver has held a full car licence for at least 2 years

- The minibus does not weigh more than 3.5 tonnes

- Trailers are not being towed

- The driver is not receiving any payment or consideration for driving the minibus other than out of pocket expenses

3.7 Category D or D1 test

Any driver who has passed the D or D1 category test has additional entitlement to drive a minibus

3.8 <u>Minibus permits</u>

All establishments who operate a minibus should apply to Integrated Transport for a minibus permit. This allows the operator to charge the passengers for it's use to cover the running costs. If minibus operators are unsure about whether a permit is needed they should phone Integrated Transport on *01606 271721*

3.9 <u>Partner organisations</u>

Those who manage minibuses must ensure that partner organisations using Cheshire East Council minibuses have a minibus permit if passengers are being charged.

4.0 <u>POLICY REVIEW</u>

This policy shall be reviewed as and when necessary, but in any event , a formal review will take place by the 31st December 2010.

5.0 <u>REFERENCES</u>

Driver and Vehicle Licensing Agency (DVLA) Information sheet INF28 *Driving a Minibus*

Driver and Vehicle Licensing Agency (DVLA) Information sheet D100 *What you need to know about Driving Licences. Also* website www.dvla.gov.uk *Drivers Information page http://www.dvla.gov.uk/drivers/drvmbus.htm*

Community Transport Association (CTA) *Driver Licensing for Minibuses* (Rev 2003)

Vehicle Operator Services Agency (VOSA) *Passenger transport provided by voluntary groups under the Section 19 or 22 permit system – Guide for Operators*

APPENDIX 1

MINIBUS DRIVING LICENCE – LEGAL REQUIREMENTS

Before driving a minibus you must ensure that you hold a valid driving licence. The information below is a guide to the various categories of licence and any restrictions attached.

a)   **Category B (Car)**

This entitles you to drive a minibus in the UK provided the following conditions apply:

    i.   You are driving on a voluntary basis (see below for the definition of 'voluntary').
    ii.   You are driving on behalf of a non-commercial body or for social purposes.
    iii.   You are not driving for Hire and Reward – this encompasses any payment in cash or kind by (or on behalf of) passengers which gives them a right to be carried, unless operating under a minibus permit – see below for further details.
    iv.   You are aged 21 or over and have held a category B licence for at least 2 years.
    v.   The maximum weight of the vehicle is not more than 3.5 tonnes (4.25 tonnes for a wheelchair accessible vehicle)
    vi.   You may not tow a trailer
    vii.   Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.

b)   **Category D1 (Minibus) Restricted**

This is defined by the numbers 1 or 101 on your licence. This category was granted to drivers who passed their car test before 1st January 1997 and gives entitlement to drive a minibus, provided it is not being used for Hire and Reward i.e. drivers with this category can drive both socially or on behalf of an employer provided passengers are not being charged (see iii above). Medical conditions as detailed in vii above also apply.

c)   **Category D1 (minibus)**

This covers minibuses for all use, including 'Hire and Reward' operations.

d)   **Category D (Bus, coach and minibus)**

This covers buses, coaches, and minibuses for all use, including 'Hire and Reward' operations.

Note – to obtain either a full category D1 or D licence, you must have passed and additional test to that for your car.

e)   **Driving minibuses abroad**

A category B licence is not valid when driving abroad which means that you cannot drive under any circumstances. Category D1 Restricted is valid provided that you are not driving for 'Hire and Reward' – there are no exemptions.

If passengers are being charged in any way that confers a right to travel, drivers must hold a full category D or D1 licence. Furthermore, all drivers must comply with EU Drivers Hours

Regulations and use a Tachograph to record all periods of driving, rest and other work related duties.

f) **Minibus Permits**

These permits can be issued by Cheshire East Council to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community. The services must be provided for the organisation's own members or for groups of people whom the organisation serves.

The permit allows the organisation to charge its passengers (Hire and Reward) but only cover or contribute towards the cost of running the vehicle. There must be no element of profit.

g) **Voluntary Drivers**

The Department of Transport has published guidelines on the incidental driving of minibuses, with reference to teachers driving a school minibus as an example. While not being a ruling in law, the guidelines make the following points with regard to a category B licence holder:

i. **Is the organisation a non-commercial body?** In general, whether a school is a non-commercial body or not will depend on its status. It may be that some independent schools which lack charitable status could be considered to be commercial bodies. It is recommended that schools seek independent legal advice in order to determine their status.

ii. **Is the driving for social purposes?** It is envisaged that this would encompass most types of driving which school employees could be asked to undertake.

iii. **Can the driver be compelled to drive?**

iv) **Is the driver being paid specifically for the driving?**

If the answer to the first two points is 'yes' and the latter two is 'no' then the driver may be considered to be driving on a voluntary basis.

Further details can be found on the Teachernet web site – www.teachernet.gov.uk

D R A F T

Cheshire East Council's People and Organisational Development Strategy 2010 – 2015

Introduction from the Leader and Chief Executive

This is the first People and Organisational Development Strategy for Cheshire East Council (CEC). It sets out how we will ensure that our Council has the skilled, motivated and high performing workforce we need to achieve our vision for Cheshire East. We are committed to engaging with, supporting and developing our employees to ensure we continue to deliver excellent Council services and become an excellent Authority.

Achieving our vision will undoubtedly involve making and continuing to make fundamental, challenging and transformational changes. It will be impossible to make these without our employees and the unique contribution each one of them makes. Our success is dependent upon their dedication and on ensuring that we identify, develop and nurture talent for the future.

We want to be an employer of choice where our employees have pride in their Council and share our values and vision for the future.

Our residents deserve excellence in the services they access and receive and we need a motivated, skilled and engaged workforce to deliver these. This strategy identifies our key priorities and the actions we need to take to ensure develop both.

Wesley Fitzgerald   Erika Wenzel

Leader   Chief Executive

1

People and Organisational Development Strategy 2010 - 2015

1. Where are we now?
Background and Council vision

- Cheshire East is a new Council which formally came into being on April 2009. As a new council we need to ensure that our vision and our priorities meet the needs and aspirations of local people within our communities. To achieve this we need to establish, build on and continue to learn from a culture which values doing things differently and more efficiently. We are committed to becoming a **Flagship Authority**, one which is based on a genuine desire to continue to **focus on the priorities of our customers**.

- To do this we need to become a Council which is rooted in and develops **a high performance culture**. This means that we need to embrace **fundamental and transformational change** and continue to seek new and innovative ways of delivering services.

- This strategy makes explicit our belief that we can only develop and change **through our people**. **Engaging with our workforce and enabling them** to do more and to support and empower them to do things differently will be crucial to our success and is the fundamental premise on which this strategy is based and rationale for its development.

- It is intended to be a **'living' document** in which key activities are reviewed and added to so that we ensure that it continues to align to organisational priorities.

- We need to ensure that we are clear about our priorities and that these are shaped by, and driven by the needs and expectations of our communities. **Engagement** of our communities and **of our workforce** will be essential for our success in meeting this particular challenge.

- We are committed to becoming a key player both within the North West region and nationally ensuring that we are able to actively promote what we have to offer and to secure the investment we need to bring our aspirations for the people of Cheshire East to life. In the current changing and challenging economic climate, making the best and most **efficient use of the resources** we have, **driving out waste while continuing to improve** how we deliver and manage services will be critical to our success.

- Making these aspirations a reality is particularly challenging at this time when placed within our unique context of needing to quickly develop a **single shared organisational culture and values** from four different organisations.

Priorities, challenges and Drivers
National Priorities

- There are a large number of significant agendas and priorities we need to respond to, making this particularly timely. In responding to the shifting economic landscape and its challenges we need to ensure that we are well placed to continue to lead our communities and support them.

- We need to continue to focus on improving our services, driving out waste, reducing our costs and demonstrating real value in what we deliver to our communities.

- Through our current Corporate Plan, we have committed to transforming our services and the way we do business to meet local needs and priorities and ensure that the way in which these are planned for and delivered means we are best placed to continue to deliver efficiencies and real savings.

- The **Local Government Workforce strategy (LGWS)** - The LGWS 'Local Government, the place to be, the place to work' is a comprehensive strategy that has evolved over the past 6 years. The strategy supports authorities in delivering the sustained transformation needed to achieve faster, fitter, more flexible, resident focused and personalised public services, outlining the need for change. It identifies the actions needed at local, regional and national level.

- Our **Economy -** An analysis by the Chartered Institute of Personnel and Development (CIPD) predicts that across the economy in general, there will be significant cut backs and that pay will rise much more slowly in real terms, if at all. There will also be pressure on other benefits that staff are used to. All this, CIPD believes, will create significant challenges for managers in maintaining "employee ability, commitment and contribution". (LGWS Update 2009).

- **Children's and Young People's Strategy -** The Children's and Young People's Strategy was published in 2008 by the Department for Children's, Schools and Families. The Strategy calls for a more integrated approach to the development of leaders and managers, stressing the need for pan public sector work.

- **The Adult Social Care Workforce Strategy –** this is currently being developed by the Department of Health and is due to be published in the late spring 2010. An interim statement stresses the need for bodies working in health, social care, housing, transport and leisure to all work together. Again, learning from best practice and planning for the future are highlighted as key priorities, especially since services are going to come under ever greater pressure from the ageing population. Indeed, it has been estimated that by 2020 there will need to be a 25 percent rise in the number of

people working with older people in social care. The interim statement also focuses on the 21st century priority for the 'personalisation' of care.

- **Comprehensive Area Assessment (CAA) –** The new Key Line of Enquiry (KLOE) under the Use of Resources assessment , KLOE 3.3 assesses whether we as a council plan, organise and develop our its workforce effectively to support the achievement of its strategic priorities. Clearly this is a fundamental and underpinning strand to the People Strategy and the criteria set out in the KLOE will form the basis of the accompanying action plans. Additionally, advice and recommendations from the Audit Commission will be integrated into the strategy at regular intervals

Local Priorities

- **Transformation Programme –** The Council's transformation programme has identified large scale projects and continuous improvement necessary to meet the Council's future priorities through a strategic and coordinated approach which ensures we strive for change and innovation and are able to make real savings.

- Underpinning all our work for coming years will be a **clear vision**, a set of **core values** and principles which help us to share our aspirations and priorities with Cheshire East's communities.

- **'Getting local'** presents us with a real challenge and an opportunity to engage with our communities and ensure that we develop in ways which enable us to **work with** and **respond flexibly** to meet the specific needs of localities. Ensuring Cheshire East develops the capacity to do this through developing and enabling our workforce will be critical to our success.

- **Joined up planning –** to 'realise' our vision cannot be achieved in isolation. As we move forward planning, commissioning and delivery must be planned, consistent, joined-up and integrated with workforce planning.

- **Skills retention -** CEC needs to ensure that we are able to retain the skills we need to be successful in the future and keep focused on the achievement of our vision and strategic corporate objectives.

- **Drive for Efficiency –** The Council's ongoing need to make efficiency savings means that a longer term, more strategic approach to our people requirements is essential in order to identify , secure and allocate resources which will deliver services which represent real value for money and continue to generate efficiency savings.

- **Staff Survey –** Listening to our employees has told us that in order to deliver on improvement we need to improve in a number of key areas. Action plans and task groups will be set up to ensure that real improvement happens as a result of the staff survey and the people strategy will be at the heart of those improvements.

CEC Corporate Plan and Objectives

The Council's vision is to **"work together to improve community life"**

To achieve this vision, the Council has set out the following objectives and priorities to guide service delivery:

1. Children & Young People
1.1 We will enable all children and young people to fulfil their potential by:
1.1.1 Promoting their safety, care and stability
1.1.2 Improving their educational attainment

2. Adult Health & Wellbeing
2.1 We will improve the wellbeing, health and care of people by:
2.1.1 Encouraging healthier lifestyles
2.1.2 Increasing for older and disabled people their choices and their control over the resources made available to them
2.1.3 Helping older people to keep their independence as long as possible

3. Stronger Communities
3.1 We will ensure that people in local communities have a greater say about how resources are targeted in their area by:
3.1.1 Devolving service provision, decision making and where appropriate budgets to create greater local choice

4. Safer Communities
4.1 We will work with others to make all of our communities safer places to live, work and play by:
4.1.1 Reducing crime and the fear of crime by targeting anti-social behaviour and drug and alcohol abuse
4.1.2 Improving both traffic flow and road safety

5. Tackling Exclusion and Promoting Equality
5.1 We will enable people to have a good quality of life irrespective of where they live or their social or economic background by:
5.1.1 Improving service provision to rural areas
5.1.2 Facilitating appropriate transport for the public and service users

6. Local Economy
6.1 We will shape and maintain strong and prosperous neighbourhoods in which our residents are skilled and economically active, where businesses want to invest
6.1.1 Supporting the local economy and tourism to increase prosperity
6.1.2 Improving roads and highways
6.1.3 Where practical reducing the impact of the recession on both businesses and individuals

7. Environmental Sustainability

7.1 We will provide an attractive and sustainable environment which communities can be proud of by:

7.1.1 Reinforcing the distinctive characteristics of our towns, villages and rural areas.

7.1.2 Managing waste

7.1.3 Tackling climate change

8. Building a New Council

8.1 To support these priorities we will build a council that is responsive to changing needs and delivers value for money

8.1.1 Put customers first

8.1.2 Provide value for money

8.1.3 Enhance partnership working

8.1.4 Develop our workforce

This strategy has been developed to enable us to clarify the changes we need to make to ensure we are able to deliver these priorities and achieve positive organisational outcomes through our people.

2. Why develop a People and Organisational Development Strategy – what does it help us do?

- This People and Organisational Development Strategy is intended to bring clarity to the links between our aspirations and our priorities. More importantly it **identifies** the **critical actions we need to take** to achieve them through **organisational change and through our people.**

- Organisational Development(OD) is not new and in recent years it has re-merged as a highly significant and useful concept in the strategic management of change. It provides a holistic approach to help councils focus on and deliver the cultural and organisational change needed for continuous improvement.

- **This strategy gives us a framework to meet our challenges – through the development of our strategies, people, systems and culture.**

- Importantly developing a People and OD Strategy enables us to **focus on the future** – through asking and responding to fundamental questions;

- *Where do we need to go?*
- *What do we need to achieve?*
- *How will we get there?*
- *How will we learn and continue to improve?*

- This Strategy identifies how we will **respond to these questions through our workforce** and how in order to do this we will continue to value and develop them to do this.

- Using this approach and adopting a People and OD Strategy means that key initiatives can be considered as part of an overall 'map' meaning that not only can systems, culture and activities be more easily aligned to organisational goals – but that our direction, progress and overall achievements can be communicated with **greater clarity** – and that these can be **shared** and **owned** across the organisation.

- The role of and impact that people make through contributing to key projects and initiatives and achieving milestones on these can be shared with them, and a greater sense of ownership and understanding of council direction achieved.

3. What Guides our Strategy?

Key Principles

A set **of key principles guide** and **underpin our direction** as we strive to deliver excellence for our communities. In supporting and enabling this work they underpin both the direction and actions within this strategy.

Clear Focus
- **4 C's** – **customers, costs, culture,** and enable **cross cutting issues** to be embraced through supporting cross-cutting working. Driven by our desire to be a forward thinking and **Flagship Authority** than seeks always to **deliver real value for money** for our customers and places them at the heart of everything we do.

Through our People – Engaging for Success
- This **People and OD Strategy summarises the critical people driven and related aspects needed** to make this happen. The wheel below summarises, how we, as individuals across Cheshire East Council need to change to achieve our ambitious aspirations for our Borough and its communities. To do this it will be essential that we continue to improve not only what we do now but also how we plan, lead and deliver our services for the future. Recognising that an **engaged workforce will be critical to this process** this strategy sets out the necessary actions to achieve this.

Learning and continuous improvement
- Equally important will be the need to ensure that **we learn from what and how we do things, that we share what we have learned** and that this supports **continuous improvement** and becomes part and parcel of the 'way we do things'. In this respect there are critical and powerful levers we need to develop and use:

Turning strategic principles into practice means that we will ensure that our activities within this strategy reflect, support and encapsulate these principles through:

- *Engaging with our people and customers to inform, involve and enthuse.*

- *Recognising that Learning from what we and others do is an efficient and effective improvement tool*

- *Building a culture and valuing Distributed Leadership as 'Real' Leadership*

- *Recognising and developing talent for current and future demands*

- *Continuing to ensure that we plan effectively for future demands and aspirations*
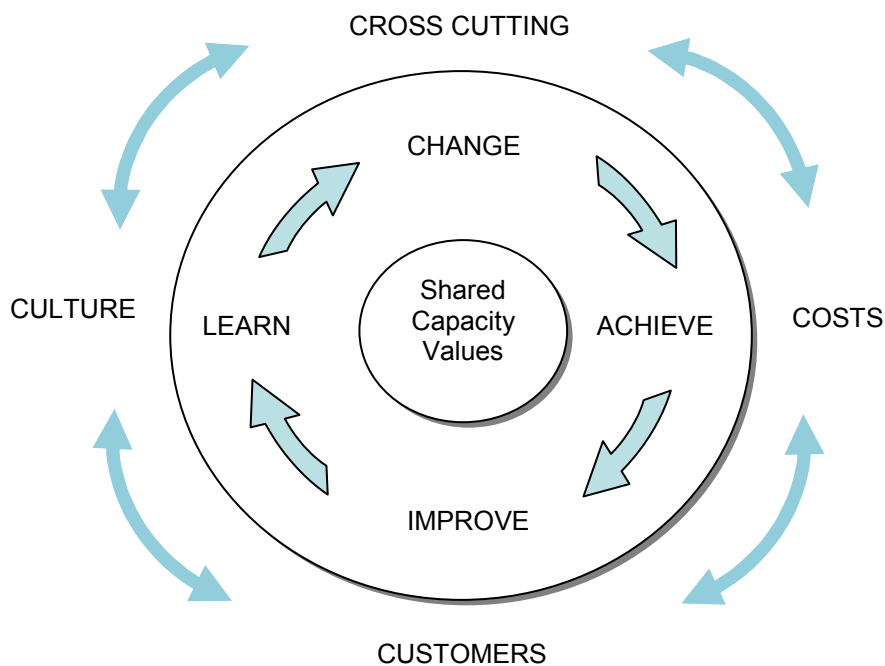
- Our **values guide** and **enable** all of us to achieve, to improve and to continue to learn, in turn supporting our intention to become an organisation which engenders and fosters shared ownership for cross-cutting programmes.

- As an organisation we want to ensure that through this shared commitment we are able to reduce our costs, drive out waste, deliver improvements for our customers and communities and continue to build our capacity through developing an open, learning culture. The wheel above represents this visually.

What are our Values – *ASPIRE*

Critical to our success and the continuous improvement of what we do through our people will be the development of our values and a shared culture based around them. We believe **shared values are important** because they:

- Are more fundamental to the way in which we work and the way we feel about work than our objectives and priorities – and as such have a longer lasting and more powerful impact. They enable all of us within Cheshire East to share in what's important about **what we do through expressing our intentions of how we do it.**

- Define how we will work together and our desire to demonstrate them.

- Develop an organisational culture which provides and develops and fosters a real sense of ownership amongst our workforce, develops responsibility and 'pride in taking responsibility for delivering and leading excellent services and brings clarity for our communities on how we *aspire* to work with and for them.

Through our values we strive to be an organisation which:

- Takes *Action* to take responsibility for making the right things happen;

- Is committed to *Support* to ensure that we work and learn together;

- Puts *People,* our customer and community needs first and at the heart of what we do;

- Demonstrates *Integrity* through being open, honest and fair;

- Believes and demonstrates that *Recognition* is important and values views, efforts and achievements;

- Is committed to *Excellence* through innovation and continuously improving all that we do.

Interconnections – a whole system approach

- Our organisation is complex, it is large in scale and scope and has increasingly diverse and challenging expectations from our communities and partners.

- A **whole system perspective and approach** brings clarity to the interconnections within the way in which we work to shape and deliver this complex agenda. This system based perspective frames and underpins the rationale of and the initiatives and actions within this strategy.

- The 'wheel' overleaf draws on and illustrates this approach and its interconnections.

- Within the 'wheel', our values underpin all that we as individuals do. In order to model these through the strategy we commit to enabling our workforce to know what is expected of them, to develop skills and team-working, to be clear about the performance they have achieved – and as importantly to recognise this achievement.

- At a **strategic level** we need to improve what we do in terms of our strategies, programmes and processes. These **core processes form the outer segments** of our wheel.

- Overarching these are our commitments through our corporate strategies to build organisational capacity and growth to deliver continuous improvements through **both service transformation and workforce commitment and engagement** and ownership. Through focussing on core organisational 'building blocks', the very outer circle, we will ensure we have a comprehensive and holistic view of organisational development requirements and the most effective and efficient programmes to secure improvement.
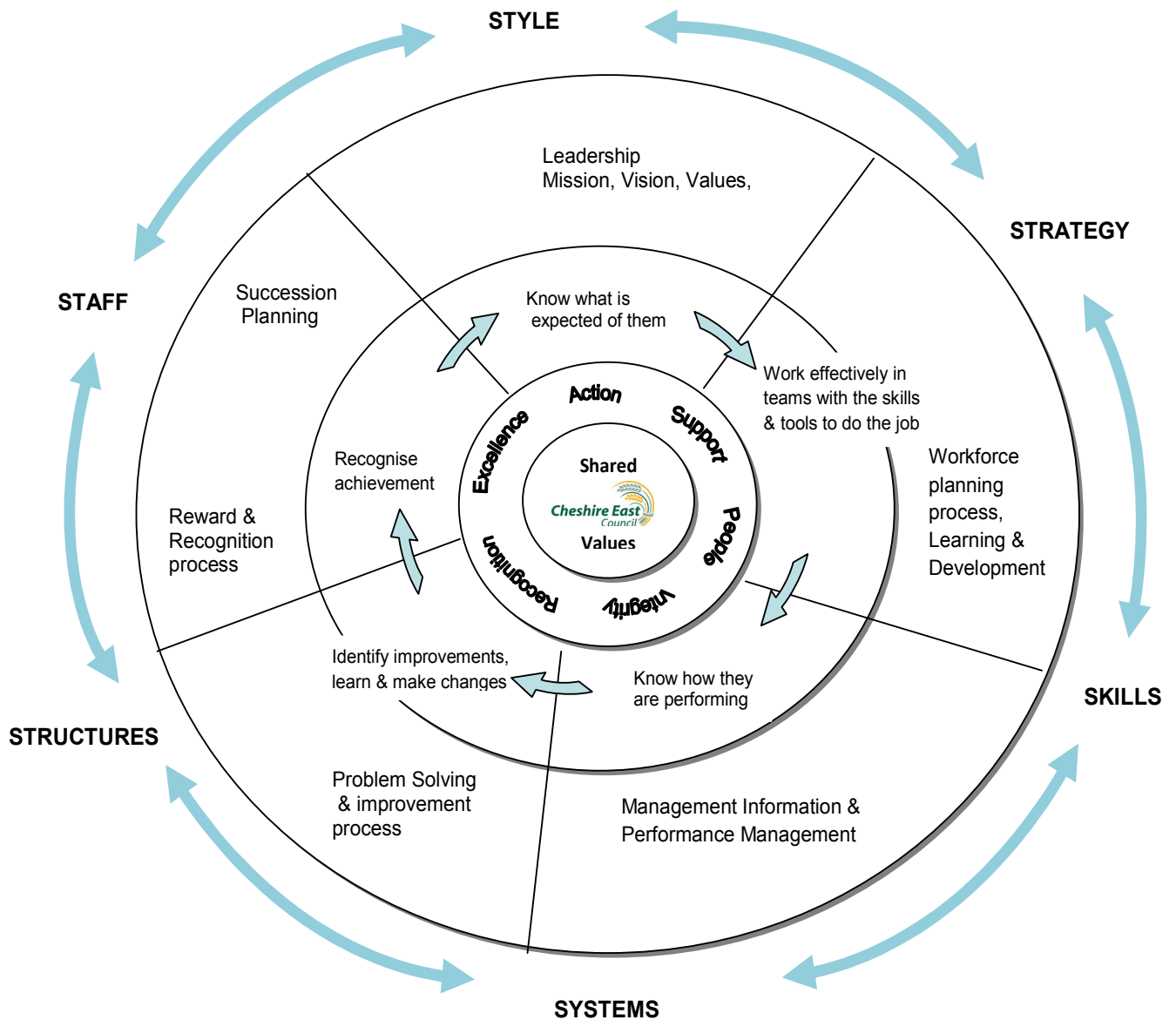
This **strategy,** which addresses both pressing priorities and longer term objectives **focuses** on identifying and signposting relevant core activities, projects and programmes within **'key themes' and thematic objectives.**

4.   What are our goals? Achieving success.

Thematic Objectives

We intend to address our priorities and longer term objectives through focussing our attention, investment and action within **key themes**, reflecting the organisational building blocks.

Focusing on our **STYLE** through developing leadership at all levels and building high performance teams and culture by:

- Developing a comprehensive leadership and management development offer through learning programmes, activities and resources.
- Developing and embedding leadership competencies and continuing to measure the outcome of their development across the organisation and grow our own leadership talent – at all levels.

- Creating launching and developing a '**Leadership Academy'** and ensuring its sustainability and development through extending partnership working.

- Developing and programming a range of clearly focussed team development activities to build shared culture and commitment.

- Identifying and harnessing regional and sub-regional opportunities and support to build Cheshire East's leadership capacity and contributes to and enhances the profile of our organisation and our Borough.

Focusing on our **STRATEGY** through developing our strategic effectiveness in 'growing' future capacity by:

- Developing, implementing, aligning and embedding organisational workforce development planning and strategy.

- Developing a talent management and succession planning strategy to ensure sustainable capacity for improvement.

- Developing a compelling employer brand for Cheshire East to be recognised as an employer of choice.

- Attracting and retaining the very best people from a wide range of diverse backgrounds through a recruitment and retention framework.

- Developing and harnessing the opportunities offered through apprenticeship and graduate recruitment and development.

- Developing transformational effectiveness through transformational support programmes and continuous improvement activities.

- Retaining and building on the achievement of the Investors in People Standard and deriving maximum organisational benefit through using our pursuance of this to benchmark and improve on our people and performance management processes.

Focusing on our **SKILLS** through Developing our workforce for change and improvement by:

- Developing an Aspire 4 Excellence programme to develop shared understanding of and contribution to continuous improvement.

- Launching and developing our Skills Pledge and Skills for Life strategy and programmes.

- Developing our self-development potential and capacity through harnessing e learning resources and developing Cheshire East's 'e learning zone'.
- Developing our coaching and mentoring capability to enable us to 'grow' capacity and develop potential effectively and efficiently.

- Developing truly 'lean' thinking and capability through tailored development activities and programmes and ongoing support.

Focusing on our **SYSTEMS** through developing those which support organisational development, growth and improvement by:

- Developing, embedding and continuing to improve our values based corporate performance and development review system.

- Developing a skills capacity audit tool to improve and continue to inform workforce development planning and enable us to identify and predict capability 'pools' and 'gaps'.

- Developing and continuing to review a behavioural competencies framework to improve clarity and our effectiveness in assessing performance and targeting development.

- Continuing to improve our frameworks, systems and processes and measure the improvement we make through Investors in People (IiP) rolling reviews and assessments.

- Improving our Human Resources support offer through extending and continuing to develop effective and efficient self-serve systems to improve accuracy, accessibility, and speed of decision making

Focussing on our **STRUCTURES** through developing mechanisms, support programmes and working with others to provide advice which enables structural change for improvement by:

- Developing our project and programme management expertise through a comprehensive development approach and agreed consistent methodology.

- Developing a modular change management programme and a 'change management toolkit'.

- Developing and reviewing competencies and behaviours to ensure that they continue to reflect organisational priorities and provide focus for development activities. In so doing enabling our workforce to respond flexibly to change and ensure continuous improvement.

- Developing and improving the Council's flexible and mobile working strategies to ensure we are adaptable and responsive to changing and conflicting demands.

Focussing on our **STAFF** through developing, improving and learning from engaging with our workforce by:

- Ensuring that we have equal pay across all areas of the Council.

- Continuing to improve how we engage with our workforce through the commitment to and development of our engagement plan and involvement in conferences and cross Council groups.

- Developing a recognition scheme which acknowledges and celebrates our workforce contributions, achievements and improvements and enables these to be shared across the council.

- Developing a 'performance' rewards culture that not only pays competitive salaries but also recognise and reward individual contribution and make an all-round competitive, innovative and flexible benefits package.

- Harmonising all sets of terms and conditions of employment and put in place an innovative, 'best practice' and Fit for Purpose set of HR policies, procedures and practices.

- Improving our commitment to equalities and diversity through progress in developing skills and understanding in line with the requirements of the Equality Standard for Local Government.

- Improving employee wellbeing and providing a safe and supportive working environment which ensures we continue to enable our employees to contribute effectively, reach their full potential and maximise attendance.

- Identifying and auditing the potential for stress and stress reduction and continuing to improve how we manage stress effectively.

Focussing on our **SHARED VALUES** through ensuring that all of these programmes and activities support and continue to embed them and develop our culture around them.

5. How will we get there? Achieving success, making the strategy work

Launching the strategy and sharing with others

Achieving success for a strategy is not about the production of a strategy document but rather it is about ensuring that its contents are brought to life. Focussing on the key themes will enable us to do this through sharing the progress made at regular intervals and through a range of appropriate communication channels.

- Gaining employee feedback and involving people through **People and Organisational Development Roadshows** will continue to give, invaluable information for refining our strategy and will help to ensure that we prioritise and 'place emphasis' on actions which will achieve the most relevant outcomes.

- **Providing information** and updating on the progress of the Strategy via summary documents available in leaflet and **electronic format** will further ensure that the Strategy remains on the agenda and maintains interest and involvement.
- Providing information through **leaflet/handy guide** summaries.

- Ensuring regular updates through *'TeamTalk'* and *'Talking East'*.

- Reporting progress and successes through **Corporate Management Team** and **Cabinet.**

- **Sharing learning** and innovation through our **learning portal and network**.

Specific roles and responsibilities

Leadership and the role of Corporate Management Team

- Making the strategy a success, and ensuring it continues to make an effective contribution to achieving our aspirations as a Council requires continued commitment.

- The strategy recognises the critical role our Corporate Management Team plays in supporting, driving and monitoring the progress of key initiatives, setting and sharing a clear strategic direction to inform further development within the strategy and also through supporting and developing leadership at all levels.

HR and OD Service

- The HR and OD Service has a key role to play in helping to shape, develop and motivate the new organisation and its workforce. We will be supporting managers in aggregating and transforming their services, workforce planning, development and complex case work to enable them to help to create a new culture which enables employees to be positive ambassadors for Cheshire East.

Specifically we will:

- Initiate, develop and lead on core corporate People,OD and workforce development strategy and programmes. Provide a framework to support managers with organisational development and transformational change.

- Provide business process transformation expertise to services who need to improve their process and procedures; and other support to achieve service improvement.

- Provide a corporate training and development programme and leads on Investors in People development.

- Develop 'Best Practice' and innovative HR strategy and policies, implements effective pay and reward strategies and consults on corporate employee relations issues.

- Provide an integrated **Health & Safety Service** for all departments offering expert advice, support and guidance to all services.

- HR Business Partners provide expert HR advice and support to departments, services and schools on the full range of HR issues affecting their business, particularly change management and implementing new policies

6. How will we know how effective we've been?
What improvements will we see?

The following table summarises the key outcomes we expect to achieve through the implementation of each action relating to the seven themes. The specific actions and deliverables detailing how we will achieve the outcomes listed below can be found in our thematic action plans.

Thematic Focus	Key Outcomes
Style	➤ A clear corporate commitment to leadership development to ensure strong leadership and improved strategic capacity. ➤ Improved strategic thinking and direction demonstrated through effective decision making, enthusing and motivating others ➤ Ownership, responsibility and accountability for making things happen at all levels across the organisation. ➤ The creation of an inclusive, participative and learning building on team development work for engagement. ➤ Improved performance management ➤ Continued commitment to high quality development for Elected Members to further improve leadership capacity and retain charter status. ➤ Improved skills levels through flexibility of learning and accessing of targeted opportunities with measured outcomes. ➤ Improved initiative and innovation through cross boundary co-operative and innovative team working. ➤ Improved use of funding opportunities to develop our capacity ➤ Greater feedback and participation in reviews and surveys ➤ CE plays a key role in leading Leadership Development, continuing to develop a 'Leadership Academy' approach with key partners.
Strategy	➤ Workforce development plans are developed effectively and build on workforce involvement in, contribution to and understanding of these. ➤ Employees are involved in the business planning within the authority and recognise the links between business planning, corporate objectives, team objectives and corporate competencies. ➤ Succession planning and talent management is embedded in the workforce planning and workforce development planning processes and plans. ➤ A flexible, skilled and customer focused workforce which continues to improve customer service and satisfaction year on year. ➤ Improved working relationships and communication between Elected Members and CEC Management Team. ➤ Achievement of and continued improvement when measured against the Investors in People (IiP) National Standard.

Skills	➢ Clear and corporate competencies and values are developed and embedded and their use evidenced to support corporate priorities and improvements. ➢ Leading and managing change are integral to corporate development activities and plans to build capacity for change and improvement. ➢ Change management policies and supporting toolkits for managers are developed and embedded to improve organisational effectiveness and capacity. ➢ Development and establishment of council processes which improve and share innovation and learning, including a staff suggestion scheme and learning network. ➢ CEC is recognised as a successful Learning Organisation and has a strong Learning Agreement in place in partnership with the Trade Unions. ➢ Greater access to better targeted, more widely available and more cost effective learning opportunities through e learning programmes and facilities. ➢ Establishment of a truly lean thinking culture across Cheshire East with increased numbers of innovative and improvement projects leading to service improvement.
Systems	➢ Improved targeted performance improvement through embedding competency development framework. ➢ Improved communication and information available between internal and external clients through the use of technology, including improving on-line updates, e-newsletters and the development of a self-service HR system. ➢ Improved and more robust management information which is produced in a timely and accurate manner, enabling managers to make informed business decisions. ➢ Employees feel valued and know that their opinions matter to the development of the Authority through involvement in the business planning framework and processes. ➢ Embedded and more accurately measured performance improvement through clearer priorities and targets and specific development activities to enable their achievement.
Structures	➢ More timely, effective and cost-effective structural change for improvement though increase programme and project management expertise. ➢ Greater flexibility and improved readiness and capacity for managing and responding to change improving organisational responsiveness and service delivery flexibility. ➢ Greater workforce flexibility which both improves our 'employment offer', enables us to recruit and retain skilled employees **and** ensures the greatest possible organisational flexibility.

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Staff	➢ An improved and reviewed Employer Brand which enables CEC to attract and retain motivated and skilled employees who believe they are engaged with, valued and paid fairly. ➢ Job evaluation exercise carried out across the authority in a structured and systematic way. ➢ Equal pay audit and single status pay review carried out successfully. ➢ A competitive, flexible and fit for purpose pay and reward policy and structure in place. ➢ Achievement of a 'Total Rewards' Statement and approach to pay and benefits. ➢ Successful pilot, revision and implementation of the Employee Engagement Scheme including specific improvements in staff feedback and whole workforce participation and feedback received through the whole staff survey. ➢ Effective management of and reduction in stress related absences across the authority. ➢ All managers actively involved in supporting work life balance initiatives. ➢ Improved employee morale and motivation through genuine employee engagement resulting in improved service delivery and more efficient ways of working. ➢ Motivated workforce in place resulting in improved service delivery and more efficient ways of working.

Measuring success and ensuring support

- Outcomes for the strategy as a whole will be identified through the action plan and measured and reported on annually.

- Making progress in each theme area needs significant investment in terms of time, people and allocation of resources. In order to plan and manage this effectively, our 5 year strategy focuses on priority outcomes in each year.

- Priorities identified for **Year 1** represent the **most pressing needs** for action and will form the fundamental bedrock for future improvements.

- The strategy will address a diverse range of priorities through an equally diverse range of programmes and activities. This means that it is important that a range of available evaluation mechanisms are used to measure impact, effectiveness and outcomes achieved.

- The actions identified as priorities in each year will form the basis of the HR and OD service plan and will therefore be measured through the corporate planning and performance monitoring framework.

- **Key mechanisms and targets** will be in-built within action plans where appropriate and will include:
  - A Range of National and local skills targets and measures;
  - The investment costs of activities and their Return on investment(ROI) in line with efficiency targets;
  - Council Employee Surveys and 'temperature tests' ;
  - Examining the impact of programmes and activities on National and local service performance indicators;
  - Reviewing and assessing the contribution and impact of activities on the achievement of targets within Cheshire East's Transformation Programme.
  - Feedback and perceptions from internal and external customers.
  - Feedback and perceptions from the staff.
  - The Council's ability to deliver value for money.
  - Formal recognition and accreditation against national standards and benchmarks e.g. IIP, CAA and The Equality Standard for Local Government.

Finding out more – Keeping in touch

To find out more and to keep up to date with all developments and progress with the Strategy or to make suggestions for how you think that we can improve in any of our People and Organisational Development Strategy themes please get in touch!

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CHESHIRE EAST COUNCIL

REPORT TO: STAFFING COMMITTEE
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Date of Meeting: 7 January 2010
Report of: Paul Bradshaw, Head of Human Resources &
                         Organisational Development
Subject/Title: Trade Union Recognition, Facilities and Time off Agreement
Portfolio Holder: Cllr Keegan

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1.0   Report Summary

1.1   The purpose of the report is to provide the Staffing Committee with a draft
         Trade Union Recognition, Facilities and Time off Agreement with a view
         to reaching agreement.

2.0   Decision Requested

2.1   That the Staffing Committee reach agreement about the content of the
         Trade Union Recognition, Facilities and Time off Agreement, (attached at
         Appendix A), and the additional arrangements contained within the
         Agreement in respect of the numbers of Unison seconded Officers.

3.0   Reasons for Recommendations

3.1   To ensure that the Council has agreed time off and facilities
         arrangements for the recognised trade unions in order to allow for
         effective consultation, negotiation and employee relations.

4.0   Wards Affected

4.1   None

5.0   Local Ward Members

5.1   N/A

6.0   Policy Implications including - Climate change
                                   - Health

6.1   No significant policy implications.

**7.0   Financial Implications for Transition Costs (Authorised by the
           Borough Treasurer)**

7.1   Time off for Trade Union Duties will be paid provided that the representative would normally have been at work during those hours.

7.2   Pay will be the amount that the official would have earned had they worked, or where earnings vary, an amount calculated by reference to average hourly earnings.

7.3   Employees who are seconded into a Trade Union role on a full time basis will be paid on their substantive terms and conditions for the duration of their secondment and normal incremental progression will apply where appropriate.

7.4   The costs associated with some of the seconded Officers will be met by the specific Directorate they support. The costs of granting time off for others will need to be met corporately as representatives cover members across all directorates. This replicates the funding arrangements that have been in place on an interim basis in 2009-10.

8.0   Legal Implications (Authorised by the Borough Solicitor)

8.1   The Agreement complies with the requirements for authorising time off and facilities for Trade Unions, as set out in the Trade Union Labour Relations (Consolidation) Act 1993 and the Employment Act 2002. It also recognises the requirements of the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Heath and Safety at Work Regulations 1999, (made   under   HASWA 1974.)

9.0   Risk Management

9.1   N/A.

10.0   Background and Options

10.1   The requirement for a Collective Agreement on Trade Union Recognition, Time Off and Facilities is governed by the legislation covered in section 8 above.   ACAS have also issued a Code of Practice on Time off for Trade Union Activities and Time Off for Union Learning Representatives (2003).

10.2   As a result of Local Government Reorganisation four existing Local Authorities were brought together on 1 April 2009 to form Cheshire East Council. All four legacy authorities would have had their own Trade Union Recognition, Facilities and Time off Agreements which would have differed as a result of the functions and groups of staff employed by each.

10.3   For the first year of the Council interim arrangements have been in place which largely maintained the status quo in terms of time off and facilities. A new, Cheshire East, agreement has now been drafted and it is proposed that this should come into effect from 1 April 2010.

10.4 The Agreement provides that employees who are officials/representatives of a recognised trade union be permitted to reasonable paid time off during working hours, with pay, subject to the needs of their service, to carry out official union duties and activities, to undergo relevant training or attend conferences as approved by the TUC or trade union, to carry out the duties of a Health and Safety representative and to undertake the duties of a Trade Union Learning Representative.

10.5 The Council will also make available to officials the facilities necessary for them to perform their duties efficiently and to communicate effectively with their members, other officials and full time officers.

10.6 Unison has significantly more (non-teaching) members than the other trade unions and historically within the County Council was granted a number of full time secondments to trade union duties in order to facilitate effective employee relations. It is proposed that Cheshire East agrees to 4 full time secondments for Unison representatives.

10.7 It is suggested that these secondments be reviewed on an annual basis and it is anticipated that this level of secondment would no longer be required once the significant additional work associated with Local Government Reorganisation has been completed.

11.0 Conclusions

This Agreement will:-

- provide framework arrangements between Cheshire East Borough Council and the recognised trade unions.

- provide managers, trade union representatives and members with clear guidelines under which requests for time off for trade union duties, activities and facilities will be determined.

- avoid or minimise misunderstandings, ensure fair and consistent treatment and facilitate better planning for managers, trade union officials, representatives and stewards.

- Facilitate and improve consultation, enhance collective bargaining and employee relations within the Council

12.0 Access to Information

12.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Joy Eaton
Designation: Senior HR Officer
Tel No:

Email: joy.eaton@cheshireeast.gov.uk

HUMAN RESOURCES

Document Ref:	Version No:	Issue date:	Responsibility / Owner:
		Review date:	

Title:
TRADE UNION RECOGNITION, TIME OFF AND FACILITIES AGREEMENT

CONTENTS

Appendix 1 – Special Arrangements for UNISON

Prepared by: J Eaton	Approved for issue by:

REVISION TABLE

Version No	Date issued	Reason for revision

HUMAN RESOURCES

Trade union Time Off and Facilities Agreement:

1.	**SCOPE**	This Collective Agreement covers those Trade unions who are recognised by Cheshire East Borough Council for the purpose of local consultation and negotiation on pay and conditions of service and for representation of Trade union Members at internal hearings and appeals.

The recognised Trade unions are:

UNISON	NUT
GMB	NASUWT
UNITE	ATL
UCATT	NAHT
Aspect	VOICE
AEP	ASCL

Other independent Trade unions who are not recognised by Cheshire East Borough Council will only be able to represent their individual members at internal hearings and appeals and will not have recognition rights in relation to any other employee relations matters.

2.	**AIMS**	The aims of this Collective Agreement are to:

1. Provide framework arrangements between Cheshire East Borough Council and the recognised trade unions.
2. Provide managers, trade union representatives and members with clear guidelines under which requests for time off for trade union duties, activities and facilities will be determined.
3. Avoid or minimise misunderstandings, ensure fair and consistent treatment and facilitate better planning for managers, trade union officials, representatives and stewards.
4. Facilitate and improve consultation, enhance collective bargaining and employee relations within the Council.

3.   **PRINCIPLES**

The agreement has been drawn up in accordance with the Trade union and Labour Relations (Consolidation) Act 1993, The Employment Act 2002 and the ACAS Code of Practice on Time off for Trade union Duties and Activities and Time Off for Union Learning Representatives, April 2003.

The agreement also recognises the requirements of the Safety Representatives and Safety Committees Regulations 1977, as amended by the Management of Heath and Safety at Work Regulations 1999, (made under HASWA 1974.)

The Council is committed to promoting and maintaining sound employee relations policies; it also recognises the need for clear rules on the conduct of collective bargaining and the rights of trade unions to make representation to the employer in support of their member's interests.

The Council wishes to maintain a framework in which matters of mutual interest between management and trade unions can be discussed in an orderly way.

The Council places importance in developing effective employee relations policies which:

- Promote the trust of employees and the trade unions
- Support and encourage high quality services and a well trained and motivated workforce
- Ensure equality of opportunity and a diverse workforce
- Advance the values and objectives of the Council

It is also recognised that good employee relations require the continuing co-operation of all those involved in the process, i.e. the Council, the trade unions and employees, and that all parties have an equal responsibility in the process.

The Council recognises the right of employees to choose whether or not they wish to belong to a trade union and the right where they are a member of a trade union to take part in its activities as appropriate and to seek election to and hold office in the union.

There will be no discrimination against any employee or applicant for employment on the grounds of their

membership or non membership of a trade union.

The Council will also ensure that all trade union representatives will not lose their employment or be disadvantaged in terms of their career opportunities as a result of their trade union duties or activities.

The Council recognises the right of the trade unions to communicate directly with its members, including the use of e mail systems.

The trade union will recognise the right of the Council to communicate directly with their employees.

4.	**WHO TO CONTACT FOR MORE INFORMATION**	If you would like further information or advice please contact the Head of HR Policy & Strategy.

5.	**DEFINITIONS**	An official/representative is an employee who has been elected or appointed in accordance with the rules of the union to be a representative of all or some of the union's members in a particular workplace or organisation.
		A trade union secondee is an official/representative of the Trade union who has been seconded, under the terms of this Agreement and the relevant appendices, on a full time or part time basis to undertake trade union duties and activities. trade union secondees play an important role in the effective conduct of employee relations on a Council wide basis.
		A health and safety representative is an employee elected or appointed in accordance with the rules of a trade union recognised by the Council and is recognised as a representative of a group or groups of employees in accordance with the Safety Regulations and Safety Committees Regulations 1977.
		A trade union learning representative is an employee elected or appointed in accordance with the rules of a trade union recognised by the Council and their main function is to advise union members about their training, educational and development needs.

6	**GENERAL ARRANGEMENTS**	Recognised trade unions will notify the Head of HR Policy and Strategy of the appointment, election and resignation of all trade union representatives on a monthly basis. This

should be in the form of a fully amended and up to date list which indicates the representative's workplace and which Directorate/Department, service area or workplace they are supporting.

The agreement provides for reasonable time off and will work well if all parties take a reasonable and constructive approach to time off. However, it needs to be appreciated that there may be some occasions when the needs of the service override the ability of management to give time off.

The Council reserves the right to terminate this collective agreement with one or more of the recognised trade unions, by giving 90 days notice in writing to the appropriate trade union(s). However, before serving such notice the Council (or its representative) will consult with a Full Time Regional official of the trade union(s) concerned about the matter.

7	**TIME OFF FOR TRADE UNION DUTIES**	Separate and in addition to Trade union secondees, employees who are officials/representatives of a recognised trade union are permitted to reasonable paid time off during working hours, with pay, subject to the needs of the service, to take part in legitimate trade union duties concerned with employee relations between the Council and the employees they represent. The purpose of the time off must be either:

1. to carry out official union duties or
2. to undergo relevant training as approved by the TUC or trade union

Examples of the type of time off that will be granted, subject to the needs of the service are:

- To prepare for and to attend meetings with individual members or groups of members relating to terms and conditions of employment, working conditions, recruitment, terminations and redundancy, job grading issues, workforce planning, discipline, grievance, capability and harassment matters
- To discuss flexible working practices
- To deal with trade union membership issues
- To attend discussions regarding facilities for trade unions
- To attend joint consultation and negotiation meetings
- To attend management/union meetings for

the purposes of consultation and collective bargaining, including pre meetings for the union side.
- Representing members on relevant regional/national negotiating bodies

For accredited Health and Safety Representatives, reasonable paid time off will be granted for:

- Carrying out Health and Safety Inspections of the workplace at quarterly intervals
- Accident/incident investigations
- Representing employees in consultation with the HSE
- Management meetings regarding safety issues
- Meetings of Health and Safety Committees
- Appropriate and recognised training events

| 8 | **TRADE UNION LEARNING REPRESENTATIVES** | Employees who are officials of an independent and recognised trade union can also take time off to undertake the duties of a Union Learning Representative, subject to the operational requirements of the service and provided that the union has notified in writing that the employee is a Union Learning Representative and the training condition is met (refer to the ACAS Code of Practice). |

The functions of a Union Learning Representative include:
- Analysing learning and training needs
- Providing information and advice about learning or training matters
- Arranging learning or training
- Promoting the value of learning or training
- Consulting the employer about carrying on any such activities
- Preparation to carry out any of the above activities
- Undergoing relevant training

To qualify for paid time off as a Union Learning Representative, an employee must be sufficiently trained to carry out the duties, either at the time that notice is given to the Council of the employee taking up this role or within 6 months of that date.

An employee, who is a member of a recognised trade union, is also permitted to take time off during working hours for the purposes of accessing the services of a Union Learning Representative.

| 9 | **TRAINING FOR TRADE UNION OFFICIALS** | Trade union officials are more likely to carry out their duties effectively If they possess skills and knowledge relevant to their duties. |

Newly elected or appointed officials will be permitted to take paid time off for the minimum basic training necessary to comply with legislation, including the need for periodic refresher training as required to maintain accredited status.

Other training will be dependent upon the relevance of the training to the duties and responsibilities of the representative or where the training is necessary to meet specific issues arising from consultations in the workplace or legislative changes affecting employee relations. This will require the specific approval of the Head of Human Resources, unless it is jointly run in house training.

Training should be approved by the TUC and/or the trade union.

The following represent the type of courses that would be approved for paid time off during working hours:

- Initial stewards training course (normally 10 days)
- Representative skills course (normally 3 days maximum)
- Negotiating skills for senior officials involved in consultative or negotiating meetings. (up to a maximum of 10 days)
- Specialist training , i.e. job evaluation (maximum of 5 days)
- Health and Safety training courses for safety representatives

A proposed Annual Training Programme should be supplied by the Branch Secretary to the Head of HR Policy and Strategy as soon as possible after the Branch AGM.

The Branch Secretary or appropriate Officer will provide at least one month's notice for representatives to attend training courses

Requests for additional unforeseen training will be considered on an individual basis.

| 10 | **TIME OFF FOR TRADE UNION ACTIVITIES** | To operate effectively and democratically trade unions need the active participation of members. The Council therefore recognises its statutory obligations to allow trade |

union officials and members reasonable time off during working hours to undertake trade union activities such as:

- Attending workplace meetings to discuss and vote on the outcome of consultations with the employer
- Meeting full time officials to discuss relevant workplace issues
- To elect employee representatives

There is no right to time off for trade union activities which consist of industrial action.

11	**PAYMENT FOR TIME OFF**	Time off for trade union Duties will be paid provided that the representative would normally have been at work during those hours.

Pay will be the amount that the official would have earned had they worked, or where earnings vary, an amount calculated by reference to average hourly earnings.

For part time staff, where management wish to consult with them outside of their normal working day, payment will be made for those hours involved (including attendance and travel time).

Paid time off will only be given for issues relating to Cheshire East employees.

Where a representative wishes to take part in activity that has no direct bearing on the workplace, e.g. attending a Trade union rally, then annual leave or time off **without** pay may be granted.

Seconded officials will be expected to spend all of their contracted hours, for which they are seconded, on duties or activities relating to Cheshire East employees. Where they are asked by other employers, whose members are represented in the Branch, to represent them, it must be either in their own time or an arrangement must be made with the Head of Human Resources for reimbursement of their time from the other employer.

Time off for relevant training for Union Learning Representatives will be paid as above.

There is no statutory requirement to pay for time off to undertake trade union activities. However, provided that the time taken is reasonable in the circumstances outlined

in section 10 above, time off will be paid, but only if the employee would normally have been at work during those hours.

| 12 | **FACILITIES FOR TRADE UNIONS** | The Council will make available to officials the facilities necessary for them to perform their duties efficiently and to communicate effectively with their members, other officials and full time officers. |

Subject to availability these facilities could include:

- Accommodation for trade union meetings, (wherever possible these should be outside of normal working hours)
- Access to rooms and privacy for representatives to meet with members
- Facilities for representatives to meet new members
- Use of the internal postage system
- Use of e mail and the intranet/internet
- Provision of all reasonable IT equipment
- Use of internal notice boards
- Use of the telephone system with the trade union accepting the cost of any private calls
- Access to a room for learning representatives to discuss training matters with the employee in a confidential manner
- Provision of photocopying and internal printing services (photocopying will be at no cost except where it is for campaigning purposes. In house printing will be charged at the same rate as if they were an internal service of the Council).

The facilities listed above must not be used for canvassing or for the purpose of proposing or conducting strike or other industrial action. Misuse will result in the facility being withdrawn.

| 13 | **EXPENSES** | Expenses will be paid to representatives where they are required to attend meetings called by management, and when representing members at meetings with management within the Council. |

Expenses incurred at trade union meetings, external meetings and training courses will not be met by the Council.

14	**REQUESTS FOR TIME OFF**	Trade union officials requesting time off for duties, activities and relevant training should provide as much notice as possible to management, (at least 5 days) using the appropriate request form. The form should be signed by the manager and sent to the Head of HR Policy & Strategy. The Head of HR Policy and Strategy will be responsible for collating all of the information on time off for monitoring purposes.
15	**DISPUTES**	Any dispute regarding time off for trade union duties and facilities, except matters of interpretation of this agreement, should be raised initially with the relevant Service Director and HR Business Partner. Where no agreement can be reached, this may be referred to the Head of HR Policy and Strategy. Issues of interpretation of this agreement must be referred immediately to the Head of HR Policy and Strategy Any dispute that has been through the local dispute resolution procedure will be referred to a mutually agreed third party for conciliation purposes.
16	**RECORDING ARRANGEMENTS**	Time recording sheets should be completed by all representatives and submitted to the Head of HR Policy and Strategy on a monthly basis.
17	**REVIEW**	This Collective Agreement will be reviewed annually and jointly to ensure that it remains up to date with statutory and regulatory provisions and good practice and meets the aims intended.

Appendix 1

Additional Arrangements for UNISON

This Appendix to the Collective Agreement on Trade union Recognition, Time Off and Facilities applies only to UNISON and gives UNISON additional arrangements for the secondment of representatives, who are employees of the Council, further to part 5 of the Collective Agreement.

The number of secondments is 4 FTE. These secondments will be approved for a period of 12 months at a time and will be subject to annual review and renewal, further to UNISON notifying the Council of the representatives selected to undertake the secondments.

It is recognised that at the present time there is a significant amount of work following the Local Government Reorganisation and in connection with the associated restructuring exercises. It is likely that the number of seconded Officers would decrease by at least 1 FTE once this work has been completed.

If UNISON elections or other procedures require a change in seconded arrangements during a period of secondment then this will be dealt with as if the secondment had come to an end.

In the event of any seconded officers having continued or anticipated absence through long term ill health (more than 4 weeks); UNISON and the Council will discuss the provision of a substitute seconded officer.

Day to day administrative line management responsibility will rest with the HR Policy Manager. In addition minor matters of concern about the conduct of a seconded representative will be dealt with informally by the HR Policy Manager with the aim of resolving issues at an early stage. Otherwise such matters will be referred to the Branch and/or a full time Regional Official in writing.

Requests for additional facilities to cover anticipated long terms increase in workload (i.e. longer than 6 months) should be made to the Head of HR Policy and Strategy.

Where the trade union identifies 2 employees who wish to job share a full time secondment as an official, they will be treated no differently to a full time official.

In order to support the Convenors to improve their skills base they will be given an opportunity to have an annual Personal Development Review which will be conducted by the HR Policy Manager.

Release to undertake secondment is at the Council's discretion. The employees who are seconded into this role will be paid on their substantive

terms and conditions for the duration of their secondment and normal incremental progression will apply where appropriate, as would any regarding/re-evaluation of the post or job subject to any policy in place regarding incremental progression.

Once the secondment ends, The Council will endeavour to return the seconded officer to his/her former post on his/her existing terms and conditions of service, but this cannot be guaranteed. In the event of the post being affected by any restructuring or reorganisation leading to redeployment and/or redundancy, the seconded officer will be treated the same as any other employees whose substantive posts are similarly affected.

The duration of the secondment shall be treated as continuous service.

Paid time off will also be granted to attend the Annual UNISON Service Group or Sector Conference and the UNISON Annual National Delegate Conference, in accordance with the numbers allowed in the union constitution, subject to no more than 5 working days absence and subject to the approval of the Head of HR Policy and Strategy who must be notified of the details of attendees at least one month in advance of the conference.

Normally for other conferences, no more than one member per conference, with the exception of the Women's Conference where 2 members may attend, subject to the Head of HR Policy and Strategy being notified and approval.

For election to high office in UNISON, appropriate time off will be agreed with the Head of Human Resources.

Dedicated office accommodation will be provided for UNISON full time officials, which is located within or near to Council offices. This accommodation will provide an enclosed office space sufficient for private and confidential interviews to take place and for limited storage space.

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CHESHIRE EAST COUNCIL

REPORT TO: STAFFING COMMITTEE

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Date of Meeting: 7th January
Report of: Borough Treasurer and Head of Assets
Subject/Title: Business Planning Process 2010-13 - Pre Budget Report
Portfolio Holder: Councillor Keegan

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1.0 Report Summary

1.1 Cheshire East Council has developed a series of budgetary and capital proposals for the next three years as part of its Business Planning Process.

1.2 These proposals will be published in the first Cheshire East Pre-Budget Report.

1.3 This document will be circulated for feedback on the proposals.

1.4 Trade Unions will be consulted at their regular meeting with the Staffing Committee.

2.0 Decision Requested

2.1 The purpose of the meeting is to receive comments on the proposals in the Pre-Budget Report.

3.0 Reasons for Recommendations

3.1 The Authority has a statutory duty to consult with stakeholder groups and will follow the practice established in previous years of consulting with all interested parties during January.

3.2 Feedback on the proposals will be used to inform Cabinet deliberations on the final Budgetary position.

4.0 Wards Affected

4.1 Not applicable.

5.0 Local Ward Members

5.1 Not applicable.

6.0 Policy Implications including - Climate change
                                    - Health

6.1 The report contains policy proposals which will impact on service delivery.

7.0 Financial Implications for Transition Costs (Authorised by the Borough Treasurer)

7.1 None.

8.0 Financial Implications 2009/10 and beyond (Authorised by the Borough Treasurer)

8.1 The report includes details of policy proposals which will affect service budgets from 2010-11 onwards.

9.0 Legal Implications (Authorised by the Borough Solicitor)

9.1 The Medium Term Financial Strategy must be underpinned by robust estimates and the level of reserves maintained by the Authority must be adequate.

9.2 The Council must have a robust process for budget setting in order to fulfil its fiduciary duties.

10.0 Risk Management

10.1 The steps outlined in this report will significantly mitigate the main legal and financial risks to the Council's financial management:

a. The council must set a balanced Budget
b. The council must set a legal Council Tax for 2010-11
c. The council should provide high quality evidence to support submissions for external assessment. This can have the affect of reducing scrutiny, and audit charges that can be related to risk.
d. That council borrowing will comply with the Treasury Management Strategy.

10.2 A risk assessment for all individual proposals being put forward over £100,000 has been carried out by each Directorate.

11.0 Background and Options

11.1 Cheshire East Council agreed a comprehensive Business Planning Process at Cabinet in July. The aim of the process was to match limited resources to priority areas and set out how services should do this by considering growth pressures, efficiencies and areas of disinvestment. As the Authority faced a funding gap over the next three years the process also included savings targets for each Directorate to achieve.

11.2 Cabinet Members and Directors have developed their responses to the process. These have been challenged to ensure the Authority has a robust set of proposals. The current funding gap is £2.7m and further work is being

undertaken to close the gap in preparation for the full Budget Report to be presented to Council on 25th February.

11.3   This further work includes sharing proposals and receiving feedback from stakeholders on the following dates:

    7 January   Trade Unions
    12 January   Schools Forum
    13 January   Businesses
    18 January   Town and Parish Councils
    20 January   People and Places eg third sector organisations

and the public via the website and libraries.

11.4   A Cheshire East Council Pre Budget Report will be circulated containing all the revenue and capital proposals and Trade Unions are asked for their feedback. This document will not be available until early January 2010.

12.0   Overview of Year One and Term One Issues

12.1   The MTFS and the associated planning assumptions will impact on the first Term by setting a framework for the development of budgetary and policy options and Capital Schemes which will impact on service delivery and Council Tax levels.

13.0   *Access to Information*

The background papers relating to this report can be inspected by contacting the report writer:

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