

# ***TAYSIDE VALUATION JOINT BOARD***



## **HEALTH AND SAFETY POLICY**

## IMPLEMENTATION AND REVIEW

Responsibility for the implementation and annual review of this policy together with the communication of any resultant amendments across the Board and to relevant third parties is assigned to the Information Asset Owner (currently the Assessor).

### Revision History

Version	Originator	Summary of Changes	Date	Next Review Date
Pre numbering		Updates of original document undertaken prior to Revision History coming into force.	Unknown	
V1.1	R Michalski	Addition of Revision History. Removal of Depute Assessor. Replacement of references to Department and addition to wording regarding Trade Union.	01/07/17	
V1.2	R Michalski	No Change	15/08/18	August 2021

## 1 INTRODUCTION

### HEALTH AND SAFETY AND THE LAW

Section 2(3) of the Health & Safety at Work Act 1974 imposes a duty on every employer of five or more people to prepare and bring to the notice of the employees a written statement of the general policy with respect to health and safety at work. The Tayside Valuation Joint Board's statement of policy forms Appendix "B" to this document.

In framing this statement, due attention has been paid to the Management of Health & Safety at Work Regulations 1992 and the Management of Health & Safety at Work (Amendment) Regulations 1994.

All members of staff should study this document and relate the prescripts contained herein to their daily working environment as appropriate.

## 2 POLICY STATEMENT

Tayside Valuation Joint Board recognises and accepts its duty to comply with the Health & Safety at Work Act 1974, and all associated regulations designed to protect the health, safety and welfare of the employees and all others who may be affected by the department's undertakings.

This commitment is based on the desire to protect staff's well-being at work, while recognising that a high standard of health, safety and welfare in operations is essential.

Successful health and safety management with high standards of health and safety performance are inseparable from efficient management practice and are recognised as essential objectives integral to service delivery.

The Board strives to realise the objectives of this policy statement by continuing to provide systems of reporting and by paying particular attention to continued integration of health, safety and welfare requirements involving the provision and maintenance of the following:-

- i Provision and maintenance of plant, equipment and systems of work that are safe and without significant risk;
- ii Safe arrangements and absence of risks to health in connection with the use, handling, storage and transporting of all articles and substances;
- iii Sufficient and appropriate information, instruction, training and supervision to meet requirements;
- iv Providing and maintaining a safe place of work along with safe access and egress;
- v Providing and maintaining a healthy working environment;
- vi Providing and maintaining adequate welfare facilities;
- vii Procedures to deal with any foreseeable emergency situation;
- viii Consultation with employees in the aims and achievements of the Policy Statement's objectives;
- ix Recognising that legal requirements are a minimum standard which so far as reasonably practical, be exceeded;
- x Allocating resources for implementation of the Board's Health and Safety Policy.

- xi Establish a procedure for reporting all accidents that involve employees whilst on Board business and for carrying out the necessary investigations. A procedure has been established for non-employees injured on the Board's premises.
- xii Implement a system designed to monitor the effectiveness of the health and safety policy and set targets to ensure that the aims within this policy are achieved.
- xiii Will develop, implement and monitor risk assessment procedures.
- xiv Revising the Policy as is appropriate and bringing to the notice of the employees these revisions.

In order to promote the observance of points i to xiv above, the Board, in conjunction with appointed employee safety representatives, will systematically monitor the implementation and effectiveness of the Policy Statement.

**While the Assessor recognises his responsibilities and legal obligation for health, safety and welfare at work, all employees must play their part and fulfil their legal obligations by exercising reasonable care to avoid accidents to themselves or others. Staff have a duty to co-operate in the operation of this Policy, as outlined under Sections 7 and 8 of the 1974 Act, by:-**

- i Working safely and efficiently;
- ii Using protective clothing and equipment provided, where appropriate;
- iii Reporting accidents that have led or may lead to injury or damage;
- iv Following safe systems of work procedures;
- v Assisting in the investigation of any accidents they have been involved in, or been witness to, with the objective of introducing measures to prevent reoccurrence;
- vi Undertaking Risk Assessments as necessary;
- vii Participating in undertaking safety tours and audits;
- viii Only participating in potentially hazardous activities if they have been fully and properly trained.
- ix Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.

**Only by full and wholehearted co-operation and joint action to identify and eliminate accidents and ill-health potential, can the objectives of this Policy Statement be achieved.**

### **3 RESPONSIBILITIES**

#### **3.1 The Board**

Tayside Valuation Joint Board is a legally established body which takes over from the Local Authorities in its area certain duties in relation to valuation for rating and Council Tax. The Board is comprised of elected Councillors from each of the Councils within its area. It provides the administrative framework within which the Assessor's organisation operates.

The Board appoints an Assessor who is responsible for carrying out its Statutory functions, and for reporting to the Board that appropriate policies and procedures are in place for the efficient operation of the organisation.

The Board will receive reports on Health and Safety as required, including but not restricted to an annual progress report.

The Board will consider reports and determine recommendations contained within them, with decisions recorded in the official minutes of Board meetings.

### **3.2 The Assessor**

The Assessor is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy within the organisation and for ensuring that the appropriate policies and procedures are in place and duly observed.

He will ensure that:-

- a All staff know and accept their individual and collective responsibilities.
- b The requirements of current Health and Safety legislation are complied with and that the Board's regulations and codes of practice are observed.
- c The effectiveness of the Health and Safety Policy is monitored.
- d The Board's commitment to the safety representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996; as applied to his department, are recognised and complied with.
- e The training needs of employees in health and safety issues are assessed and, where necessary, appropriate training is provided.
- f Information concerning health and safety is communicated to employees and that any matter concerning health and safety raised by employees is recorded and appropriate action taken.

### **3.3 The Assistant Assessors**

The Assistant Assessors will, in practice, act on behalf of the Assessor in all matters of health and safety within the organisation and have operational responsibility for all Section Heads. (Section Heads include all staff who have responsibility for managing a team).

### **3.4 Administration Managers, Administrative Assistants and Section Heads**

All Administration Managers, Administrative Assistants and Section Heads will ensure that:-

- a They know and understand the Health and Safety Policy as it applies to the areas under their control.
- b Staff under their control know and accept their responsibilities under the Health and Safety Policy and are trained and equipped to carry out these responsibilities.
- c They have knowledge of and operate within all statutory and other requirements applicable to their area of work and undertake regular checks of these requirements against actual practice.
- d All equipment in their area of responsibility is safe for use and that a safe means of access to, and egress from, the place of work is maintained.
- e Codes of practice, procedures and other relevant documents are known, understood, observed and kept up to date for the benefit of their staff.
- f Good standards of "housekeeping" are maintained.

- g They are familiar with and operate the accident reporting procedure within the department (see Section 1: Arrangements) and conduct preliminary accident investigations without delay, when appropriate.
- h Risk Assessments are undertaken relative to their area of work.
- i Any safety equipment and protective clothing is provided and used where necessary.
- j All new or temporary employees are advised of all safety procedures relative to their workplace/activities as soon as possible after their commencement of work.

### **3.5 All employees**

All employees must:-

- a Conform to the rules and regulations operating within their field of responsibility.
- b Know and understand the Health and Safety Policy as it applies to their area of work.
- c Be aware of safe operating procedures and specified job instructions for any equipment which they are about to operate or for any work which they are about to undertake.
- d Use only the correct equipment and methods of operation at all times.
- e Report any defective equipment or any hazard which they might encounter in the course of their duties to their Section Head.
- f Assist in the maintenance of good housekeeping standards.
- g Not to misuse or interfere with items provided in the interest of health, safety or welfare.
- h Co-operate fully with all supervisory and managerial staff in the promotion of Health, Safety and Welfare at Work and to enable them to meet their statutory obligations.
- i Report immediately, any accident, dangerous occurrence or occupational disease, to their Section Head and ensure that the incident is appropriately logged.
- j Undertake any safety training which is required.
- k Take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions.
- l Comply with the requirements and procedures to be adopted in the case of fire, including those of testing of fire alarm equipment and evacuation drills.

### **3.6 Safety Representatives/Employee Safety Representatives**

All employees are encouraged to make use of and give assistance to the organisations Safety Representatives/Employee Safety Representatives.

Management recognises its duty to consult, and be consulted by, the Safety Representatives/Employee Safety Representatives on the management and maintenance of arrangements to obtain the co-operation of all employees and to check the effectiveness of such arrangements.

All reasonable facilities will be made available to the Safety Representatives/Employee Safety Representatives to enable them to fulfil their responsibilities - such as access to telephones, typing and photocopying and notice board space.

Management also recognises that Safety Representatives/Employee Safety Representatives are entitled to reasonable time off with pay to enable them to conduct their statutory and Trade Union duties and duties under Safety Representatives and Safety Committees Regulations 1977 and The Health & Safety (Consultation with Employees) Regulations 1996.

The above rights will also apply to any elected representatives of employee safety.

### **3.7 Health and Safety Committee**

The organisations' Health and Safety Committee will be formed for the purpose of continually reviewing the measures taken to ensure health and safety at work and to confirm that the Health and Safety Policy and any new legislation is implemented.

The Committee Chairman (Health and Safety Coordinator) will be a member of the Management Team. In addition, the Committee will be composed of two members of staff from each Divisional office, a member of Headquarters' staff and, where possible, a Trade Union representative. Other members of staff may be invited to attend meetings if they have particular expertise or interest in an agenda item.

The Committee will meet at least biannually. Their proceedings will be recorded in formal minutes, taken by an appointed Committee member. The Chairman will report verbally or in writing to the Management Team. An Annual Report will be prepared by the Chairman, in conjunction with the Assessor, and presented to Tayside Valuation Joint Board. The Committee Chairman will take advice as required from Dundee City Council's Health and Safety Section in order to encourage and promote effective health and safety management.

The main functions of the Health and Safety Committee are to:

- Consider accident and ill health incidents, statistics and trends and recommend corrective action
- Consider reports from Auditors, the Health and Safety Executive or Dundee City Council's Health and Safety Advisers and implement any recommendations
- Give consideration to the Annual Health and Safety Report to Tayside Valuation Joint Board
- Identify the need for, and development of, policies, procedures and safe systems of work
- Monitor the effectiveness and content of employee health and safety training and the number of staff receiving such training
- Monitor health and safety standards, the promotion of health and safety, communications and employee participation

Assessor

August 2018 (Reviewed)

**ADDENDUM**

The Health & Safety Committee comprises the following members

Richard Michalski, Health & Safety Co-ordinator  
Stephen Christie, Headquarters  
Stephen Jackson, Angus Division  
Euan Cameron, Angus Division  
Arlene Beattie, Dundee Division  
Donald Groves, Dundee Division  
Brian Bolland, Perth & Kinross Division  
Debbie Gibson, Perth & Kinross Division

who should be approached, in the first instance, with enquiries or suggestions on Health and Safety matters.

# RISK ASSESSMENTS

A 'Risk Assessment' may be defined as an identification of the hazards present and an estimate of the extent of the risk involved, taking into account whatever precautions are already being taken.

Workplace Risk Assessments will be carried out and reviewed at regular intervals or as required by changes to personnel, layout or equipment. The Assessments will be carried out by competent persons who shall have the required training and experience/knowledge required to enable them to properly complete them. Where appropriate the Board will arrange to provide the training required to enable the Risk Assessment to be carried out.

A "Risk Assessment" is essentially a three stage process:

Identification of ALL hazards  
Evaluation of the risks  
Measures to control or eliminate the risks

In order to be suitable and sufficient and to comply with other legal requirements, a risk assessment must:-

- a Identify all the hazards associated with the operation, and evaluate the risks arising from those hazards, having regard to all relevant legislation.
- b Record the significant findings.
- c Identify any employee(s) who is/are especially at risk.
- d Identify others who may be especially at risk, eg visitors, contractors, members of the public, etc.
- e Evaluate existing controls, stating whether or not they are satisfactory, and if not, what action needs to be taken. This should include training and information provision.
- f Judge and record the probability/likelihood of an accident occurring as a result of uncontrolled risk. Also record the 'worst case' likely outcome.
- g Record any circumstances arising from the assessment where serious and imminent danger could arise.
- h Identify what information is needed for employees on the risks to their health and safety, identified by the assessment, the precautions to be taken and any emergency arrangements.
- i Provide an action plan giving information on implementation of additional controls, in order of priority and with a realistic timescale.

**TAYSIDE VALUATION JOINT BOARD  
HEALTH AND SAFETY POLICY STATEMENT**

**APPENDICES**

**APPENDIX A: LIST OF REGULATIONS, ETC**

**APPENDIX B: TAYSIDE VALUATION JOINT BOARD  
GENERAL STATEMENT OF SAFETY POLICY**

**APPENDIX C: EMPLOYEE INDEMNITY**

## LIST OF REGULATIONS ETC

**Fire Precautions Act 1971**

**Health and Safety at Work Act 1974**

**Safety Representatives and Safety Committees Regulations 1977 (SRSC Regs)**

**Noise at Work Regulations 1989**

**Construction (Head Protection) Regulations 1989**

**Health & Safety (First Aid) Regulations 1981**

**Electricity at Work Regulations**

**Management of Health & Safety at Work Regulations 1992 (Management Regulations)**

**Personal Protective Equipment at Work Regulations 1992 (PPE)**

**The Workplace (Health, Safety & Welfare) Regulations 1992**

**Provision and Use of Work Equipment Regulations 1992**

**Health & Safety (Display Screen Equipment) Regulations 1992 (Display Screen Regulations)**

**Manual Handling Operations Regulations 1992**

**Management of Health and Safety at Work (Amendment) Regulations 1994**

**Control of Substances Hazardous to Health Regulations 1994 (COSHH)**

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

**Health & Safety (Safety Signs & Signals) Regulations 1996**

**Health & Safety (Consultation with Employees) Regulations 1996**

**Health & Safety (Young Persons) Regulations 1997**

**Fire Precautions (Workplace) Regulations 1997**

# **TAYSIDE VALUATION JOINT BOARD**

## **GENERAL STATEMENT OF SAFETY POLICY**

### **GENERAL STATEMENT**

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974, Tayside Valuation Joint Board will take all reasonably practicable steps to ensure the health, safety and welfare of its employees and members of the public. A high standard of performance in this respect is one of the Board's principal objectives and an integral part of its approach to service delivery.

The Board aims not only to reduce accident and sickness absence rates but also to promote the well being of its employees and to develop a positive attitude to health and safety throughout the Tayside Valuation Joint Board.

The involvement and co-operation of all employees on both an individual and collective basis are crucial to the achievement of these aims. Accordingly, the Board will ensure by informing, instructing, training and consulting employees that they are aware of their responsibilities and capable of discharging them and that they have an opportunity to contribute to establishing and maintaining effective health and safety practices.

In all its activities the Board acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

The Board will seek to achieve its aim by:-

- a Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
- b Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are only a minimum standard.
- c Adopting a planned and systematic approach to the implementation of the Board's health and safety policy, to ensure, so far as is reasonably practicable:-
  - i the provision and maintenance of plant and systems of work that are safe and without risk to health;
  - ii arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - iii the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees;
  - iv the maintenance of any place of work under the Board's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks, and
  - v the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- d Identifying and assessing the risks associated with all activities of the Board with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

- e Allocating resources to meet the requirements of the Board's health and safety policy.
- f Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
- g Monitoring and reviewing performance on a regular basis.
- h Ensuring appropriate work force consultation and consultation with safety representatives.

## **ORGANISING FOR IMPLEMENTATION**

The Assessor has been designated as having responsibility for the health, safety and welfare policies for all employees, by:-

- determining the organisation through which the policy will be implemented and identifying the Safety Officers of Dundee City Council to provide Health & Safety advice.
- ensuring that adequate resources are made available to enable the Board's policy to be implemented.
- ensuring that health and safety considerations are an integral part of the overall management culture and developing a positive attitude to health and safety among employees by demonstrating commitment to achieving a high standard of health and safety performance.
- ensuring the establishment and maintenance of effective health and safety management systems within both Divisional offices.
- ensuring the appointment of a competent person to assist the Board to apply the provisions of the health and safety policy.

The Assessor is responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all his employees. He will:-

- prepare and revise as often as is necessary a Health and Safety Policy.
- set out the organisation within the three Divisions through which the policy will be implemented.
- set out the arrangements by which the aims of the policy will be met.
- ensure that adequate resources are made available to enable the policy to be implemented.
- demonstrate commitment to achieving a high standard of health and safety performance within the department and develop a positive attitude to health and safety among employees.
- implement health and safety management systems within the department which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
- consult employees and their representatives on health and safety matters and respond appropriately when relevant issues are raised by employees.
- monitor and evaluate the health and safety performance of the organisation and prepare an annual report for submission to the Board.

**EMPLOYEES** will be expected to co-operate in the implementation of the safety policy by:-

- acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- co-operating, so far as is reasonably practicable, to enable the Board to perform any duty to comply with any requirements, as a result of any health and safety legislation which may be in force.
- using correctly all work items provided by the Board, in accordance with the information, instruction and training given, to enable them to use the items safely.
- wearing all personal protective equipment provided for their safety and ensuring that the equipment is used in a proper manner.
- reporting to their line manager immediately any serious and imminent danger to health and safety and any shortcomings in health and safety arrangements.

The Assessor will oversee implementation of this policy and the Health & Safety advisers of the Human Resources Department of Dundee City Council, as the appointed competent persons within the meaning of Regulation 6(1) of the Management of Health and Safety at Work Regulations 1992, will provide advice on all health and safety matters.

## **MONITORING**

It will be the responsibility of the Assessor to monitor the effectiveness of this policy. In this he/she will be assisted by the Health & Safety advisers who will, inter alia, analyse accident causes and trends, carry out a programme of planned and random inspections and undertake formal safety audits.

The Safety Officers will be authorised to enter all premises and sites owned, leased, operated, rented or in the control of the Board to inspect any documentation required for health and safety purposes and all parts of the premises or site to check conformity with the health and safety regulations. In cases of imminent danger the Safety Officers will be authorised to cause work to be halted until safe working practices can be established.

## **ACCIDENTS: RECORDING AND REPORTING**

Systematic and comprehensive arrangements will be maintained for accident reporting, recording and analysis. These arrangements will ensure compliance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All accidents involving employees or non-employees occurring as a result of the Boards undertaking shall be recorded.

The Assessor and the Safety Section must be informed immediately of a major injury or fatal accident or dangerous occurrence. (If there is any doubt as to the seriousness of an accident the Safety Section should be contacted on Telephone No 01382 434878/434259).

## **JOINT CONSULTATION**

The Board recognises that the participation of employees on both a formal and informal basis is vital to the success of this policy. Accordingly it will:-

- foster all forms of positive employee involvement in health and safety matters.
- encourage the appointment of safety representatives of recognised Trade Unions where possible, and provide such facilities as they may reasonably require to carry out their functions.
- consult relevant safety representatives with regard to appropriate issues, and encourage setting up safety committees as appropriate.
- establish a regular review to promote effective consultation.

## **ISSUE AND REVIEW**

A copy of this statement shall be brought to the attention of all employees. It will be reviewed regularly, may be modified from time to time and will be supplemented where appropriate by further statements relating to the work of particular groups of employees.

Assessor

August 2018 (Reviewed)

## EMPLOYEE INDEMNITY

- 1 The Tayside Valuation Joint Board resolve to indemnify individual members of staff against:-
  - a Uninsured Third Party claims for loss, damage, injury or death.
  - b Financial losses suffered by the Board itself arising out of the performance of duties of employment - except to the intent that such losses have arisen out of the wilful intent or wilful neglect of the employee.
- 2 *This indemnity applies to actions arising out of all duties carried out on behalf of the Board and not only to Health and Safety related issues.*

Claims made against the Board or its workforce by Third Parties and financial losses suffered by the Board itself.
- 3 The Tayside Valuation Joint Board undertakes to indemnify its employees who carry out duties for the Board in the course of their employment, as follows:-
- 4 Providing that any loss does not arise out of wilful neglect or disregard of the proper performance of the duties of employment, or of the limits of the Board's powers, the Board will indemnify any employee against liability for claims arising out of any neglect, act, error or omission, committed or occasioned by the employee, so long as the employee was acting in good faith and honestly believing that his/her duty as an employee required or entitled him/her to perform in that manner and this indemnity applies whether the employee was acting for the Board itself or for another person or body with the consent of the Board.
- 5 This indemnity will not extend to claims arising directly or indirectly from:-
  - a Fraud, dishonesty or criminal offence committed by the employee;
  - b Any neglect, act, error or omission by the employee other than in the course of his/her employment;
  - c Liability directly or indirectly arising out of a decision to impose surcharges made by the Secretary of State or under any orders made under Statute.
- 6 This indemnity shall not apply when an employee, without the express permission of the Board, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of the foregoing indemnity.
- 7 It is a condition of the foregoing indemnity that the employee shall inform his/her Assistant Assessor immediately he/she becomes aware of any circumstances likely to form the basis of any claim against either the Assessor and/or the Board or likely to result in financial loss to the Board.
- 8 This indemnity shall be without prejudice to the right of the Assessor to take disciplinary action in any appropriate case.

Health and Safety Prosecutions - Staff Indemnity

- 9 The risk in relation to Health and Safety is that the Health and Safety Executive might initiate a prosecution in relation to a contravention of any of the Health and Safety legislation eg The Health and Safety at Work Act. Normally this would follow an accident but it could simply result from an HSE Inspector observing a dangerous operation.
- 10 The prosecution can be brought against any or all of the Board, the responsible manager (the Assessor) or the individual who was directly involved. No indemnity is involved in the case of the Board but in the other two cases - if the manager or individual involved was honestly attempting to comply with the Board safety policy and procedures and therefore trying to act in the Board's best interests, then the Board should offer indemnity even if it subsequently transpires that the individual committed an error of judgement.
- 11 However, if an individual, in the full knowledge of the Board safety policy and procedures, wilfully chooses to disregard them or recklessly fails to ascertain the appropriate procedures before carrying out a potentially dangerous practice, then no protection would be available from the Board.
- 12 The indemnity would relate to the cost of defending the prosecution and any fine imposed if the defence is unsuccessful.
- 13 The position in each case would be subject to detailed consideration by the Clerk to the Board in consultation with the Director of Human Resources of Dundee City Council.