

# TSS HEALTH AND SAFETY POLICY

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# TSS

## HEALTH AND SAFETY POLICY STATEMENT

TSS's Health & Safety aims are very clear. They are to produce a work environment where no-one is injured, no-one suffers ill health as a result of their work, and where no harm is caused to others as a result of a work activity.

We recognise that to achieve our aims requires a team approach and that everyone can influence Health & Safety whatever their role.

TSS is committed to a process of continual improvement of its Health & Safety performance and Health & safety management systems.

TSS will achieve its aims by;-

- *Identifying the risks in our activities and taking the necessary steps to manage those risks*
- *Compliance with current Health & Safety legislation, guidance and best practice*
- *Ensuring through training and assessment that everyone has the necessary competence to do their job safely*
- *Communicating and engaging with employees to ensure that everyone understands how to keep themselves and others safe and healthy*
- *Competent persons are available to provide Health & Safety assistance and technical advice*
- *A commitment to continuous improvement in our Health & Safety performance by monitoring results and forward planning*
- *A commitment to consult with employees on all work related health & safety issues.*

TSS also requires Contractors, Partnerships and other Stakeholders to co-operate with all Health & Safety arrangements in place to achieve its aims.

Signature	 Kevin Melling
Date	2021
Position in Company	Managing Director
Due Date of Next Review	2022

## **1.0 INTRODUCTION**

### **1.1 Application**

This is the written Health & Safety policy of TSS as required by section 2 of the Health & Safety at Work Act 1974 and its associated legislation.

This policy applies to all employees, volunteers, contractors, young persons, visitors and partner organisations in so far as the company has control over their activities. Where agency workers and those on work experience or training schemes are engaged in the workplace, they will be treated as employees for the purposes of health and safety, the same level of care and protection afforded to them as other employees.

### **1.2 Commitment**

TSS is committed to providing and maintaining a safe and healthy place of work with adequate welfare arrangements. TSS will also ensure that all employees receive sufficient training and support in order for them to carry out their work with minimum risks to their health and safety and to the health and safety of others who may be affected by these work activities.

### **1.3 Health and Safety Management**

The provisions contained within this policy will ensure that health and safety is an integral part of the corporate risk management process, and the health and safety management system contained within the HSE guidance notes HS (G) 65 and INDG 417 will be followed.

Health & Safety handbooks will be developed to demonstrate how everyday operational safety issues will be dealt with. These handbooks will contain detailed Method Statements and will be reviewed at regular intervals.

During this latest review, considerable changes in working practices are being introduced as a result of the global pandemic – Covid 19. Steps have been taken and will continue to evolve as revised working practices are established associated with creating a safe working environment in accordance with the guidance published in spring 2020 “Staying Covid -19 secure in 2020”

## **1.4 Consultation and Communication**

Consultation and communication with trade unions and employee representatives will be maintained through the TSS forum and any service sub-forums. The important role of Trade Union Health and Safety Representatives in the maintenance of high standards of health and safety within the organisation is recognised and supported.

## **1.5 Joint Working**

Where applicable TSS will work together with partner organisations and other key stakeholders to ensure that health and safety is taken into account where joint working takes place. TSS will also ensure that there is proper liaison with external organisations such as the enforcement and inspection bodies.

Where contractors are used to carry out functions on behalf of TSS, they will be appropriately selected, vetted where necessary and subsequently monitored to ensure their work is in accordance with TSS's policy on health and safety.

## **1.6 Review**

This Health and Safety Policy will be reviewed on an annual basis or sooner if deemed necessary.

## **2.0 ORGANISATION**

This section of the Policy sets out the roles and responsibilities of key stakeholders within TSS. It also outlines TSS's expectations of those who are not employees e.g. partner organisations, contractors, service users, visitors and members of the public, where these people have contact with TSS.

### **2.1 Managing Director**

The Managing Director has overall responsibility for Health and Safety in TSS and is responsible for ensuring that the day to day health and safety matters are dealt with. This includes the following;-

- Ensuring Establishing and maintaining TSS's Health & Safety Forum and supporting the formation of all necessary sub forums.
- Integrating health & safety into TSS's Service Plans.
- Liaising and consulting with the trade unions on health & safety matters.
- Ensuring that a TSS Health & Safety Policy is in place and that there is compliance with this Policy
- Implementing TSS's Health & Safety Policy
- Ensuring that employees are informed about TSS's Health & Safety Policy and understand their responsibilities for health and safety
- Ensuring that sufficient resources are allocated to health & safety provision within TSS

Notwithstanding the above responsibilities the Managing Director will appoint a Health and Safety Champion who in this case is the Lead Manager.

### **2.2 General Manager**

This role is between the Managing Director and the Business Managers in the Management structure and includes Chairing the TSS Health & Safety Forum and acting in a co-coordinating capacity with the other Business Managers on health and safety. They will be the point of contact for the Cheshire East Corporate Health and Safety Team, and generally lead on health & safety initiatives in TSS.

The general Manager will directly oversee the Health & Safety matters of those TSS staff not under the direct management of the Business Managers.

### **2.3 Passenger Transport Manager, Business & Projects Manager and Contracts & Performance Manager (thereafter known as Managers in this document)**

These Managers are responsible for health & safety matters in the areas under their control including:-

- Ensuring there is sufficient health & safety training for their employees and maintenance of training records
- Attending the TSS Health & Safety forum or nominating a suitable person to represent their business area in their place.
- Ensuring that risk assessments are carried out and reviewed at least every two years.
- Managing health & safety systems and procedures to improve health & safety performance as part of the business planning process.
- Reporting to the General manager on all Health & Safety matters.
- Ensuring that a sufficient number of competent persons such as fire marshals, first aiders etc. are available to that part of the organization responsible for the co-ordination of emergency procedures.
- Arranging for and attending Joint health & safety inspections of the workplace to take place at least every 6 months

### **2.4 Fleet Compliance Manager, Operations Manager and Operations Support Manager**

These are responsible for the implementation of the safety arrangements within the area of their control and influence. They are responsible for:-

- Ensuring that TSS Health & safety policies and existing Cheshire East Centranet guidance are implemented.
- Ensuring that employees receive information, instruction and training relevant to their role.
- Ensuring that accidents, incidents and near misses are investigated and reported and recorded in accordance with the accident procedure.
- Risk assessments are carried out for all significant hazards, and these risk assessments are reviewed at least every two years
- Representing their work area at the TSS Health & safety forum as required by their Manager
- Liaison and co-operation with other parts of the organisation whose role is to organise emergency procedures.

The above are responsible for the implementation of the safety arrangements within the area of their control and influence in accordance with TSS Health & Safety Policy and guidance.

Additionally they are at all times required to assist Managers in 2.3 to deliver their responsibilities for health & safety.

## **2.5 Employees**

Irrespective of their position within the structure all employees have the following responsibilities:

- To take reasonable care for the health and safety of themselves and other people
- To co-operate with the employer regarding matters of health and safety
- To report any matters which could put themselves or others at serious risk to their line manager
- To bring to the attention of their line manager, any defects in property, equipment or machinery which could give rise to harm
- Not to interfere with or misuse any equipment provided for health, safety or welfare
- To report accidents / incidents

## **2.6 Agency workers**

For the purposes of the TSS Health and Safety Policy, agency workers shall be regarded as employees.

Therefore all references to 'employees' in this policy shall include agency workers.

## **2.7 Trainees & Apprentices**

Under the Health and Safety (Training for Employment) Regulations 1990, trainees, work experience students and others on similar training programs with the directorate shall be deemed to be 'employees' of TSS

## **2.8 Trade Union Health and Safety Representatives**

Safety Representatives have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 and under agreed arrangements with TSS including:

- Carrying out health and safety inspections
- Conduct accident investigations into Serious accidents or near misses
- Receiving information from the employer regarding matters of health and safety
- Being involved in the consultation process on health and safety policies and procedures

### **3.0 ARRANGEMENTS**

It should be noted that what follows here is a summary of the arrangements necessary for health & safety management. More detailed Arrangements and Guidance notes are included on the Cheshire East Centranet Health & Safety page. These Guidance notes are directly applicable to TSS employees .

#### **3.1 Risk Assessment**

TSS's Health and Safety Policy is based on an effective health and safety management system, which aims to minimise risks to employees and others. Where significant risks are present, they will be subject to a formal risk assessment, which will determine the control measures to be used.

Risk assessments can be generic for a particular activity or individual to cover a specific situation. Where significant risks are identified, the results of the risk assessments will be recorded in either a risk assessment format, code of practice, policy document or guidance note.

#### **3.2 Access to Competent Health and Safety Advice**

In accordance with the Management of Health and Safety at Work Regulations 1999, Cheshire East Council has a number of health and safety practitioners who are able to offer advice to TSS on all aspects of health and safety including advice on the completion of risk assessments.

Their roles and responsibilities are outlined in paragraphs 2.4.1 and 2.4.2 of the Cheshire East Corporate General Health & Safety Policy. The Cheshire East Corporate Health and Safety team has a Senior officer to lead on health & safety advice to TSS.

#### **3.3 Training and Information**

Health and safety training and information will be provided to employees in the following ways:

- During induction training
- By attendance at formal training courses covering general health and safety
- By attendance at training courses covering job specific topics e.g. manual handling
- By publications such as policy documents, manuals, leaflets, and pocket cards
- By use of Intranet health and safety pages

Health and safety training needs will be identified by managers during employee's appraisals/supervision sessions and managers must ensure that appropriate training is delivered.



### **3.4 Consultation and Communication**

TSS is committed to the principle of consultation and communication with employees on all matters of health, safety and welfare.

TSS will hold Health & Safety Forums made up of a representative from each Trade union whose members are within TSS, and Business Managers, in such a balanced way that all aspects of the service are represented.

These forums will be held Quarterly and attended by the Senior Cheshire East Safety Adviser to TSS. They will be chaired by the General Manager.

### **3.5 Accident reporting**

It is essential that prescribed procedures are followed for reporting accidents, incidents and near misses. TSS will use the accident reporting and investigation software package known as Prime, currently used by Cheshire East

Every injury should be reported and Managers are required to ensure that they record and investigate as appropriate. An injury that needs medical attention or involves time off work must be investigated, initially by the manager and the appropriate form completed and returned via the PRIME system

Accident reports are confidential and as such, will not be forwarded to anyone except the injured person, Cheshire East's Senior Health & Safety Adviser and the Health & Safety Executive if required.

### **3.6 Contractors**

All contractors will be required to act in accordance with TSS's Health and Safety Policy and its procedures.

Contractors are expected to carry out their own risk assessments to ensure the health and safety of their own employees, TSS employees and third parties who may be affected by the contractor's activities.

Where possible, the health and safety policies and procedures of partner organisations will work in conjunction with those of TSS.

TSS will be working together with other agencies to improve the standards of health and safety performance of its contractors and all contractors will be expected to cooperate with TSS's vetting scheme.

### **3.7 Partner Organisations**

TSS will ensure as far as possible, that the health and safety policies and procedures of partner organisations are harmonized with its own to reduce the risk of conflicting standards.

### **3.8 Premises Management**

The premises occupied by the Company remain the property of Cheshire East Council. As such they will be maintained by the Asset Management Service of the Council, to ensure that they remain in good structural order subject to fair wear and tear. The exact terms of the maintenance to be undertaken will be contained within the Operating Contract. This is to ensure that the Company can deliver its services as required and in accordance with current premises related legislation. The main functions to be undertaken will however include:

- The undertaking of any risk assessments relating to the structure/general plant of the building and the implementation of any necessary actions within a reasonable time scale.
- The undertaking of regular building inspections.
- Ensuring, in liaison with the Company, that all statutory compliance testing of plant and equipment is undertaken, and that records are maintained in accordance with legislative requirements.
- Ensuring that access to common areas complies with the requirements of the Equality Act 2010 where required.
- Liaison with the Company regarding the undertaking of an annual fire risk assessment and the maintenance and testing of fire fighting equipment and alarm systems
- The provision of appropriate building security measures
- Ensuring, in liaison with the Company, that management arrangements pertaining to the control of legionellosis (including the undertaking of a legionella risk assessment) have been implemented by a competent person and any necessary actions undertaken
- Ensuring that an asbestos survey has been carried out for the building and an asbestos management plan put into place. This documentation should be freely available to the Manager in order that it can be shown to contractors prior to any work being undertaken
- Ensuring that the activities of contractors are supervised and that there is a full understanding between the contractor and the Manager of the work to be carried out and any constraints that need to be put in place

## **4.0 MONITORING AND AUDITING OF COMPLIANCE WITH THE HEALTH AND SAFETY POLICY**

TSS recognizes the importance of regular monitoring of its Health and Safety policy and annual auditing as well as ensuring compliance and accountability for all Health and Safety issues.

In support of this, the following arrangements will be put in place

- TSS Health and Safety Forums are held quarterly and are chaired by the Lead Manager in their capacity as Health and Safety Champion. Standing agenda items may include feedback from the Cheshire East Corporate Health & Safety Forum, Managers progress with audit action plans, feedback and discussion of outcomes of Joint Workplace Inspections, analysis of quarterly accident statistics and any correspondence with HSE
- Health and Safety is discussed as a standard agenda item at all management team meetings and TSS Board meetings
- Joint workplace inspections both formal and informal with management and Trade Unions
- Sickness absence data
- An Annual health and safety report to the Board produced by the Senior Safety Adviser
- Health & safety targets will be set out as part of an TSS Health & Safety plan
- TSS will ensure that such monitoring is sufficient to ensure policies and procedures are effective and meet the requirements of HS (G) 65 'Effective Health and Safety Management' and INDG417

### **4.1 Review of the policy**

This policy will be reviewed as a result of:

- Changes in safe working practices
- Up-dated knowledge of hazards
- Changes in management structures
- Accidents or occupational ill-health issues
- Enforcing authority action

Notwithstanding the above, the policy will be reviewed at least annually or as deemed necessary.

All additional Policies and Guidance Notes relating to specific health and safety issues are available on the Cheshire East CEntranet under the Health and Safety Team home page and are directly applicable to TSS employees..

<http://centranet.ourcheshire.cccusers.com/healthandsafety/Pages/HealthandSafety.aspx>