

Torbay Council Occupational Health and Safety (OHS) Management System

Health and Safety Policy Part 3: Arrangements for Health and Safety

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Version Control

Date	Details	Updated by
15 th March 2021	V 1 Policy to meet legal requirements	Corporate Health and Safety Officer
1 st September 2022	V 2 Annual review. Minor amendments and hyperlinks to H&S Polices.	Corporate Health and Safety Officer
27 th July 2023	V 3 Annual review. Management restructure update. Inclusion of Maintained Schools. Consultation participants updated.	Corporate Health and Safety Officer
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16 th April 2025	Training & Competence records stored on Assure Training Records module.	Corporate Health and Safety Officer
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In consultation with and date:	
Health and Safety Team	17/01/2025
Director of Corporate Services	17/01/2025
Data Protection Officer	27/01/2025
Governance Support	27/01/2025
Insurance Manager	27/01/2025
Human Resources	27/01/2025
Policy, Performance and Community Engagement	27/01/2025
Procurement Department	27/01/2025
Senior Leadership Team	27/01/2025
Asset Management Team	27/01/2025
Strategic Head of Asset Management	07/03/2025
Property Services and FM Manager	07/03/2025
Principle Buildings Surveyor	07/03/2025
Mechanical Project Manager	07/03/2025
Health and Safety Working Group	11/03/2025
Joint Consultative Committee	21/03/2025
Chief Executive Officer & Leader of the Council	16/04/2025

1. Arrangements for Health and Safety

1.1 Introduction

The Arrangements section sets out the Torbay Councils health and safety management system and the way in which specific risks are dealt with. The attainment and maintenance of high standards of health and safety within the organisation shall be achieved by the identification of hazards associated with the activities undertaken and the process of risk assessment to ensure the implementation of precautions and control measures to eliminate, reduce or control the risk, as low as reasonably practicable, of harm to ALL persons exposed to the hazards.

Torbay Council implements its health and safety policy through the following arrangements:

The health and safety management system framework follows the Health and Safety Executive, Managing for Health and Safety Guidance, HSG65 Plan, Do, Check, Act approach as shown in figure 1 below:

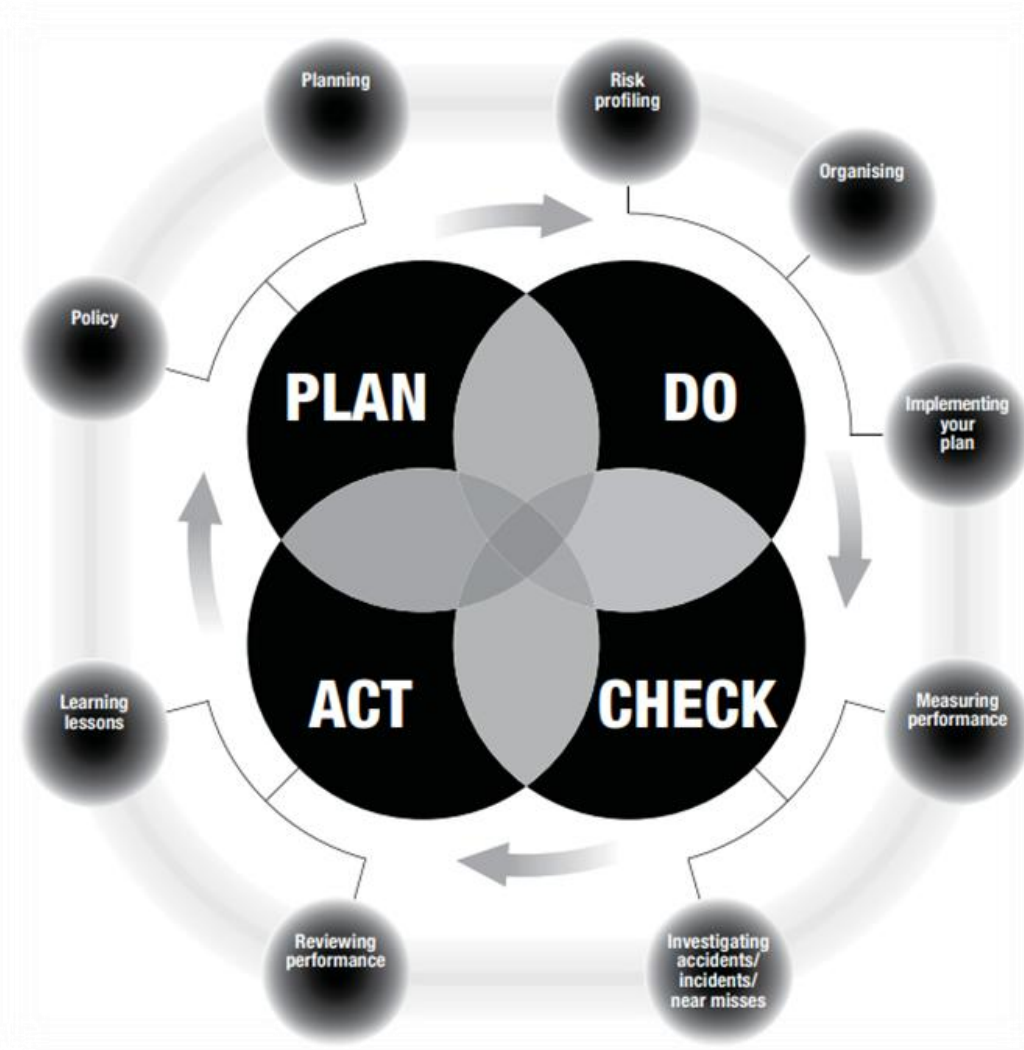


Figure 1 HSG65 Plan Do Check Act

1.2 Plan, Do, Check, Act

Plan: Determine the policy / Plan for implementation. Assess Occupational Health and Safety risks and opportunities, establish objectives and processes necessary to deliver results in accordance with the Torbay Council Health and Safety Policy.

Do: Profile risks/Organise for health and safety/Implement the plan.

Check: Measure performance (monitor before events, investigate after events).

Act: Review performance/Act on lessons learned. Take actions to continually improve the Occupational Health and Safety performance to achieve the intended out-comes.

1.3 Policies, Standards and Systems

The Chief Executive Officer and Leader of Torbay Council have agreed and signed the Torbay Council Health and Safety Policy Part 1: Statement of Intent, TC-OHS-DIR-POLICY-001.

The organisational policies and all actions taken in relation to health and safety are based on relevant legislation, established industry standards, nationally issued guidance, and codes of practice.

1.4 Documented System

Torbay Council's documented health and safety management system is designed to cover all risks associated with their undertaking and is separated into hierarchical levels as identified in figure 2 below:



Figure 2 Torbay Councils health and safety document hierarchy

1.5 Electronic Health and Safety Management System

Torbay Council utilises an electronic safety management system, Assure, to support the organisational health and safety management system.

Assure enables authorised software users to assign, track, escalate, review, and approve delegated actions with full transparency with an auditable functionality. The system allows Torbay Council to identify relevant trends and track key performance indicators, which assists with the communication of relevant information and decision-making being based on objective / quantitative data.

1.6 Organisation

Health and safety management is the responsibility of all employees of Torbay Council and is a joint responsibility with contractors. It is the responsibility of the Director Responsible for Health and Safety (Director of Corporate Services), Cabinet / Elected Members, Managers, Supervisors and Team Leaders to ensure that all employees and contractors are properly equipped, trained and motivated in order to ensure high health and safety standards at work.

All employees shall actively promote a positive health and safety culture throughout the organisation.

The responsibilities for the implementation of Torbay Councils Health and Safety Policies are identified in the Health and Safety Policy Part 2: Responsibilities for Health and Safety, TC-OHS-DIR-POLICY-002.

1.7 Definitions

- Employees: persons directly employed and / or volunteers who undertake work on behalf of the organisation either on a full-time or part-time basis, including agency and / or work experience workers and those self-employed persons who undertake work on behalf of the organisation e.g. Elected Members.
- Contractors: persons who work for Torbay Council but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Supplier: persons who supply goods and / or services.
- Safety Representatives; appointed Trade Union Health and Safety Representatives.

2. General Arrangements for Health and Safety

2.1 Communication and Consultation

Health and safety information, where it relates to Torbay Council activities, shall be communicated throughout the organisation as it becomes available by the quickest and most effective possible means.

Meetings and briefing sessions should be held at all levels in the organisation and comprise a minimum of:

- Torbay Council employee induction.
- Staff News / Staff Update emails / Health and Safety briefings.
- Managers Forums and Trade Union Joint Consultative Committee.
- Quarterly Health and Safety Working Group meetings.
- Annual 1:1s / employee appraisals / team meetings / team toolbox talks.

Concerns over the standards of health and safety within Torbay Council or issues relating to health and safety shall be brought immediately to the attention of Line Management.

Torbay Council consults with its employees on health and safety matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of elected health and safety representatives Torbay Council shall consult with employees individually or in groups regarding relevant health and safety matters.

2.2 Contractor Management

Contractors are required to provide competent accredited (where applicable) employees when undertaking required works and ensure their systems for managing all aspects of health and safety meet Torbay Council's required standards including relevant sub-contractor management. Where there are multiple contractors on site, assessment must be made regarding any risks to either party or affecting council employees or council activities taking place.

The organisation has a number of Service Term Contracts in place for planned and reactive maintenance, held by Property Services within the Asset Management Team (Property Services / FM / Estates) and also uses the Standing List of Approved Contractors (SLoAC).

The use of contractors outside of the Service Term Contracts and SLoAC shall be procured in accordance with Contract Procedures. Contractor performance is assessed during and on completion of works and approved status is regularly reviewed/updated accordingly.

Those responsible for the management of contractors shall ensure:

- Only approved contractors who are deemed competent to perform the work undertake work on behalf of Torbay Council.
- All contractors receive an induction, to identify any relevant hazards, on arrival at premises, the induction is recorded and repeated at appropriate intervals.

- Contractors receive required information, instruction and training to assure their competence for the work they are to undertake.
- An appropriate level of supervision is provided to contractors working on Torbay Council premises.
- Torbay Council risk assessments include control measures to protect contractors.
- Contractors provide risk assessments, and where appropriate method statements (RAMS), for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Torbay Council employees and other persons.
- High risk work activities (e.g. hot work) shall have an additional control measure via a Permit to Work system, prior to the works commencing.
- Electrical appliances to be used by contractors have been tested and are safe to use.
- The quality of contractor's work is monitored to ensure that it is being conducted safely.
- All contractors on Torbay Council premises are accounted for at all times.

2.3 Training and Competence

Torbay Council new employees shall receive induction training as soon as is reasonably practicable. A documented record of the induction process shall be maintained by the Line Manager.

Local induction / workplace specific training shall be provided to employees; relevant agency employees and contractors whenever work commences in a new place of work. A documented record of local induction process and ongoing training shall be maintained by the Line Manager.

Individual employee training needs are initially identified on induction and are reviewed periodically by the Manager, Supervisor / Team Leader or Corporate Health and Safety Department (if relevant). Any specific training needs, including health and safety, should be identified and actioned as necessary. Managers or Supervisors / Team Leaders shall ensure a suitable level of supervision is provided until the employee is deemed competent to undertake tasks unsupervised. Employees shall only carry out work for which they hold the appropriate competences.

Further training shall be given:

- For 3 yearly refresher training.
- When required by current best practice or any changes to legislation.
- When being exposed to new or increased risks.
- When being transferred or given a change in responsibility.
- When there is a change in work methods, technology, equipment and / or practices.

All health and safety induction and training records and, where issued, certificates of training, qualifications and competence should be held by Human Resources and by the employee's individual department. Employees health and safety training certificates shall be stored on the Assure Training Records module.

Where work is conducted on a 'Client' premises, a suitable briefing / premises induction shall be conducted by the 'Client'. Training needs and competence requirements shall be analysed to ensure the provision of appropriate training. The risk assessment process shall be used to identify

specific training requirements associated with the use of hazardous plant, machinery and equipment and for specific work activities (e.g., working at height).

Training standards shall be kept under review to ensure that the requirements of current legislation and risk assessments are met. See appendix 1 Torbay Council's Core Competency Matrix. Health and Safety Level 2 and level 3 training requires 3 yearly refresher training to be conducted.

2.4 Risk Assessments and Safe Working Procedures

The attainment and maintenance of high standards of health and safety across the organisation shall be achieved by the identification of any hazards associated with the activities undertaken and the process of risk assessment to ensure the implementation of precautions and control measures to eliminate, reduce or control the risk, as low as reasonably practicable, of harm to all persons exposed to the hazards.

Risk Assessments shall follow a standard format and shall be documented on Assure - Risk - Activity Risk Assessment module (see Torbay Council Health and Safety Risk Management, Risk Assessments and Control Policy, available via Assure Health and Safety Portal - Document Library section).

Risk Assessments shall be reviewed at least annually or:

- When organisational operations change.
- Following a near miss / incident / accident.
- Following a change in legislation or industry best practice.

Management shall ensure:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate Risk Assessment shall be undertaken* and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Safe Working Procedures are produced based on the findings of Risk Assessments.
- That all Risk Assessments and Safe Working Procedures are communicated to employees and relevant parties who may be affected by the activity.
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the Risk Assessment shall be undertaken and appropriate changes to the safe system of work effected before the work is continued.
- Copies of all Risk Assessments and Safe Working Procedures are maintained by individual departmental managers; and if relevant.
- Risk Assessments, Method Statements and Safe Working Procedures are presented to a Client prior to work commencing on site.

Department Managers may choose to adopt corporate risk assessments if it is specific to the tasks being conducted and the control measures in place. Individual departments shall conduct a suitable and sufficient risk assessment if corporate risk assessments do not reflect their undertakings and / or arrangements.

Department management shall ensure risk assessments are communicated, and made available, to relevant employees and that these employees understand the control measures.

*Risk assessments shall only be undertaken by suitably trained and competent employees who have completed sufficient training (H&S L3 or above or specific risk assessment training) and have knowledge, skills, and expertise to perform an assessment effectively. The risk assessor should be supported by one or more employees / representatives having the skill, knowledge and experience relevant to the risk.

2.5 Permit to Work

High risk work activities shall require additional control measures via a Permit to Work system.

These permits are required where there is a risk of serious injury which cannot be controlled by normal physical safeguards. Permits specify work to be carried out, precautions to be taken and provide a record that foreseeable hazards have been considered.

The range of high-risk activities for which a Permit to Work is required includes, but is not limited to:

- Confined space entry.
- Hot work (where heat, sparks or open flames exist).
- Working on roofs / fragile surfaces and some working from / at height (if indicated in the task risk assessment).
- Asbestos exposure.
- Working on electrical systems.
- Operating / maintaining machinery (if indicated in the task risk assessment).
- Diving operations.

The Permit to Work system safeguards contractor and employees and shall be communicated to and signed off by all workers involved with the activity. Work is immediately stopped if there is any deviation from the documented permit controls.

2.6 Personal Protective Equipment

Managers shall ensure a risk assessment is completed and Personal Protective Equipment is provided, in accordance with relevant legislation, guidance and the current Torbay Council Personal Protective Equipment (PPE) at Work Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section.

2.7 Employment of Young People

Risk assessments shall be conducted in accordance with relevant legislation, guidance and the current Torbay Council Children and Young Persons at Work Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section.

2.8 Employment of New and Expectant Mothers Risk Assessment

Risk assessments shall be conducted in accordance with relevant legislation, guidance and the current Torbay Council New and Expectant Mothers Risk Assessment Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section. Risk Assessments for New and Expectant Mothers shall be conducted using the New and Expectant Mothers Risk Assessment

form, available via the [Assure Health and Safety Portal – Forms – New and Expectant Mothers Risk Assessment](#).

2.9 Occupational Health and Wellbeing

Torbay Council employees should declare any new or existing medical condition that may put them at risk while undertaking the work activity for which they are employed or that may be affected by the environment in which it is to be undertaken.

Torbay Council is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work. To the extent that is reasonably practicable, the organisation shall endeavour to balance job demands and pressures with individual capabilities, and to support employees experiencing stress or common mental health problems (CMHPs) such as anxiety and depression. Employees should report work related stress (where a formal diagnosis by a medical practitioner of a specific disorder has been made and where, through initial investigation, this has been determined, on the balance of probabilities that it is work related) via the [Torbay Council Health and Safety Portal \(Assure\) – Forms – Report an Occupational Health Incident](#).

If an employee reports an Occupational Health Incident report for stress a personal risk assessment should be undertaken to identify the extent and causes, together with reasonable adjustments to support employees, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to a relevant employee. Occupational advice should be sought, under the guidance of the Human Resources Department.

Information regarding employee Wellbeing and Occupational Health can be found on [Torbay Councils intranet](#). The Occupational Health Policy is available via [MyView, My Documents, Referral to Occupational Health Guidance](#).

2.10 Well-being at Work

Managers should discuss with relevant employees any health-related issues or concerns raised, as part of their management and health and safety duties. Risk assessments shall be completed, in accordance with the [Management of Health and Safety at Work Regulations 1999](#) and the [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#) (as amended) and the [Equality Act 2010](#). Please refer to [MyView, My Documents, Wellbeing at Work Policy](#) for further information.

2.11 Occupational Health Referrals

Torbay Council employees may need to be referred to the Occupational Health Service as and when necessary if there is a new or existing medical condition or concerns that may impact their health or fitness to perform work duties. Any referral shall be in accordance. [MyView, My Documents, Absence and Attendance Policy and the Referral to Occupational Health Guidance](#).

2.12 Workplace Monitoring and Safety Inspections

Monitoring systems shall be put in place to ensure that the activities of employees and contractors are carried out in a safe manner in compliance with Torbay Councils risk assessments and safe working procedures.

Monitoring systems shall be put in place to ensure that plant, equipment, machinery and the general working environment are maintained in a safe condition in accordance with the conducted risk assessments, safe working procedures, relevant legislation and appropriate manufacturers recommendations.

Department Managers should conduct an Annual Simple Health and Safety Audit to assess simple health and safety performance. This should be completed using the 'Complete a simple H&S Audit' template via [Assure Health and Safety Portal – Forms – Complete a Simple H&S Audit](#).

Department managers shall ensure health and safety inspections are conducted in accordance with the departmental health and safety arrangements.

The Corporate Health and Safety Department monitor reported hazards / near misses / incidents and Assure data to identify possible related trends and compliance with relevant legislation, guidance and Torbay Council Health and Safety Policies. Health and safety surveys, tours, inspections and audits are conducted, as required.

Where a lack of compliance is found relevant information shall be communicated to the appropriate Director / Assistant Director or Head of Service as well as communicated at the Health and Safety Working Group, for further appropriate dissemination.

The Corporate Health and Safety Manager conducts health and safety performance reporting meetings to:

- Divisional Directors.
- Senior Leadership Team.
- Chief Executive Officer.

The frequency of performance meetings is governed by the level of risk.

Devon Audit Partnership provide the Internal Audit function to Torbay Council. Torbay Councils S151 Officer (Director of Finance) has responsibility for the Internal Audit provision and leads the Senior Leadership Team in developing an annual audit plan for Torbay Council i.e., areas for inclusion and proposed quarter timings. Individual audit reports are issued to Heads of Service and Directors, and other officers involved in the individual audit process.

2.13 First Aid Provision

Torbay Council provides adequate and appropriate equipment, facilities and personnel in accordance with relevant legislation, guidance and the current Torbay Council First Aid at Work Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section. A list of First Aiders is available via [inSIGHT – Health and Safety – First Aiders](#).

2.14 Accident Recording, Reporting & Investigation - Injuries, Diseases and Dangerous Occurrences, Near Misses

All employees shall report hazards / near misses / incidents / accidents in accordance with the Torbay Council Accidents, Near Misses, Dangerous Occurrences, Occupational Ill-Health, Hazards and Incidents of Violent and Threatening Behaviour Reporting Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section.

2.15 Investigation of Hazards / Near Misses / Incidents / Accidents

Department Managers shall ensure all hazards / near misses / incidents / accidents / dangerous occurrences involving Torbay Council employees or third parties are investigated in accordance with the Torbay Council Accidents, Near Misses, Dangerous Occurrences, Occupational Ill-Health, Hazards and Incidents of Violent and Threatening Behaviour Reporting Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section.

2.16 Enforcement Authority Visits

Health and Safety Executive (HSE) Inspectors, and Fire Officers have statutory authority to visit Council premises and work sites to enforce legislation under their control.

Management shall ensure the fullest co-operation with all visiting enforcement officers and Torbay Council shall always be responsive to recommendations and advice received. The Director Responsible for Health and Safety the Corporate Health and Safety Department or their representative, shall liaise with visiting Enforcement Officers and ensure that they are accompanied, as required, during their visits.

Enforcement authority visits shall be recorded by the department manager, where the visit is being conducted, via the [Assure Health and Safety Portal – Forms – Report a Regulatory Visit](#).

2.17 Fire Safety

The Responsible Person for Health and Safety is the designated Responsible Person. The Responsible Person has appointed the Torbay Council Health and Safety Manager, Corporate Services, and the Fire Safety Officer, Corporate Services, as the Competent Persons, who are tasked with ensuring that Torbay Council fulfils its duties under the [Regulatory Reform \(Fire Safety\) Order 2005](#) (RRFSO) for the Town Hall. Responsible Persons for all other Torbay Council sites shall be appointed as appropriate. All Responsible Persons shall be trained in Fire Safety Management.

In accordance with [Article 8 \(1\) of the RRFSO](#), the Responsible Person ensures that General Fire Precautions are in place, as set out below:

- The organisation has an established Fire Safety Policy and Fire Risk Management Strategy in place through its Facilities Management Contract for all Torbay Council Buildings.
- A periodic Fire Risk Assessment to identify fire and explosion risks for all organisational premises shall be undertaken prior to commencement of work, in accordance with the [RRFSO](#) and the [Dangerous Substances and Explosive Atmospheres Regulations 2002](#) (DSEAR).

- Where the organisation is part of a multi-tenanted building, Torbay Council management shall coordinate and co-operate with the landlord and other Responsible Persons within the building to ensure that fire safety regulations are met.
- Based on the results of the Fire Risk Assessment, adequate means of raising the alarm, fighting the fire and means of escape shall be provided to ensure the safe evacuation of personnel in the event that a fire occurs on Torbay Council premises.
- Fire precautions and prevention measures shall be taken appropriate to the level of risk throughout Torbay Council premises.
- An adequate Fire Plan shall be in place, prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors on induction.
- In the event of a fire on Torbay Council premises, the priority shall be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities called if required by the Incident Controller.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, personnel are not put at risk and they are confident and competent to do so. The person should brief the Incident Controller as soon as possible so that information can be relayed to the Fire and Rescue Service. Under no circumstances should a person attempt to extinguish a larger fire. The primary aim should be to evacuate from the building in accordance with the Emergency Evacuation Plan.
- Designated Fire Marshalls are appointed for the office premises to assist with the safe and timely evacuation of all Authority facilities.
- Designated Fire Marshalls shall be trained in basic fire safety and the use of portable fire-fighting appliances, as found on Torbay Council premises and vehicles.
- Emergency procedures and evacuation routes shall be communicated to all employees on day 1 as part of their induction training.
- Maintenance of the fire detection and alarm system shall be conducted by a competent, specialist authority under contract through Torbay Councils Facilities Management Contract.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- Consideration shall be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuate safely.
- Whilst working on sites or carrying out works within Client's premises as a contractor, the fire arrangements of the Client are to be adhered to and communicated to Torbay Council employees by site-specific induction training prior to commencement of any work.
- Whilst working on Torbay Council premises, contractors are to familiarise themselves with emergency procedures and evacuation routes.

2.18 Smoke Free Environment

Torbay Council buildings, premises and vehicles are strictly no smoking and / or vaping in accordance with relevant legislation, guidance and the current Torbay Council Smoking and Vaping Management Policy, available via the [Assure Health and Safety Portal - Documents Library](#) section. The corporate Exposure to Cigarette Smoke, Second Hand Smoke and / or E-cigarette Vapour risk assessment is available via the [Assure Health and Safety Portal – Records – Activity Risk Assessment](#) section.

2.19 Alcohol and Controlled Substances

If an employee is suspected of alcohol or drug misuse they shall be initially interviewed by their manager with the presence of a member of the Human Resources Team. The employee shall have the right to be accompanied by a union representative or work colleague. Please refer to the Council's Drug and Alcohol Policy available from [MyView, under My Documents](#).

Torbay Council employees, agency staff members and contractors shall not have alcohol or controlled substances in their possession whilst working on organisation premises, work sites or driving organisation vehicles.

If the manager suspects that an employee is working under the influence of alcohol or drugs and is posing a risk to public safety and / or to Torbay Council business, the organisation reserves the right to send home and / or suspend the employee on full pay, pending them seeing the Occupational Health Advisor.

Where appropriate, employees shall notify their Line Manager if using prescribed drugs or over the counter medicines to ensure that their work is not adversely affected by the use of such drugs (e.g. some antihistamines can cause drowsiness, a particular risk while using machinery).

See [MyView, My Documents, Drug and Alcohol Misuse Policy](#).

2.20 Violence Towards Employees

Incidents of violence, aggression and threatening behaviour (VATB) by employees is not acceptable and shall be investigated under Torbay Council's HR [Acceptable Behaviour Policy](#), available on My View under My Documents.

Torbay Council has a duty to anticipate when sexual harassment may occur and take reasonable steps to prevent it. If sexual harassment has taken place, an employer should take action to stop it from happening again. This sends a clear signal to all employers that they must take reasonable preventative steps against sexual harassment, encourage cultural change where necessary, and reduce the likelihood of sexual harassment occurring.

In the event that employees are faced with VATB, a non-confrontational position is to be adopted. All incidents regarding VATB shall be reported via the [Assure Health and Safety Portal](#).

Department Managers shall ensure risks are assessed and documented in departmental specific risk assessments.

See Torbay Councils Violence Aggression and Threatening Behaviour (VATB) Policy available via the [Assure Health and Safety Portal - Document Library](#) section.

2.21 Visitors

Visitors to Torbay Council premises shall be accompanied at all times and remain the responsibility of their host during fire, evacuation or other unusual, or unplanned, circumstances.

2.22 Lone Workers

Wherever practicable, Torbay Council employees shall not conduct lone working in high-risk activities and / or areas. Department Managers shall ensure risks are assessed and documented in departmental specific risk assessments.

See Torbay Councils Lone Working Policy available via the [Assure Health and Safety Portal - Document Library](#) section.

2.23 Working from Home

A Display Screen Equipment (DSE) Assessment shall be completed by all employees who regularly conduct home working, in accordance with the current Torbay Council Display Screen Equipment (DSE) Policy, available via [Assure Health and Safety Portal - Forms - Complete a DSE Assessment](#).

Further information regarding working from home is available on [My View, My Documents, Ways of Working Policy and Flexitime and hours of work scheme](#).

2.24 Mobile Phones

- Mobile phones shall not be used whilst employees carry out hazardous work activities.
- Mobile phones shall not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.
- Mobile phones and electronic hand held devices shall not be used while driving, in accordance with relevant legislation, guidance and the current Torbay Council Driving at Work Policy & Drivers Handbook, available via the [Assure Health and Safety Portal - Document Library](#) section.

2.25 Welfare Provision

Torbay Council is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.

Welfare provision shall be in accordance with the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#):

- Ventilation shall be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection shall be conducted.
- In offices, temperature shall be maintained not less than 16°C.
- Lighting shall be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Eating and rest facilities with adequate access to boiling water and a means to heat food shall be provided.
- Welfare facilities shall be adequate with sufficient toilets, hand washing and drying facilities.
- A wholesome supply of drinking water shall be available.
- Workstations shall be comfortable, with safe and suitable chairs and sufficient space.

2.26 Safety Signage

Appropriate safety signs and notices shall be posted throughout Torbay Council premises, as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.27 Access and Egress

- All workplace access and egress routes shall be kept clear at all times.
- Emergency escape routes shall be unobstructed.
- Stores or materials shall not be left along access or egress routes where they may hinder escape in an emergency.
- If employees are unable to access their working area safely, they shall inform their Line Manager and not take personal risks.

3. General Workplace Arrangements for Health and Safety

The following topics have been identified as being significant in terms of workplace hazards and detail Torbay Councils policy on how the risks to relevant employees shall be controlled so far as is reasonably practicable. Department management shall ensure a suitable and sufficient risk assessment is in place with precautions and control measures to eliminate, reduce or control the risk, as low as reasonably practicable, of harm to all persons exposed to the hazards.

3.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525, applicable to bonded abrasive products (e.g. grinding wheels, segments, sticks and stones) in general, excluding super abrasive products and coated abrasive products.
- Only trained personnel who have been appointed by management are permitted to change any class of abrasive wheel.
- Torbay Council shall ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BS EN 166B is available when required.
- Guards and / or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.
- All operators shall be trained and competent to operate machinery with abrasive wheels.

3.2 Air Conditioning Systems

- A written scheme of inspection is in place for air conditioning systems that operate at 0.5 bar above atmospheric pressure in accordance with the Pressure Systems Safety Regulations 2000.
- Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers' guidelines. Filters are regularly cleaned and replaced.
- Records are kept of all inspections, tests and maintenance performed on air conditioning systems.
- Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.

3.3 Asbestos and Asbestos Containing Materials (ACMs)

Torbay Council shall comply with its duty to manage asbestos in their corporate buildings as required under the Control of Asbestos Regulations 2012. The control measures and management of ACM shall be contained in an asset's Asbestos Management Plan which shall be developed by the asset's Building Manager and/or Corporate Health and Safety Team*.

Torbay Council has delegated The Asset Management Team as the 'Responsible Person'** (Strategic Head of Asset Management) and 'Competent Person'** (Principal Buildings Surveyor) for the management of asbestos:

- An Asbestos Management Survey shall be conducted for all council premises constructed prior to 2000 by a competent, UKAS-accredited asbestos surveying consultant to assess asbestos-related risk issues and determine appropriate controls in line with HSE guidance.
- Torbay Council shall act on the recommendations of the survey report to manage identified risks.
- Prior to any refurbishment or demolition work, a Refurbishment and Demolition Asbestos Survey shall be undertaken by a competent, UKAS-accredited asbestos surveying consultant.
- All locations where ACMs have been identified as being present shall be recorded in an Asbestos Survey Register Report.
- An asset's Asbestos Management Plan shall be developed by the asset's Building Manager and/or Corporate Health and Safety Team* using the asset's Asbestos Survey Register Report as base information.

* Torbay Council Maintained Schools shall ensure an Asbestos Management Plan is in place.

** For Torbay Council Maintained Schools only where a relevant Service Level Agreement is in place.

Torbay Council employees shall not generally conduct work involving the risk of exposure to ACMs. HSE-approved control measures shall be used to prevent exposure of council employees to ACMs when an asset's building fabric is potentially due to be disturbed. If ACMs are discovered or suspected to be present that have not been previously identified in an asbestos survey, then the following actions shall be taken:

- Work shall be stopped, all persons shall vacate the area, the area shall be secured and robustly segregated, and measures put in place to ensure that the potential ACM remains undisturbed.
- Torbay Council 's Property Services Team and the Corporate Health and Safety Team are to be informed urgently in order to ensure that an assessment is promptly undertaken and a remedial action plan is put in place in line with HSE advice and guidelines, before the project work is allowed to resume.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half-day UKATA-approved asbestos awareness course shall be undertaken, supplemented by annual refresher training for (1) all staff that may disturb an asset's building fabric and (2) Building Managers.

Any work undertaken on Torbay Council assets which may disturb licensed asbestos products shall be undertaken by a licensed asbestos contractor. Work on non-licensed asbestos products shall be undertaken by competent contractors with suitable training and experience of such work activities. In such cases, it is the responsibility of the contractor to notify the HSE of the work (if applicable), to keep appropriate records and to conduct health surveillance for their workers.

3.4 Blood Borne Diseases / Infectious Diseases / Health Hazards

Managers shall conduct a risk assessment to assess whether their employees require the following:

- An employee brief in the risk of needle-stick injury and the potential for infection from cuts, including contraction of blood-borne viruses such as hepatitis, and the precautions to take.

- An employee brief in the risk of exposure to, and the symptoms of biological hazards such as tetanus and Leptospirosis / Weil's Disease and the precautions to take.
- Health monitoring / surveillance may need to be undertaken as and when identified as appropriate via risk / COSHH assessment.
- If a manager determines from their risk assessment that vaccinations are required they shall need to contact their HR advisor who may need to refer them to Occupational Health.
- Any needle stick injuries shall need to be reported via the [Assure Health and Safety Portal](#).

See Torbay Councils Control of Substances Hazardous to Health (COSHH) Policy, available via [Assure Health and Safety Portal - Document Library](#) section.

3.5 Bottled Gases

Gas bottles shall be stored in a designated, secure gas storage facility in the open air when not in use. Cylinders shall be secured in position to prevent toppling.

Bottled gas storage facilities shall comply with [BCGA Code of Practice CP44: The Storage of Gas Cylinders](#):

- Clear signage is displayed on gas storage facilities identifying products stored, warning of access restrictions and prohibiting smoking / naked flames.
- Minimum recommended separation distances are adhered to.
- Segregation rules shall be observed at all times. Cylinders of oxidant gases are separated from cylinders of flammable gases by a distance of at least 3m or by a 30 minute fire-resisting wall, in accordance with the [DSEAR](#).
- Empty and full cylinders shall be stored separately.
- Only those cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.
- Empty gas cylinders are collected by the supplier on a regular basis to prevent build-up.
- An inventory of gas cylinders stored on site (location and quantity) is maintained and provided to emergency services in the event of an incident.

3.6 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by Torbay Council shall be subject to a Control of Substances Hazardous to Health (COSHH) assessment to identify the control measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the [Control of Substances Hazardous to Health Regulations 2002](#) (as amended).

Torbay Council management shall ensure that:

- All hazardous substances / chemicals used by Torbay Council are identified and inventoried.
- Manufacturer Material Safety Data Sheets (MSDS) for all hazardous substances used by the organisation shall be obtained from suppliers.
- A comprehensive risk assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.

- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE), is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of any specialist PPE / RPE.
- Appropriate information, instruction and training shall be given to employees exposed to hazardous substances and materials.

See Torbay Council Control of Substances Hazardous to Health (COSHH) Policy, available via [Assure Health and Safety Portal - Document Library](#) section.

3.7 Compressors and Compressed Air Tools

Compressors owned or hired by Torbay Council are subject to documented examination by a competent person (accredited to BS EN ISO/IEC 17020) and shall have a current Certificate of Thorough Examination in accordance with the [Pressure Systems Safety Regulations 2000](#), if the pressure vessel is greater than 250 bar litre capacity. Records of statutory examinations are held on file.

- Compressors owned by Torbay Council shall be subject to regular maintenance in accordance with manufacturers' recommendations.
- Regular inspections of compressors and compressed air tools shall be conducted to detect leaks / corrosion / other problems.
- All safety valves and gauges shall be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons, within specified safe working temperatures and pressures and in accordance with operating procedures.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been conducted by a competent person.
- Only trained personnel who have been authorised by management may operate gas cartridge-operated and portable compressed air tools i.e. nail guns.
- Operators shall ensure that the work area is clear of other persons, that all protective devices / safety valves are fitted and adjusted to correct settings and that the equipment is in a serviceable condition prior to use.
- All connections are fitted with safety whip-checks to prevent injury due to hose / coupling failure.
- All persons operating compressed air lines shall wear the PPE provided to prevent injury from flying debris.

3.8 Compressed Air Systems and Lines

Management shall ensure that:

- A written scheme of examination is established as per the [Pressure Systems Safety Regulations 2000 Approved Code of Practice L122](#), by a competent person, detailing the

nature and frequency of inspections and examinations of the compressed air system and lines. In the absence of a specified scheme of examination, compressed air system and lines shall be inspected at least annually.

- All pressurised systems (cylinders, valves and pipework) are subject to documented examination by a competent person (accredited to BS EN ISO/IEC 17020), in accordance with the written scheme of examination. Records of statutory examinations are held on file.
- A safe system of work is established for the service and maintenance of the compressed air system and lines.
- Regular inspections of the compressed air system and lines are conducted to detect leaks / corrosion / other problems.
- The compressed air system and lines are operated according to written instructions within specified safe working temperatures and pressures.
- The compressed air system and lines have been designed, constructed and installed as suitable for the intended purpose.
- The compressed air system and lines are fitted with appropriate protective devices / safety valves, adjusted to correct settings.
- All connections are fitted with safety whip-checks to prevent injury due to hose / coupling failure.
- The compressed air system and lines are maintained and serviced according to manufacturer's recommendations.
- All persons operating compressed air lines have been trained in their use and are aware of the operating procedures to follow.
- All persons operating compressed air lines wear the PPE provided to prevent injury from flying debris.

3.9 Confined Spaces

A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of serious injury from hazardous substances or conditions within the space or from nearby.

- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work (including a permit to work) as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system shall be in operation.
- No person shall work alone when working in a confined space. All persons shall be trained for confined space work and a trained competent 'Topman' shall always be in attendance when confined space work is being undertaken.
- Contractors who undertake work on behalf of Torbay Council are to comply with this policy and follow safe working procedures when working in confined spaces.
- Persons working in dark spaces shall be provided with portable lighting. Support personnel shall be on hand at all times with hand torches.

3.10 Display Screen Equipment (DSE)

A Display Screen Equipment (DSE) Assessment shall be completed by all employees who are DSE users, in accordance with relevant legislation, guidance and the current Torbay Council Display Screen Equipment (DSE) Policy, available via [Assure Health and Safety Portal - Document Library](#) section.

3.11 Driving on Council Business

All employees driving on Torbay Council business shall be qualified and medically fit to drive the vehicle and hold adequate insurance. Employees shall inform Torbay Council of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.

- All employees who drive on Council business possess a valid driving licence. Drivers are required to report any endorsements or penalty points incurred to their Line Manager.
- If driving their own vehicles on Torbay Council business, drivers are required to provide a copy of their MOT and insurance certificate to their Line Manager on an annual basis, in order to verify business use insurance cover. Drivers are required to have eye tests in accordance with DVLA requirements.
- Where considered necessary employees shall be provided with Torbay Council vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the organisation. However, prior to receiving authorisation to drive a Torbay Council fleet vehicle, employees are required to report to the SWISCo Fleet Management Office to undergo licence checks and vehicle training if deemed necessary.
- Torbay Council shall provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles shall be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Torbay Council vehicle shall ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the organisation and remedial action taken at the earliest opportunity.
- All those driving on Torbay Council business shall at all times meet the requirements of the [Road Traffic Act 1988](#) and follow the guidance detailed in the Highway Code
- All those driving on Torbay Council business shall drive courteously and in a non-aggressive manner.
- Penalties incurred for breaches of the [Road Traffic Act 1988](#) and other relevant legislation shall be met by the individual employee. A formal Disciplinary Investigation may be instigated where employees frequently or excessively incur penalties for breaches of road traffic legislation whilst driving on Torbay Council business.
- All driving activities shall be managed in accordance with the Torbay Council Driving at Work Policy.

See the Torbay Council Driving at Work Policy and Drivers Hand book, available via [Assure Health and Safety Portal - Document Library](#) section.

3.12 Dust and Fumes, Respiratory Protective Equipment

All processes conducted by Torbay Council employees and contractors that result in the generation of dust or fumes shall be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

If considered necessary, a dust / fume survey shall be undertaken in order to establish dust / fume concentrations and the requirement for LEV / RPE. Control measures to protect personnel exposed to dust or fumes shall be identified and put in place. All personnel likely to be exposed to dust or fumes are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure.

See the Torbay Councils Control of Substances Hazardous to Health (COSHH) Policy, available via Assure Health and Safety Portal - Document Library section.

3.13 Electricity and Portable Electrical Appliances

Torbay Council recognises the need to ensure that all fixed electrical installations shall be safe at all times. This shall be achieved by:

- Conducting a documented inspection of the fixed electrical installation at intervals not exceeding five years, or at a frequency specified on the Electrical Installation Condition Report.
- Ensuring access to electrical distribution panels is unobstructed.
- Ensuring all electrical distribution panels and points of electrical isolation are clearly marked, identifying the circuits and equipment they control.
- Restricting access to all rooms containing electrical installations to authorised persons only.
- Ensuring adequate signage is in place warning of access restrictions and potential hazards (fire, electrocution).

See the Torbay Councils Electrical Safety Policy, available via Assure Health and Safety Portal - Document Library section.

3.14 Flammable Liquids / Fuels

All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Management shall ensure that:

- Only the required quantity of flammable liquids / fuels is stored on Torbay Council premises for immediate use.
- All flammable liquids / fuels shall be kept in approved containments and in approved storage. Each storage area shall be designated as a 'No Smoking Area' and the use of handheld electrical devices may also be prohibited.
- The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.

- All persons involved in the storage, handling, use and transport of flammable liquids / fuels shall be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
- When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume).
- Containers are located in designated areas away from the immediate work process area and do not jeopardise the means of escape from the area.
- Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C shall be stored on site.
- The carriage of flammable liquids / fuels shall satisfy The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

3.15 Gas / Oil Installations and Appliances, Plant Rooms

Torbay Council recognises the need to ensure that all gas / oil installations and appliances shall be safe at all times. Management shall ensure that:

- Gas-fired boilers, appliances and associated pipework / flues are inspected and serviced by a Gas Safe registered engineer every 12 months and that records are kept on file.
- Oil-fired boilers, appliances and associated pipework / flues are inspected and serviced in accordance by a competent Oftec registered engineer every 12 months and that records are kept on file.
- Plant / boiler rooms are kept locked / secure, with access restricted to authorised persons only.
- Adequate signage is in place warning of access restrictions and potential hazards (fire, explosion).
- Smoking and naked flames are strictly prohibited in plant / boiler rooms.
- Hot surfaces / pipes are insulated to retain heat and protect against burns.
- Plant / boiler rooms are maintained in a clean and tidy state. Storage of materials and equipment in plant / boiler rooms is not permitted.
- Clear access is maintained to all control panels.
- Emergency shut off / isolation switches are installed and clearly labelled as to function
- Carbon monoxide detectors are installed in all plant / boiler rooms and in rooms containing gas / oil appliances.

3.16 Hot Works

Hot works are any work activities which results in equipment utilising a naked flame or generating heat and / or sparks and includes the following examples:

- Soldering and brazing.
- Welding and cutting.
- Use of blow lamps.

All hot work shall be subject to risk assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit to Work System shall be implemented prior to the work commencing.

The Permit to Work shall identify:

- Appropriate fire-fighting provisions shall be available at all times.
- All sources of fuel shall be removed prior to work commencing.
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed.
- No hot work shall be conducted within 1 hour of the end of the working day.
- Areas where hot works have been carried out shall be checked before leaving site.

All hot work conducted by contractors shall be subject to a Safe Operating Procedure approved by management prior to the work commencing.

See the Torbay Councils Fire Safety and Evacuation Procedures Policy, available via [Assure Health and Safety Portal - Document Library](#) section.

3.16.1 Soldering

Torbay Council recognises the need to minimise exposure to solder flux fumes. This shall be achieved by:

- Monitoring employees' exposure to solder flux fumes.
- Utilising a COSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding if exposure is 'significant' and what precautions are needed to protect workers health, including suitable health checks (health surveillance).
- Putting in place appropriate safe systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order.

3.16.2 Welding, Cutting and Burning

- Welding, cutting and burning operations are only to be undertaken by trained and competent personnel.
- All welding, cutting and burning activities are subject to risk assessment.
- All welding equipment is maintained in good working order and stored securely.
- All welding equipment, including gas bottles, hoses and connections, is inspected prior to use for leaks and damage / defects.
- Damaged / defective welding equipment is put out of service until replaced / repaired
- On oxyacetylene rigs, flashback arrestors are fitted to regulators on both the fuel and oxygen supply.
- Arc welding rigs are fitted with appropriate fuse protection and mechanical interlocks to prevent the plug being inserted or withdrawn with the switch in the 'on' position
- All welding equipment is checked annually by a competent inspector and replaced every five years.

- Welders wear appropriate clothing i.e. gloves (chromed leather, gauntlets), flame retardant coveralls (BS EN 470), safety boots (BS EN 4676) and eye protection (EN 175, EN 169, EN 379).
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable RPE shall be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens shall be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists. All welding activities are halted 30 minutes before the end of the working day.

3.17 Housekeeping

In order to promote a safe working environment and good hygiene standards, high standards of housekeeping shall be maintained at all times throughout Torbay Council premises:

- All materials shall be stored to reduce the risk of injury to personnel and to minimise fire risk.
- Combustible materials shall not be stored adjacent to heat / ignition sources.
- Rubbish shall not be allowed to accumulate and shall be safely disposed of on a regular basis
- All spillages shall be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.
- Fire detection and any other sensors shall not be blocked by rubbish or other materials.

3.18 Legionella / Water Hygiene

Legionnaires' disease is contracted through inhalation of tiny airborne droplets or particles of water containing viable Legionella bacteria. Given the right conditions, the bacteria can grow in hot and cold-water systems, air conditioning, etc. The bacteria grow rapidly in water temperatures that range between 20°C - 45°C. Those most at risk at contracting the disease are the elderly and people whose immune system is impaired.

Torbay Council has appointed the Asset Management Team as the 'Responsible Person'* (Mechanical Project Manager), for corporate buildings and assets, who shall be responsible for identifying and assessing sources of risk and putting in place a management plan (including a written scheme for the prevention and control of the risk for each water system) to comply with general legislation and the Approved Code of Practice L8: The Control of Legionella Bacteria in Water Systems.

- Appropriate control measures for individual premises shall be identified in legionella risk assessments.
- Call-out arrangements for automatic water systems are in place.
- Annual audits of the arrangements in place to control legionella in water systems shall be undertaken.

*For Torbay Council Maintained Schools only where a relevant Service Level Agreement is in place.

3.19 Lifting Operations and Lifting Equipment

Torbay Council recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This shall be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998.
- Ensuring all those employees involved in lifting operations are suitably trained and competent to perform the work and operate the equipment.
- Ensuring all lifting equipment used for the movement of persons is inspected and tested by a competent person every 6 months and that the results are recorded as necessary.
- Ensuring all lifting equipment not used for the movement of persons is inspected and tested by a competent person every 12 months and that the results are recorded as necessary.
- Ensuring that all wire ropes, strops and chains are fitted to crane hooks correctly.
- Ensuring that all lifting accessories are inspected and tested by a competent person every 6 months and that the results are recorded as necessary.
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do.
- Performing a lifting plan / risk assessment prior to any lift to identify the measures required to protect those involved with the lift.
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment.
 - A suitable and sufficient Lifting Plan.
 - The maintenance, testing and examination of all equipment.
 - Supervision by a trained and competent person/banksmen with the necessary authority to progress or stop a task as is necessary.
 - The prevention of unauthorised use or movement of equipment by any unauthorised person.
 - The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
 - Marking all lifting gear and equipment with a means of identification to show its safe working load.
 - Ensuring that all lifting equipment is subject to thorough ongoing examination, and where appropriate, inspection by competent persons.
 - Communicating Lifting Plans to all employees and others involved in or affected by the lift.

Also see the Torbay Council Moving and Handling Policy, available via [Assure Health and Safety Portal - Document Library](#) section.

3.20 Forklift Trucks

Torbay Council recognises the need to ensure that all operations involving the use of forklift trucks shall be as safe as reasonably practicable at all times. This shall be achieved by adhering to the following:

- Forklift trucks are only to be operated by suitably competent and authorised employees.
- A risk assessment and safe working procedure shall be established for all forklift truck operations to protect those at risk.
- The results of the risk assessment and safe working procedure shall be communicated to all relevant employees.
- Appropriate PPE as identified by the risk assessment shall be worn at all times when operating a forklift truck or when working in areas where forklift trucks operate.
- In addition to PPE requirements, forklift truck operators shall wear a seat belt at all times when in the truck cab.
- A documented check of each forklift truck shall be conducted prior to use / on a daily basis
- Operational areas for forklift trucks are designated and communicated appropriately with relevant signage warning of the hazard.
- The maximum capacity for a forklift truck is clearly signed. Operators do not lift loads that exceed the specified maximum capacity.
- The carriage of passengers on a forklift truck is strictly prohibited.
- Keys shall be removed when not in use.

3.21 Passenger Lifts

Torbay Council recognises the need to ensure that passenger lifts are used safely and maintained in a safe working order at all times. This shall be achieved by adherence to the following:

- New lifts are manufactured and installed according to the Lifts Regulations 2016 and EN81-20 and have a current declaration of conformity.
- Only suitably competent persons, accredited by the United Kingdom Accreditation Service to BS EN 45004, are selected to inspect, examine, test and maintain lifts.
- A preventive maintenance programme is in place for all lifts.
- Different contractors are used to perform routine maintenance and to conduct inspections / examinations of lifts.
- All lifts are thoroughly examined by a competent person at statutory intervals (every 6 months for those carrying people), or in accordance with an examination scheme drawn up by a competent person, as required by the Lifting Operations and Lifting Equipment Regulations 1998. Individual lift components are tested and examined in accordance with EN81-50:2014. Records of examination reports are kept available for review / inspection for at least two years.
- A thorough examination is also performed following substantial and/or significant changes to a lift, a long period of inactivity or following damage to, or failure of, the lift.
- Any reported defects / problems with lifts are promptly addressed - where necessary, lifts are taken out of service whilst awaiting remedial maintenance.
- All lifts are fitted with emergency stop / alarm devices that are easily identifiable and accessible.
- The maximum number of passengers and safe working load is clearly signed in all lifts.

- Employees do not exceed the maximum number of passengers or safe working load in lifts.
- A risk assessment shall be carried out on all lifts.
- The results of the risk assessment shall be communicated to all employees.

3.22 Manual Handling Operations

Torbay Council recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This shall be achieved by:

- Wherever possible, the requirement to conduct manual handling operations shall be avoided by use of a trolley or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids shall be utilised, or the load split to reduce the risk of harm, or group-handling techniques shall be used.
- An assessment of manual handling operations shall be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment shall be communicated to all employees.
- Employees shall be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load shall be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

See the Torbay Council Moving and Handling Policy, available via Assure Health and Safety Portal - Document Library section.

3.22 Noise

Torbay Council shall protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005, and seeks to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased shall only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.

- Where noise levels are likely to exceed the Lower Exposure Action Value (daily or weekly personal noise exposure of 80 dB (A-weighted); and / or a peak sound pressure of 135 dB (C-weighted)) an assessment shall be conducted, control measures identified and implemented to reduce or control personal exposure.
- Suitable hearing protection providing adequate attenuation shall be provided where appropriate to relevant employees, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value (a daily or weekly personal noise exposure of 85 dB (A-weighted); and / or a peak sound pressure of 137 dB (C-weighted)) the wearing of hearing protection shall be enforced and hearing protection zones identified.
- In no situation shall the exposure limit value (a daily or weekly personal noise exposure of 87 dB (A-weighted); and / or a peak sound pressure of 140 dB (C-weighted)) be exceeded.
- All employees shall, if required, use hearing protection provided for their protection.

3.23 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment shall be conducted for plant and work equipment.
- Torbay Council employees shall only use plant and work equipment that is correct and suitable for the job and shall ensure that the plant / equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space shall be provided in the vicinity of plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation shall be provided to allow personnel to operate plant / work equipment safely.
- Plant and equipment shall be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Defective equipment shall be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons shall undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards shall be operable and in use.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment shall be restricted to personnel who are trained, competent and authorised in its use.
- All employees shall receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment shall not be used when unprotected persons are present.

3.24 Hired Plant / Equipment

- Where required, plant / equipment shall be hired from a reputable company, as and when necessary.
- All reasonable precautions shall be taken to ensure that hired plant/equipment is safe to use.
- When plant / equipment is hired in for use by Torbay Council, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator shall be obtained to operate that equipment.

3.25 Workshop Machinery

- Machinery within the Workshop shall only be operated by trained and qualified personnel authorised by management.
- Employees under the age of 18 shall not be permitted to operate machinery unless they have completed approved training and are under the supervision of a competent person.
- Guards on machinery shall be in place at all times and correctly adjusted prior to use.
- Defective machinery shall be immediately reported to management and taken out of service.
- PPE provided shall be worn at all times by all personnel within the Workshop subject to relevant assessments.

- Sufficient clear and unobstructed working space shall be provided in the vicinity of the machines to enable persons to work without the risk of injury.
- Adequate lighting and ventilation shall be provided to allow personnel to operate machinery safely.
- Local Exhaust Ventilation and dust extraction equipment shall be checked running prior to the use of equipment.

3.26 Hand / Small Tools

- All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
- All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
- Employees are adequately trained in the use of hand / small tools.

3.27 Slips, Trips and Falls

- Trailing leads / cables and hoses shall be laid to minimise the risks associated with slips, trips and falls. Cable protection / matting should be fitted, when reasonably practicable, to reduce the risk of tripping.
- Where practicable, trailing cables shall be eliminated by routing cables above head height.
- Floor coverings shall be sound and in good state of repair.
- Spillages shall be cleared away immediately.
- All corridors, accesses, egresses and stairwells shall be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas shall be kept tidy at all times and all rubbish shall be removed at the end of each day.

3.28 Storage Racking, Materials Storage and Handling

- All racking designed for the storage of materials shall be fit for purpose and capable of supporting the required loads.
- All racking systems shall be of good mechanical construction, of sound material, adequate strength and installed and maintained in accordance with the manufacturer's instructions.
- Racking shall be securely fixed to the floor in areas where forklift trucks or other mechanical handling equipment are used.
- The maximum safe working load and design configuration is displayed.
- Employees shall be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials shall be stored and stacked to reduce the risk of manual handling injuries and injuries from falling objects.
- All storage racking shall be visually inspected on a weekly basis and a record of inspections shall be kept on file.
- All storage racking shall be inspected, on an annual basis, by a competent SEMA certified person.

3.29 Traffic Management

Torbay Council shall ensure, where reasonably practicable, that there is adequate segregation between plant, vehicles and pedestrians on work sites / in the workplace and that adequate arrangements are in place to prevent persons being put at risk from operated plant and vehicles.

These measures may include:

- Provision of sufficient parking away from the work area.
- Provision of separate entrances / exits for pedestrians, together with designated walkways and crossings.
- Barriers may be installed where required to protect these.
- Keeping pedestrian routes clear of obstacles / obstructions.
- Ensuring visibility of pedestrians (e.g. by wearing hi-visibility clothing in areas of vehicle / plant operation).
- Minimising vehicle movements by limiting site access and controlling entry to work areas.
- Avoiding the need for reversing where possible, by means of one-way systems and turning circles.
- Ensuring drivers have clear vision over the work area and access routes, providing aids such as mirrors and CCTV cameras where necessary.
- Provision of competent and authorised signallers where necessary to assist with vehicle / plant movements.
- Provision of adequate signage, instructions and lighting in all areas where vehicles / plant operate and along pedestrian routes.
- Ride-on plant shall be fitted with reversing alarms.
- Proximity sensors shall be fitted, if identified in the risk assessment.
- A specific risk assessment shall be undertaken for works involving ride-on plant operating close to water edges where there is a significant drowning risk.
- Torbay Council applies a zero-tolerance approach for employees who fail to wear seat belts where fitted, unless a documented risk assessment process determines that these are not required.

3.30 Weather Conditions

Consideration of the anticipated weather conditions shall be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.

- Employees are aware of the increased risk of slips, trips and falls in wet, muddy, and icy conditions and the need to wear appropriate footwear.
- Employees are aware of the effects of working in cold conditions and the precautionary measures to take to avoid hypothermia or cold stress.
- Employees are aware of the effects of strong sunlight and the precautionary measures to take to avoid sunburn, heat exposure and staying hydrated.
- Industry guidance shall be consulted when deciding the maximum wind speeds for working at height.

- The decision to continue or suspend work at height shall be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.

3.31 Working at Height / Working on Fragile Surfaces

All work at height shall be conducted in accordance with the Work at Height Regulations 2005 (as amended). Torbay Councils overriding principle is to do all that is reasonably practicable to prevent anyone from falling from height. This shall be achieved by:

- Avoid work at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid Working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.

Management shall ensure:

- All work is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- Lowering materials shall be conducted in a controlled manner, using ropes or via chutes into skips.

Before conducting any work at height, including the use of ladders, a risk assessment of the work to be undertaken shall be conducted. The risk assessment shall take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height and all others affected by the activity. All equipment identified by the risk assessment and provided for working at height shall be sound and fit for purpose and shall be the subject of regular inspection and testing to ensure its continued suitability for the job.

Working on roofs shall include the use of a permit to work (see General Arrangements for Health and Safety - Permit to Work section).

3.31.1 Scaffolding and Towers

- All scaffolds and towers shall be erected by fully trained, competent persons (i.e. PASMA certified) in accordance with current legislation, British Standards, approved Codes of Practice, Company procedure and Industry standards (NASC TG20:13 Good Practice Guidance for Tube and Fitting Scaffolds).
- 'Designed' scaffolds shall be designed by a competent person in accordance with current standards, guidance and Codes of Practice, as outlined in TG20:13.

- Scaffolds shall be erected by appropriately trained, competent employees in accordance with industry standards (NASC SG4:15) and design specifications.
- All scaffolds shall be inspected by a trained and competent person, and records of such inspections kept:
 - Prior to use.
 - After any substantial addition or dismantling.
 - After alteration.
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates shall be issued and a joint inspection conducted.
- Employees of Torbay Council shall not use any scaffold unless it has been erected and inspected as above.
- During erection, unauthorised access to scaffolds shall be prevented by the use of appropriate barriers and signage.
- Where Torbay Council use portable tower scaffolding the person responsible for erecting, dismantling and using the equipment shall be trained (PASMA) and competent.

3.31.2 Ladders and Stepladders

- All persons using ladders and stepladders shall be fully trained and aware of the hazards and risks.
- Ladders, including stepladders, shall be of the correct type (Class 1 or EN 131) and in good condition.
- Measures shall be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders shall be the subject of regular inspection by a competent person and defective ladders shall be taken out of service immediately and reported to line management.

3.31.3 Management and Use of Mobile Elevating Work Platforms

(MEWPs)

- All work involving the use of MEWPs shall be planned and conducted in accordance with HSE guidance GIS6 -The Selection, Management and Use of Mobile Elevating Work Platforms.
- MEWPs shall only be operated by fully trained, competent operators with current International Powered Access Federation (IPAF) certification.
- Safety Harnesses shall be worn at all times whilst work is being conducted from boom-style MEWPs (e.g. cherry pickers). The requirement for use of a safety harness in other types of static MEWPs (e.g. scissor lift) shall be determined via risk assessment.
- Where a harness is worn, this is used in conjunction with a short work restraint lanyard secured to a suitable anchorage point within the basket.
- When working next to or over water a risk assessment is carried out to determine whether the greatest risk of injury to the operator is from falling from the MEWP basket or drowning, if the MEWP falls into the water. Life jackets are worn in preference to harnesses where the risk of drowning is greater.
- A rescue plan shall be in place for falls from MEWPs and mechanical failure, which is incorporated into the emergency procedures.

3.32 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- Torbay Harbour Authority, being a statutory Harbour, shall adhere to the Port Marine Safety Code.
- Relevant employees shall be provided with suitable training and instruction before working near or over water.
- Before carrying out any work near or over water a risk assessment of the work to be undertaken shall be conducted. The risk assessment shall take into account weather conditions and other aspects of the environment to ensure the safety of personnel and identify the control measures required to protect persons working at height, including a safe system of work.
- Appropriate rescue equipment shall be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Entry into the water shall be prevented, where reasonably practicable, by physical barriers, unless the presence of barriers would make carrying out work more hazardous e.g. lifting operations over a quay edge.
- The requirement for use of PPE and / or Personal Fall Prevention Equipment (PFPE), (including life jacket, safety harness or combined harness / lifejacket, high-visibility clothing) shall be determined via the task risk assessment. All employees shall wear PPE / PFPE as specified. Appropriate training shall be given in its use and maintenance.
- Where the requirement for use of safety harnesses is identified, these shall be attached to suitable anchor points. All safety harnesses / man anchor systems shall be tested, certified and checked 'in date' for inspection prior to use.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (ISO 12402-2, 12402-3, 12402-4, 12402-5).
- Lifebuoys and or throw lines shall be available where there is the risk of employees being carried away by the water.
- A rescue boat manned by competent operatives or other suitable means of extracting a casualty from the water shall be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water as determined by the risk assessment.
- A means of raising the alarm shall be provided.
- Where necessary, the surface of water shall be illuminated at night.
- All personnel shall be accounted for at all times.

Appendix 1 Training Matrix

Core Health and Safety Competencies

Key: **Mandatory** **Suggested**

Course	Members / Members Champion	Directors and Executive Heads	Managers with identified H&S management responsibilities	Employees undertaking work off site, supervisors/ team leaders and other managers	Employees (office based)	Fire Marshals	DSE Assessors	Risk Assessors	First Aiders
Level 2 H&S (Foundation)									
Level 3 H&S (Intermediate)									
Directing Safely or Equivalent									
Fire Marshal Training									
Risk Assessment								If not a manager with Level 3	
DSE Risk Assessment									
First Aid at Work									
Mandatory for all employees, to be repeated every 3 years.									
Using DSE									
Fire Safety									
Stress Awareness									

Appendix 2 Equality Impact Assessment

Protected characteristics and groups with increased vulnerability	Data and insight	Equality considerations (including any adverse impacts)	Mitigation activities	Responsible department and timeframe for implementing mitigation activities
Age	<p>The data included in the Torbay Council workforce (year 2023*) report identifies:</p> <p>Aged 16 to 19 = 0.73%</p> <p>Aged 20 to 29 = 9.35%</p> <p>Aged 30 to 39 = 19.33%</p> <p>Aged 40 to 49 = 24.68%</p> <p>Aged 50 to 59 = 30.31%</p> <p>Aged 60 to 69 = 14.25%</p> <p>Aged 70 or over = 1.36%</p>	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal.</p>	<p>Health and Safety Team and all Council departments.</p>
Carers	<p>This information is not currently available.</p>	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal.</p>	<p>Health and Safety Team and all Council departments.</p>

		directed towards our staff or councillors.		
Disability	The data included in the Torbay Council workforce (year 2023*) report identifies: 4.17% of the workforce have declared a disability (who have their day-to-day activities limited either a lot or a little by their disability or long-term health condition).	We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role. We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.	Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour. Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends. Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal .	Health and Safety Team and all Council departments.
Gender reassignment	This information is not currently available.	We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role. We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.	Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour. Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends. Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal .	Health and Safety Team and all Council departments.
Marriage and civil partnership	This information is not currently available.	We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.	Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour. Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.	Health and Safety Team and all Council departments.

		We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.	Managers shall ensure relevant incidents are reported via the <u>Assure Health and Safety Portal</u> .	
Pregnancy and maternity	This information is not currently available.	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the <u>Assure Health and Safety Portal</u>.</p>	Health and Safety Team and all Council departments.
Race / Ethnicity	The data included in the Torbay Council workforce (year 2023*) report identifies: White = 61.34% Minority ethnic backgrounds = 4.17% Have not declared their ethnicity = 34.48%	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the <u>Assure Health and Safety Portal</u>.</p>	Health and Safety Team and all Council departments.

Religion and belief	This information is not currently available.	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour. Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal.</p>	Health and Safety Team and all Council departments.
Sex	<p>The data included in the Torbay Council workforce (year 2023*) report identifies:</p> <p>Female = 70.24%</p> <p>Male = 29.76%</p>	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the Assure Health and Safety Portal.</p>	Health and Safety Team and all Council departments.
Sexual orientation	This information is not currently available.	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p>	Health and Safety Team and all Council departments.

		discriminatory language or behaviour directed towards our staff or councillors.	Managers shall ensure relevant incidents are reported via the <u>Assure Health and Safety Portal</u> .	
Armed Forces Community	This information is not currently available.	<p>We recognise that colleagues with protected characteristics may be more likely to be at risk of experiencing discrimination when carrying out their role.</p> <p>We take our commitment to inclusion seriously and we do not tolerate discriminatory language or behaviour directed towards our staff or councillors.</p>	<p>Health and Safety Arrangements makes it clear that the Council does not tolerate discriminatory behaviour.</p> <p>Appropriate reporting systems are in place to enable the identification of any discriminatory element to incidents and any associated trends.</p> <p>Managers shall ensure relevant incidents are reported via the <u>Assure Health and Safety Portal</u>.</p>	Health and Safety Team and all Council departments.
Additional considerations				
Socio-economic impacts (Including impacts on child poverty and deprivation)	This information is not currently available.	Not applicable	Not applicable	Not applicable
Public Health (Including impacts on the general wellbeing of the workforce)	This information is not currently available.	Not applicable	Not applicable	Not applicable

Human Rights impacts	This information is not currently available.	Not applicable	Not applicable	Not applicable
Child Friendly	This information is not currently available.	Not applicable	Not applicable	Not applicable

*Reference Torbay Council, Torbay.gov.uk, Our workforce data
 (accessed 17/01/2025, 11:00hrs)
<https://www.torbay.gov.uk/council/policies/corporate/inclusion/equalities-workforce/>