

STRATHCLYDE
FIRE & RESCUE



THE BOARD OF STRATHCLYDE FIRE & RESCUE

HEALTH & SAFETY POLICY

SEPTEMBER 2007

STRATEGIC PLANNING DIRECTORATE



STRATHCLYDE FIRE & RESCUE
STRATEGIC PLANNING DIRECTORATE
(HEALTH AND SAFETY)



SEPTEMBER 2007

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1 INTRODUCTION

1.1 Health and Safety Management System

The Strathclyde Fire Board and its Brigade, now known as Strathclyde Fire & Rescue, hereinafter collectively referred to as Strathclyde Fire & Rescue (SFR), have a vision of **making our communities safe places to live, work and visit**. SFR sees **the promotion of health, safety and welfare** as one of the priorities to help achieve this aim.

The commitment of SFR to health and safety is further demonstrated by the development of a robust Health and Safety Management System (System). The purpose of the System is to support all levels of management and employees in delivering and maintaining a high standard of health and safety throughout SFR. All employees will play a part in the System and resources will be made available to achieve and maintain the necessary safety culture based on risk assessment and the 'safe person' concept.

The System includes and promotes common standards for health and safety, and is contained within a dedicated folder in the form of:

- A clear policy on the management of health and safety.
- Comprehensive guidance on the range of health and safety issues and legislation relevant to SFR.
- The provision of procedures to aid compliance with health and safety standards.

1.2 Health and Safety Policy

The Health and Safety Policy (Policy) is produced in support of the following objectives:

- To protect employees, non-employees and the environment from any harm that may result from SFR activities.
- To provide a safe and healthy working environment for all employees.
- To achieve compliance with legal duties placed upon SFR.
- To provide a positive contribution to the overall performance of SFR.
- To help to achieve the priorities set out in the Corporate Plan of SFR.

- To assist in loss control and risk management strategies.
- To encourage and develop a positive health and safety culture within SFR.
- To achieve continuous improvement in the safety of all employees.

The Policy is the corporate document within the System, setting out the general statement of policy, organisation, arrangements, measurement and review of the System and the health and safety performance of SFR.

All employees must carry out their responsibilities as required by the Policy. In order for this to be achieved the Policy must be embraced by everyone in the organisation and translated into local responsibilities and specific arrangements. This requires each Directorate, Area, Station and Section to develop local plans for implementation, assisted and advised by the SFR Health and Safety Manager.

The Policy will be revised as appropriate to reflect changes in legislation, management structure, working practices or to improve the System and overall safety management performance of SFR.

2 STATEMENT OF POLICY

SFR is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of SFR employees, those affected by SFR activities and those resorting to SFR premises.

SFR is committed to a Health and Safety Management System based on a common understanding of risks and how to control them. It is recognised that health and safety is a management responsibility of equal importance to all other aspects of work, and that effective control of health and safety is achieved through co-operative effort at all levels within SFR.

SFR shall ensure that health and safety is fully integrated into all aspects of management and shall ensure effective systems are in place to monitor this.

As a corporate priority, SFR promotes a culture in which health and safety is considered by all employees in relation to all activities. Supported by effective monitoring and communication, achievement of this objective will reduce the incidence of accidents and allow the early identification and elimination of unnecessary risk.

SFR recognise that accidents, near misses and ill health may not necessarily be due to the negligence of the individual, but may be symptomatic of weaknesses of the safety management systems and controls. To this end, SFR are committed to the progressive and continual development and improvement of health and safety awareness and performance in all areas of SFR activities.

SFR seek to achieve full compliance with the content and spirit of the Health and Safety at Work etc. Act 1974 and all associated legislation, regulations and guidance. It is recognised that legislation provides an absolute minimum acceptable standard and where reasonably practicable, SFR will set and aim to achieve higher standards of health and safety.

SFR recognise that its employees are its primary asset, and are fully committed to their protection. SFR will, so far as is reasonably practicable, in all areas in which its employees operate, maintain a safe place of work and safe working practices in accordance with the requirements of Section 2(2) of the Health and Safety at Work etc. Act 1974, and in particular, the provision and maintenance of: -

- Plant, equipment and systems of work that are safe, properly maintained and supervised.
- Safe arrangements for the use, handling, storage, transport and disposal of articles and substances.
- Information, instruction, training and supervision so as to enable all employees to avoid hazards and minimise risks and to contribute positively to their own safety and health at work.
- A safe place of work and a safe means of access to and egress from it.
- A healthy working environment and appropriate facilities for the welfare of all employees.


SFR acknowledges and accepts a responsibility to persons who are not employees but may be affected by its activities, as required by Section 3 of the Health and Safety at Work etc. Act 1974.

SFR is committed to working in partnership with all stakeholders who have an interest in improving health and safety within SFR. It is recognised that every contractor and subcontractor selected to undertake work on behalf of SFR has a duty to comply with all current health and safety legislation and meet recognised professional and SFR health and safety standards

SFR seeks the co-operation of all employees and recognises the importance of the shared involvement of employees and their representatives with management. SFR undertakes to ensure that effective arrangements for consultation with its employees and safety representatives appointed by trade unions are sustained through formal and informal channels including meetings, training, newsletters and other sources of information. Adequate facilities and arrangements will be developed and maintained to enable employees and their representatives to raise issues of health and safety at work since it is via an effective partnership that success can best be achieved.

SFR requires all employees to comply with the Policy and to accept and carry out their responsibilities under sections 7 and 8 of the Health & Safety at Work etc. Act 1974, to take reasonable care for their own safety and that of personnel with whom they work, and to co-operate with SFR management and colleagues in order that the statutory responsibilities of SFR may be carried out. Further to the above, employees are required to comply with all health and safety regulations made under the aforementioned Act.

Signature:



Clerk to the Board

Signature:



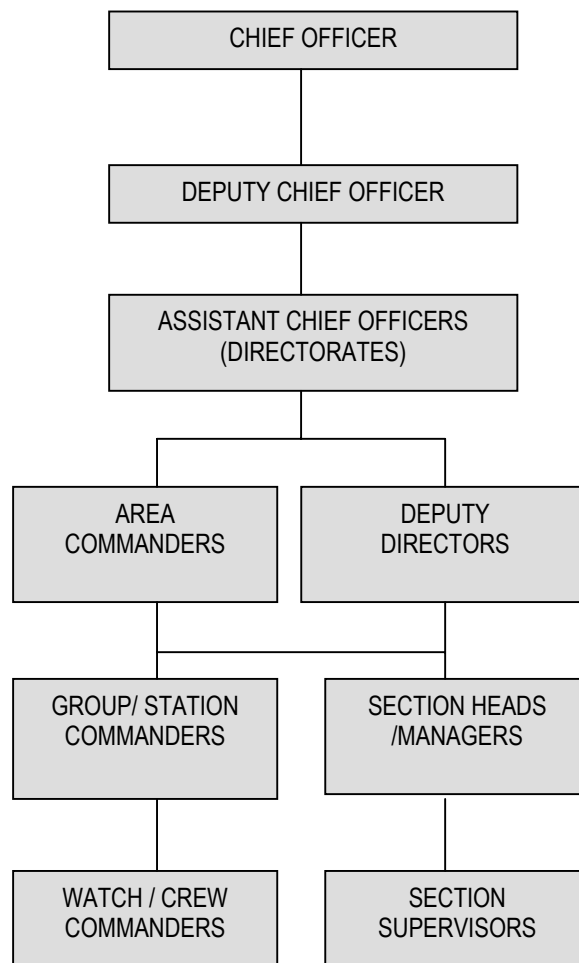
Chief Officer

Date:

28/9/07

3 ORGANISATION

This section explains the role of each level of management in supporting the statement of Policy. The chart illustrated below demonstrates the relationship of positions, with health and safety responsibilities, within SFR. Notwithstanding the chart below, all personnel employed by the board have health and safety duties conferred upon them by sections 7 & 8 of the Health and Safety at Work etc. Act 1974, Regulation 14 of The Management of Health and Safety at Work Regulations 1999, and the Health and Safety Policy. The chart should be read in conjunction with the current Organisation Chart (Appendix A).



3.1 Chief Officer

The Chief Officer is responsible for the discharge of the legal obligations, applicable to SFR, as an employer in all areas of health and safety.

3.2 Deputy Chief Officer

In the absence of the Chief Officer, the Deputy Chief Officer is responsible for the discharge of the legal obligations, applicable to SFR, as an employer in all areas of health and safety.

3.3 Assistant Chief Officers

Assistant Chief Officers are, so far as reasonably practicable, responsible for ensuring the health, safety and welfare at work of all employees within their Directorate and those undertaking activities that fall under the responsibility of the Directorate. In particular, Assistant Chief Officers shall:

- Ensure that adequate resources are made available to enable the implementation and support of the Policy.
- Champion health and safety and ensure that it is considered in all key decisions of the Management Team and within their own Directorate.
- Visibly demonstrate commitment to achieving a high standard of health and safety performance within their own Directorate and develop a positive attitude to health and safety among employees.
- Promote the System to ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventive and protective measures necessary to eliminate, or reduce to an acceptable level, the risks associated with the activities that fall under the responsibility of their Directorate.

3.4 Area Commanders / Deputy Directors

Area Commanders and Deputy Directors have a key role to play in promoting health and safety within their Areas and Directorates, and are responsible for: -

- Ensuring, so far as reasonably practicable, the implementation of the Policy within their Area or Directorate.
- All matters relating to the occupational health, safety and welfare of all employees under their control.

- The safety of persons who are not employees, but who may be affected by the actions or activities of the employees under their control.
- The development, implementation and monitoring of safety arrangements within their Area or Directorate in support of the Policy, and setting out how the Policy will be implemented in their respective Area or Directorate Service Plans.
- The implementation of the System to ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventive and protective measures necessary to eliminate, or reduce to an acceptable level, the risks associated with the activities that fall under the responsibility of their Area or Directorate.
- Encouraging the participation of employees, including consultation with their representatives, in the development of and arrangements for promoting health and safety at work.

Area Commanders and Deputy Directors shall ensure, so far as is reasonably practicable, that: -

- All plant, machinery and equipment provided are suitable, safe and adequately maintained with records kept of such maintenance.
- All relevant information, instruction, training, supervision, equipment, including protective clothing, and facilities necessary to achieve adequate safety standards are provided and maintained.
- Safe systems of work are implemented and supervised to reduce the risk of injury to employees, and any other persons who may be affected by SFR work activities.
- All employees under their control are aware of the Policy and understand and accept their responsibilities under the Policy.
- All employees under their control receive suitable and sufficient information, instruction, training, and supervision in relation to health and safety at work.
- A Health and Safety Liaison Manager is in place in their respective Area or Directorate.
- Health, safety and welfare receive full consideration in all the work activities undertaken by the employees under their control.
- All activities undertaken by their Area or Directorate comply with all relevant health and safety legislation, SFR policies and procedures.

- All significant and foreseeable risks associated with the activities undertaken by their Area or Directorate are identified and assessed by carrying out suitable and sufficient risk assessments, and where necessary implementing control measures that will eliminate, or reduce any risks to an acceptable level.
- All required risk assessments have been conducted prior to any activity being initiated, and the control measures put in place are monitored and reviewed as necessary.
- All risk assessments are recorded following current SFR guidance note and procedure.
- All workplace inspections and assessment reviews are carried out and recorded as required by the Policy Arrangements, and the safety committee meetings are conducted as appropriate.
- All accidents, including near misses are reported and investigated promptly, thoroughly and accurately, in accordance with current procedures.
- Ensure effective communication of all health and safety information.

3.5 Group and Station Commanders and Section Managers

As middle managers, Group and Station Commanders and Section Managers have a key role to play in the management of health and safety, and in the maintenance and improvement of health and safety performance.

Group and Station Commanders and Section Managers are responsible for: -

- Ensuring, so far as is reasonably practicable, the implementation of the Policy within the sphere of their control.
- Ensuring their Area Commander or Deputy Director's policy responsibilities are met within the sphere of their control.

In addition, Group and Station Commanders and Section Managers shall:

- Develop, implement and monitor safety arrangements within their Stations or Sections in support of the Policy, and setting out how the Policy will be implemented in their respective Station or Section Service Plans.
- Operate within all health and safety legislation requirements applicable to the activity being undertaken and at all times set a

personal example for employees to follow in the observance of such health and safety requirements.

- Ensure that the personnel under their control adopt safe working practices by adequate information, instruction, training, and supervision. Such working practices should ensure the health and safety of the employees and of those other than employees who may be affected by the activity.
- Ensure that protective clothing and equipment are available to employees as required and that all employees under their control are instructed in the safe use of such clothing and equipment.
- All significant and foreseeable risks associated with the activities undertaken by their Stations or Sections are identified and assessed by carrying out suitable and sufficient risk assessments, and where necessary implementing control measures that will eliminate, or reduce any risks to an acceptable level.
- Ensure risk assessments are undertaken in the planning stage of any new activity, and that the findings of the risk assessment are shared with those employees affected by the risks to make them aware of the control measures put in place.
- Monitor activities undertaken by employees under their control to ensure that control measures are being implemented properly.
- Take positive action to identify and remedy any unsafe working practices or conditions, and refer to their line manager when a satisfactory solution cannot be achieved with the resources available to them.
- Undertake and record workplace inspections and assessment reviews, and conduct safety committee meetings as required by the Policy Arrangements.
- Maintain an awareness of the guidance and procedures in the System to aid compliance with current health and safety legislation and the Policy.
- Consult with trade unions' safety representatives on matters affecting health, safety and welfare of employees.

3.6 Watch and Crew Commanders, and Section Supervisors

As personnel with supervisory responsibilities spend a lot of time with employees under their control, Watch and Crew Commanders, and Section Supervisors have a key role to play in influencing behaviour, and therefore must lead by example by personally setting high standards of

health and safety and promoting good practice to ensure employees work safely.

Watch and Crew Commanders, Section Supervisors, and other employees who may, on occasion, have supervisory responsibilities, are responsible for: -

- Ensuring, so far as is reasonably practicable, the implementation of the Policy within the sphere of their control.
- Ensuring their Group or Station Commander or Section Manager's Policy responsibilities are met within the sphere of their control.

In addition, Watch and Crew Commanders, Section Supervisors, and other employees who may, on occasion, have supervisory responsibilities shall ensure that, so far as is reasonably practicable: -

- All significant and foreseeable risks associated with the activities undertaken by their Watch, Crew or Section are identified and assessed by carrying out suitable and sufficient risk assessments, and where necessary implementing control measures that will eliminate, or reduce any risks to an acceptable level.
- Safe working procedures are incorporated into all activities at watch, crew or section level.
- All employees under their control operate within SFR policies and procedures.
- All employees under their control are adequately trained and supervised for the tasks they are required to perform. Any training needs identified must be directed to a line manager for action by the most appropriate means dependent on the need identified.
- All employees under their supervision are issued with, and make use of, available protective clothing as applicable to their work activity.
- All visiting authorised contractors or members of the public who may enter SFR premises are made aware of the potential hazards which the work of SFR may present for them and also to ensure any work a contractor may undertake does not present any additional hazard to SFR employees or other persons.
- All causes and circumstances of accidents, including near-miss incidents, are reported and investigated promptly, thoroughly and accurately, in accordance with current procedures, and appropriate remedial steps are taken to prevent a recurrence.
- All current procedures for reporting damage or defects to premises, vehicles or equipment are followed promptly and

effective measures are taken to mitigate any further damage or resulting hazards from the defects.

3.7 All Employees

All employees have a key role as effective health and safety cannot be achieved without their complete involvement when undertaking activities and providing feedback on health and safety issues.

Due regard must be taken by all employees of the duties placed on them by sections 7 and 8 of the Health & Safety at Work etc. Act 1974 and all health and safety regulations made under the aforementioned Act. It shall be the legal duty of every employee whilst at work: -

- To take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions.
- To co-operate with SFR, so far as is necessary, so as to ensure that SFR can comply with statutory obligations.
- Not to interfere with, abuse or misuse anything provided to secure health and safety.
- To use equipment, materials and substances provided by SFR in accordance with any information, instruction and training.
- To advise their line manager, within the limits of their training and instruction, of any situation that represents a serious and immediate danger.
- To notify their line manager, within the limits of their training and instruction, of any shortfalls in any of the health and safety protective measures of SFR.

All employees whilst at work must: -

- Be aware of their responsibilities under the Policy.
- Be familiar with and conform at all times to health and safety requirements appropriate to the activity being undertaken.
- Conform to current SFR policies and procedures.
- Immediately report any dangerous occurrence or potentially dangerous condition.
- Immediately report any damage or defects to premises, vehicles or equipment to a line manager.

- Take temporary action wherever possible to make any hazards safe, warn others as necessary, and report the hazard and any action taken to their line manager.
- Not operate any equipment unless it has been provided by SFR and they have been adequately trained and authorised to do so.
- Use, store and properly maintain all safety devices and personal protective equipment provided by the SFR, and immediately report any equipment that is, or has become defective, damaged, ill fitting or the loss of such equipment.
- Wear protective clothing, which has been supplied, when required to or as directed to by a supervisor, as appropriate to the work activity.
- Not use any substance, which has not been subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002.
- Ensure that hazardous and dangerous substances are used, handled, stored and transported safely, in accordance with current assessments and procedures.
- Maintain good housekeeping principles, adopting clean and tidy working methods.
- Comply with all notices, instructions, hazard and warning signs provided for their information and protection.
- Be familiar with the emergency procedures, including first aid, escape routes and assembly points, relative to their place of work.
- Advance any ideas, or make constructive suggestions for the improvement of safety measures, regarding persons, premises, equipment or procedures.
- To co-operate with the SFR management in all matters of health & safety.
- To immediately report all accidents, including near misses, and cases of ill health caused by, or affecting, or having the potential to affect the work activity to their line manager.
- To report to their line manager any medical condition and/or medication taken that may adversely affect their ability to fulfill their duties safely.

3.8 Assistant Chief Officer (Strategic Planning)

The Assistant Chief Officer (Strategic Planning) has a delegated duty to act on behalf of the Chief Officer for: -

- Co-ordinating, developing, maintaining and monitoring an efficient safety culture, with regard to all employees, premises, and areas of operational and training activity of SFR.
- Liaising with all Assistant Chief Officers to ensure suitable and sufficient training programmes are implemented, maintained, and incorporate an appropriate level of health and safety training for all personnel.
- Ensuring that the Policy, any revisions, and any issues relating to health and safety are brought to the attention of the SFR Management Team.
- Arranging effective consultation with the recognised Trade Unions and their Safety Representatives within SFR on all matters relating to occupational health, safety and welfare at work.
- Chairing the Annual Safety Committee Meeting.

3.9 Health and Safety Manager

The current Health and Safety Manager is deemed to be the 'competent person' of SFR as required by the Management of Health and Safety at Work Regulations 1999. The Health and Safety Manager reports to the Assistant Chief Officer (Strategic Planning) through the Deputy Director (Strategic Planning).

The Health and Safety Manager is responsible for:

- Advising the Management Team on all matters relating to safety within SFR.
- Developing and reviewing the Health and Safety Policy.
- Developing health and safety strategies in support of the Policy, and advising on implementing and administering those strategies.
- Developing and advising on health and safety training.
- Developing, monitoring and reviewing the Health and Safety Management System.
- Overseeing the investigation into the cause and circumstances of all accidents, including near miss incidents.

- Advising the Management Team on the implications and methods of compliance with health and safety legislation, Health & Safety Commission Approved Codes of Practice, and Health & Safety Executive Guidance.
- Implementing and monitoring sufficient safety sampling, safety auditing and review programmes to assure the Management Team that identification of problem areas or deficiencies in the Health and Safety Management System will be identified. Making available appropriate advice to assist in enabling such problem areas and deficiencies to be rectified. This will require the compilation of statistics, identification of accident trends and submission of reports for the Fire Board members or Chief Officer as necessary.
- Preparing an annual report of health and safety performance for consideration by the SFR Safety Committee.
- Participating in consultation with Trade Unions' safety representatives and 'representatives of employee safety' required by current legislation, on matters relating to health, safety and welfare with the aim of securing a progressive and proactive approach in such matters.
- Liaising with external agencies e.g. Health and Safety Executive.
- Representing SFR on national committees.
- Communicating with the relevant Directorates and Areas in relation to safety issues.

3.10 Health and Safety Liaison Managers

All Areas and Directorates shall nominate at least one Health and Safety Liaison Manager to have the responsibility for the management of health and safety in their respective Area or Directorate on a day-to-day basis through supporting the Health and Safety Manager with the implementation of the System.

In their supporting role, the Health and Safety Liaison Manager shall: -

- Monitor the development, implementation and application of the health and safety arrangements in their Area or Directorate.
- Provide advice and support within their level of competence to management and employees in their Area or Directorate to enable them to meet their health and safety responsibilities.

- Provide advice and support in the formulation and implementation of safe systems of work, health and safety guidance and procedures.
- Liaise with the Health and Safety Manager on matters relating to health and safety in their Area or Directorate.
- Attend Health and Safety Liaison and Safety Committee Meetings
- Monitor all accidents, including near misses, in their Area or Directorate and undertake investigations as required.

3.11 Trade Union Safety Representatives

SFR is committed to working in partnership with employees and will consult with them through their relevant Trade Union Safety Representatives. If an employee is not represented by a Trade Union, they may communicate health and safety issues with the Health and Safety Liaison Manager in their Area or Directorate.

Consultation will take place with regard to: -

- Introduction of any measures that may substantially affect the health and safety of employees.
- Provision of health and safety information and training required under the relevant statutory provisions.
- The health and safety consequences of new technologies and equipment introduced into the workplace in terms of risk assessment.

SFR will provide such facilities, training and assistance as Safety Representatives may reasonably require to perform their functions.

4 ARRANGEMENTS

This section outlines the arrangements by which the Policy Statement will be implemented. To support these detailed arrangements to control risks, Health and Safety Guidance Notes and Procedures have been produced.

The Guidance Notes cover a wide range of health and safety subjects and provides an outline of the legislative position. The Guidance Notes are further supported by Procedures that provide advice to managers on the tools, techniques and documentation required to complete the tasks related to that subject.

An index of the current Guidance Notes and Procedures is shown in Appendix B, which will be amended on the distribution of new information.

The Guidance Notes and Procedures can be found in the Health & Safety Management System on the INTRANET and in the Health & Safety Management System Folder. Each Area and Directorate is issued with a folder, which should be accessed in the event of a system failure.

All Managers are to ensure that arrangements are in place to cover the risks to health and safety arising at their workplace. These arrangements must form an integrated part of day-to-day management for any establishment of effective policies, planning, implementation, organisation, control, monitoring and reviewing and auditing of preventative and protective measures for health and safety.

5 MEASURING

5.1 Monitoring

The monitoring of health and safety performance will highlight any failures and weaknesses in the System, equipment, procedures, training, provision of information and other risk controls. Early identification of any such failures or weaknesses will allow for appropriate action to be taken.

The Health and Safety Manager shall continually measure the health and safety performance through the scrutiny of safety sampling, workplace inspections, ill health cases and accidents.

All premises will carry out workplace inspections annually. This will aid with ensuring compliance with current legislation and the effective implementation of the Policy and the System.

Workplace inspections may be carried out on any location, or part thereof, within SFR on the authority of the Health and Safety Manager. The appropriate Assistant Chief Officer or Area Commander shall be notified in writing prior to any inspection taking place.

All accidents, including injuries, property and equipment damage, near misses and acts of violence, will be monitored and analysed by the Health and Safety Liaison Manager of each Area and Directorate with a view to identifying trends, eliminating their causes, and therefore reducing incidences.

5.2 Auditing

Strategic Planning, Health and Safety Department will lead formal audits. The appropriate Assistant Chief Officer or Area Commander will be notified in advance of any audit being undertaken.

6 **REVIEW**

SFR is fully committed to continuous development and improvement of health and safety performance. To meet this commitment, Area Commanders and Deputy Directors shall ensure that their safety arrangements and plans for controlling risk and improving performance are reviewed and revised at appropriate intervals, or when deemed necessary due to known changes that affect the validity of any current document.

The Health and Safety Manager may undertake thematic reviews on health and safety matters within SFR as necessary.

This Policy, Guidance Notes and Procedures, which form the System, will be subject to review. Any changes to the Policy will be endorsed by the Chief Officer and the Clerk to the Strathclyde Fire Board:

- As a result of changes to existing, or the introduction of new, legislation.
- As a result of changes in technology.
- As a result of changes to the organisation of SFR.
- As a result of significant learning following operation of the Arrangements.
- As a result of the findings of a major accident investigation.
- At the request of the Health and Safety Executive.

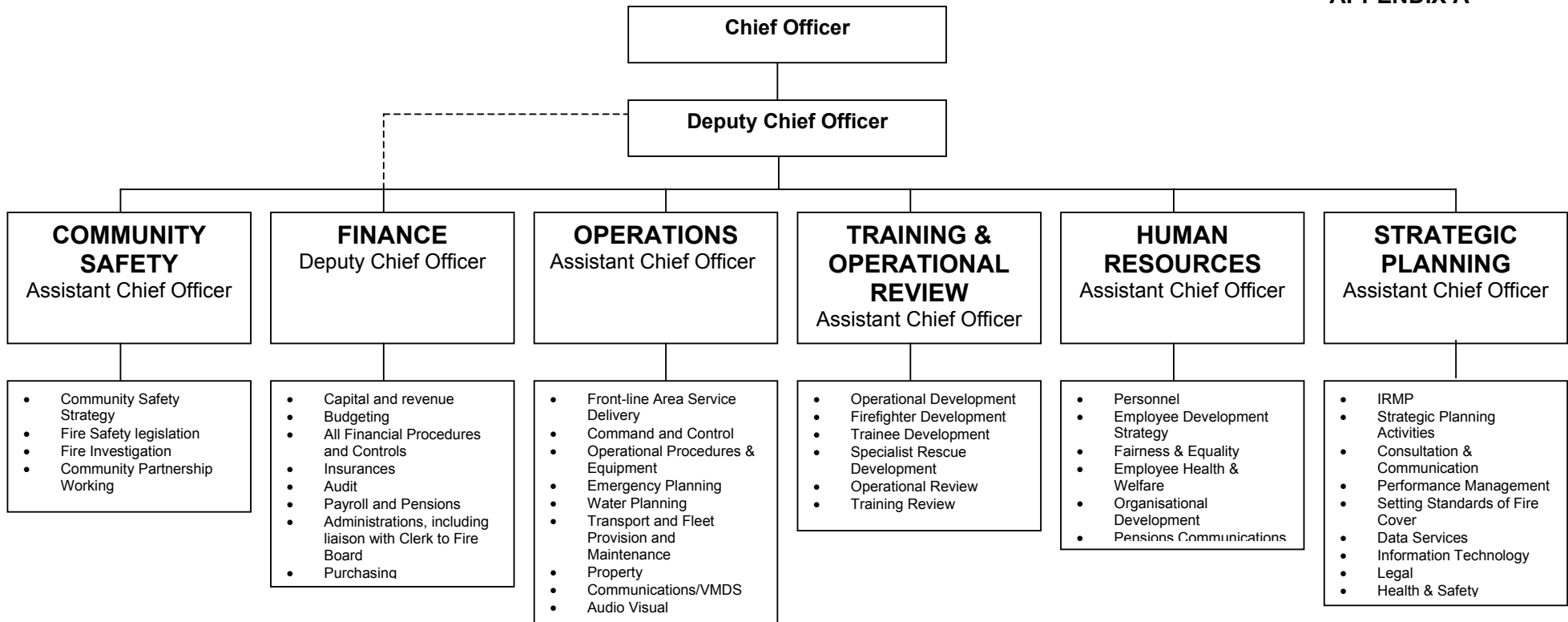
It will be the responsibility of the Health and Safety Manager to:

- Assess any requests for a review of the Policy, Guidance Note(s) or Procedure(s).
- Consult with stakeholders on the required change.
- Undertake the review and update the Policy, Guidance Note(s) and Procedure(s) as required.

All records of changes to the Policy and Arrangements will be retained for future reference and subject to audit as required.

Strathclyde Fire & Rescue Directorate Responsibilities

APPENDIX A



APPENDIX B

The Guidance Notes and Procedures to be included in this Appendix are currently under development and will be added on completion. The following list is an example of some of subjects that will be included.

No	Subject	Guidance Note Ref:	Procedure Ref:
1.	Accident Reporting and Investigation		
2.	Annual Safety Committee Meetings		
3.	Communication of Health and Safety		
4.	Consultation		
5.	Contractors		
6.	Display Screen Equipment		
7.	Fire Risk Assessment		
8.	First Aid		
9.	Food Hygiene		
10.	Hazardous Substances		
11.	Health and Safety Training		
12.	Lone Working		
13.	Manual Handling Operations		
14.	Occupational Health		
15.	Personal Protective Equipment		
16.	Risk Assessment		
17.	Smoking at Work		
18.	Stress		
19.	Violence at Work		
20.	Welfare		
21.	Work Equipment		
22.	Workplace Inspections		