

# Non-employees

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| Policy Schedule | Details |
| **Policy owner and lead** | S(OD): HR: Health and Safety |
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## Introduction

* 1. The aim of this document is to identify the principal risks to the health and safety of members of the public arising from the work activities of the Council and specify the general precautions that must be taken to eliminate or reduce these risks.
	2. For the purposes of this guide the term ‘non-employee’ refers to any member of the public, client, customer or voluntary worker.
	3. Generic risk assessments can be used to identify whether non-employees are at risk from any of the Council’s activities.
	4. Where a generic assessment has identified that a non-employee(s) is exposed to a significant risk of injury, a specific risk assessment must be carried out.
	5. There are specific legal requirements, duties and responsibilities contained within Section 3 of the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
	6. Managers should provide the same level of protection to volunteers where they carry out similar activities and are exposed to the same level of risk as employees. Where they are undertaking new activities on behalf of SBC, a risk assessment should be carried out, implemented, monitored and regularly reviewed

## Training

* 1. All staff must be provided with sufficient instruction, training (Level 1 minimum) or supervision to be able to carry out their work safely. Suitable training must also be provided to voluntary workers.
	2. Managers and supervisors should have sufficient experience or training to be able to identify the hazards that non-employees may be exposed to and to be able to put in place measures to reduce the chances of injury.
	3. Any employee who is required to carry out risk assessments should as a minimum have attended the Level 2 training modules.
	4. Any employee or voluntary worker who is required to use work equipment must be trained in its safe use. Training records should be kept and maintained.

## Work Equipment

* 1. The term ‘work equipment’ applies to any tool, machine, appliance, access equipment (e.g. ladders and scaffolding), vehicle or lifting equipment.
	2. All work equipment must be suitable for the purpose and maintained and repaired or renewed when damaged.
	3. Where the safety of work equipment is dependent on proactive inspection and maintenance, a programme should be established for a competent person to carry out the necessary works (e.g. portable appliance testing and lifting equipment inspections).
	4. Maintenance and inspection records should be kept.

## Key Health and Safety Points

* 1. Managers and supervisors must ensure that:
		1. All employees, volunteers or contractors work in accordance with the adopted safe working practices and procedures.
		2. Employees, volunteers and contractors are provided with sufficient levels of information, instruction, training and/or supervision.
		3. Appropriate resources are provided to permit adequate supervision of customers, clients, and minors.
		4. All accidents, incidents, near misses and problems are reported and recorded as soon as possible.
		5. All work equipment and personal protective equipment is maintained to a safe condition.
		6. Employees, volunteers and contractors wear any Personal Protective Equipment that has been provided as identified in the risk assessment..
		7. Members of the public are kept well clear of any hazardous operation/area.
		8. Work equipment is not left unattended but is made secure to prevent unauthorised use.
		9. All chemicals are stored correctly to prevent unauthorised access.
		10. Good housekeeping standards are maintained.
		11. All hazards are eliminated or minimised to reduce the risk of injury.
		12. All necessary documentation is maintained.
	2. Employees, volunteers and contractors must ensure that:
		1. They adhere to the adopted safe working practices and procedures.
		2. All accidents, incidents or near misses are reported to the appropriate manager or supervisor as soon as possible.
		3. They immediately bring to the attention of the appropriate manager or supervisor any uncontrolled hazards.
		4. They use work equipment in the correct manner and report any defects to the appropriate manager or supervisor.
		5. They wear any Personal Protective Equipment that has been provided for their safety and report any defects to the appropriate manager or supervision.
		6. They do not endanger themselves or others.

## Additional information

Reference Documentation

* Management of Health and Safety at Work Regulations 1999.
* [Health & Safety Executive website: Risk Management](http://www.hse.gov.uk/risk/index.htm).
* HSE website information on Volunteers.
* [How health and safety law applies to volunteering](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDUsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTEwMDcuNDcwMTQ0MDEiLCJ1cmwiOiJodHRwczovL3d3dy5oc2UuZ292LnVrL3ZvbHVudGFyeS9lbXBsb3llci9oZWFsdGgtYW5kLXNhZmV0eS1sYXcuaHRtP3V0bV9zb3VyY2U9Z292ZGVsaXZlcnkmdXRtX21lZGl1bT1lbWFpbCZ1dG1fY2FtcGFpZ249Z3VpZGFuY2UtcHVzaC1uZXctdm9sdW50ZWVyaW5nJnV0bV90ZXJtPXZvbC0xJnV0bV9jb250ZW50PWRpZ2VzdC03LW9jdC0yMSJ9.LvNst_0gw6LWa_RFPLSnJFtL8Mm_ktZ1sG7TfaQQI_Y/s/976307232/br/113530959162-l).
* [Guidance on when to report incidents involving volunteers](https://www.hse.gov.uk/voluntary/employer/reporting-incidents-involving-volunteers.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=guidance-push-new-volunteering&utm_term=vol-3&utm_content=digest-7-oct-21).

## Document Control

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| Issue | Date | Changed by | Updates |
| 1 | 01.10.19  | V Swift – Senior H&S Adviser | First Published |
| 2 | 14.09.21 | G.Watson – H&S Adviser | Included links to HSE guidance on volunteers. Added section 1.6 to the introduction |
| 3 | 06.12.22 | G.Watson – Interim H&S Professional | Moved onto new accessible format |