

**EMPLOYMENT, HEALTH & SAFETY COMMITTEE
WEDNESDAY 11 JANUARY 2023 AT 10AM
CIVIC CENTRE, RIDLEY STREET,
REDCAR, YORKSHIRE, TS10 1TD**



CONTACT

Mrs Sue Fenwick
(01642) 444413
21 December 2022

CIRCULATION

Councillors I Nightingale (Chair), Baldwin (Vice Chair), Ayre, Brown, Cawley, Craig, Gallacher, Head, C Holmes, Lockwood, Rider, Waterfield and Westbury.

Officials:

Managing Director (Head of Paid Service)
Governance Director and Monitoring Officer
Executive Management Team
John Summers, Joe Moutter, Jane Garnett, Vikki Smith
The Press [except for Confidential item(s)]

A G E N D A

	<u>Pages</u>
1. Apologies for Absence.	
2. Declarations of Interest	
3. To confirm the Minutes of the meeting held on 16 November 2022 and note the attendance matrix	1 - 5
4. Report of the Managing Director (Head of Paid Service)	
a. Health & Safety Update - Presentation	
b. Health Surveillance Policy	6 - 19
5. Any items the Chair certifies as urgent.	

EMPLOYMENT, HEALTH & SAFETY COMMITTEE

16 November 2022

EMPLOYMENT, HEALTH & SAFETY COMMITTEE					
	A meeting of the Employment, Health & Safety Committee was held on 16 November 2022 in Civic Centre, Redcar.				
	<table border="1"> <tr> <td style="width: 30%;">PRESENT</td> <td>Councillor I Nightingale (Chair), Councillors Ayre, Baldwin, Cawley, Craig, Gallacher, Head, Rider and Westbury.</td> </tr> <tr> <td>OFFICIALS</td> <td>K Codling, S Fenwick, J Garnett and S Newton.</td> </tr> </table>	PRESENT	Councillor I Nightingale (Chair), Councillors Ayre, Baldwin, Cawley, Craig, Gallacher, Head, Rider and Westbury.	OFFICIALS	K Codling, S Fenwick, J Garnett and S Newton.
PRESENT	Councillor I Nightingale (Chair), Councillors Ayre, Baldwin, Cawley, Craig, Gallacher, Head, Rider and Westbury.				
OFFICIALS	K Codling, S Fenwick, J Garnett and S Newton.				
	APOLOGIES for absence were submitted on behalf of Councillor Lockwood and Waterfield.				
10.	MINUTES & ATTENDANCE MATRIX				
	RESOLVED that the minutes of the meeting held on 5 October and 2 November 2022 be confirmed and signed by the Chair as a correct record; and, the attendance matrix be noted.				
11.	RIGHT TO REQUEST FLEXIBLE WORKING POLICY				
	<p>The Managing Director (Head of Paid Service) presented a report which sought approval for the implementation of revisions to the Right to Request Flexible Working Policy.</p> <p>Members were reminded that the policy was approved in January 2020 and in line with normal arrangements had been reviewed to ensure compliance with employment legislation and best practice. The report advised that the general arrangements within the policy should be maintained but some minor changes were highlighted in the report.</p>				
	RESOLVED that the revised Right to Request Flexible Working Policy be approved.				
12.	FLEXIBLE WORKING HOURS PROVISION				
	<p>The Managing Director (Head of Paid Service) presented a report which sought approval for the implementation of revisions to the Flexible Working Hours Provisions.</p> <p>The current Flexible Working Hours Provisions had been reviewed in view of recent events that had impacted on working arrangements and to ensure ongoing compliance with employment and equality legislation.</p>				

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	<p>To ensure that service delivery was maintained, it was proposed that the general arrangements within the procedure should largely continue but the following key elements of the scheme should be changed:</p>
	<ul style="list-style-type: none"> • Corporate Bandwidth – the corporate bandwidth has been changed from 7.00am – 7.00pm to 7.00am -9.00pm subject to demands of the service; and, • Credit and Debit Balance - The credit balance has been increased from 10 to 15 hours and the debit balance has been increased from 7.5 to 10 hours.
	<p>As part of the ensuing discussions Members made the following comments:</p> <ul style="list-style-type: none"> • How will working hours be recorded and monitored? Members were advised that Officers received sheets to record their working hours and must sign in and out and, it was the responsibility of all Managers to monitor those hours. • There must be an element of trust, but with home working was there a way to identifying if people are working • Frontline staff have fixed hours, this policy is not available to all services. If back-office staff want to attend an hospital appointment they can use this policy but frontline staff will have to take annual leave to do so. It disadvantages frontline staff. • By increasing the corporate bandwidth can people say they are working say 9am till 12 noon and 4pm to 9pm. Officers advised that staff must work during their contractual hours of 8.30am till 5pm (Monday to Thursday) and 8.30am till 4.30pm on a Friday - if not this would mean a change to their contractual hours. • A Member expressed concern regarding the availability of staff and it was suggested that there should be a trial period before this policy is fully adopted.
	<p>RESOLVED that the revised Flexible Working Policy be trialled for a six-month period commencing in January 2023.</p>
13.	NEGOTIATED AGREEMENT
	<p>The Managing Director (Head of Paid Service) presented a report which sought approval to implement a Negotiated Agreement for employees who had transferred or joined Redcar and Cleveland Borough Council from the NHS.</p>
	<p>Members were reminded that over recent years, there had been difficulty recruiting to posts such as Social Workers, Environmental Health Officers, Planning Officers, and Engineer and now, there was difficulty recruiting into posts such as School Nurses and Health Visitors.</p>

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	<p>A contributing factor to recruiting to posts such as School Nurses and Health Visitors is that previous service with the NHS is not covered under the Modification Order. The Modification Order is a piece of secondary legislation which provides that previous service with one local authority is taken into account for certain purposes if a member of staff leaves and moves to another, but it does not cover other organisations. This means that employees joining the Council from the NHS lose their continuity of service for the purposes of calculating occupational sick pay, occupational maternity pay and annual leave.</p>
	<p>Under paragraph 14 of Part 2 of the National Joint Council for Local Government Services Terms and Conditions (Green Book), continuous service with a body covered by the Modification Order (for example another local authority) counts for the purposes of annual leave, the occupational sickness scheme, and the occupational maternity scheme.</p>
	<p>RESOLVED that the Negotiated Agreement be approved and the Director of Governance be authorised to sign the agreement on behalf of the Council.</p>
14.	<p>TALENT MANAGEMENT E-LEARNING PLATFORM</p>
	<p>The Managing Director (Head of Paid Service) gave an overview of the on-line training platform which was currently used by the Council, as requested at a previous meeting of this Committee (Minute No.8 of 5 October 2022 refers) and answered Members questions in relation to it.</p>
	<p>RESOLVED that the information in the report be noted.</p>

Employment Health and Safety Committee

ATTENDANCE RECORD - 2022/23

Surname	First name	29.06.22	03.08.22	05.10.22	02.11.22	dd.mm.yy	dd.mm.yy	dd.mm.yy	dd.mm.yy	dd.mm.yy	Total Meetings Attended / total possible
Ayre	Billy	✓	✓	✓	✓						
Cawley	Ceri	Apols1	X	✓	Apols1						
Brown	Alec	Apols1	X	X	X						
Head	Malcom	✓	X	✓	Apols3						
Nightingale	Irene	✓	✓	✓	✓						
Westbury	Louise	Apols1	X	✓	Apols2						
Waterfield	Stephen	Apols1	2	2	X						
Rider	Vera	✓	X	✓	✓						
Wells	Billy	✓	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Lockwood	Mike	✓	✓	✓	Apols4						
Baldwin	Neil	✓	✓	✓	✓						
Craig	Julie	✓	2	✓	✓						
Brook	Adam	✓	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Kay	Steve	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Gallacher	Chris	n/a		✓	✓						

Key	
✓	Attended
RA	Apologies Submitted (replacement attended)
Apols	Apologies Submitted (no replacement)
X	Did Not Attend (no apologies received)
C	Cancelled Meeting
n/a	Not a Member

Reason for Absence (NB Full details may not be provided for reasons of confidentiality)	
1	Personal Commitment
2	Work Commitment
3	Illness/Medical
4	Conflicting Council Commitment
5	Other
6	Civic Duties

Member Report

Health Surveillance Policy



Report to: Employment, Health, and Safety Committee
Report from: Managing Director (Head of Paid Services)
Portfolio: Resources
Report Date: 11th January 2023
Decision Type: Committee
Council Priority: Investing in the long term.

HEADLINE POSITION

1.0 Summary of report

The report asks the Committee to consider and approve the content of the attached policy document with a view to formalising the position regarding health surveillance. Although mentioned in other documents, health surveillance is not currently part of a formal documented process and introduction of this policy seeks to further enhance a robust health surveillance scheme.

2.0 Recommendation

It is recommended that the Committee approve the policy and agree that it is implemented with immediate effect.

DETAILED PROPOSALS

3.0 What are the objectives of the report and how do they link to the Council's priorities

- 3.1** The Health & Safety at Work etc Act 1974 requires employers to, so far as is reasonably practicable, to ensure that an employee's health is not adversely affected by occupational hazards associated with their work activities.
- 3.2** Regulation 6 of The Management of Health and Safety at Work Regulations 1999 requires every employer to undertake risk assessments, ensuring that employees are provided with health surveillance where the risk assessment has identified this to be appropriate.
- 3.3** The Control of Substances Hazardous to Health 2002(COSHH) Regulations, Noise at Work Regulations 2005 and The Control of Vibration at Work Regulations 2005 define the requirements for specific occupational health monitoring and surveillance.
- 3.4** Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. Health and safety law requires health surveillance where workers remain exposed to health risks even after specific controls have been put in place. This is because control measures may not always be reliable, despite appropriate checking,
- 3.5** Health surveillance schemes are usually set up with input from a competent occupational health professional. Where the requirement for health surveillance has been identified the

Council has engaged with Medacs Healthcare who employ a number of suitably qualified occupational health professionals.

3.6 Health surveillance is not the same as health monitoring, health promotion or health screening. It:

- should only be used for workers who need it
- provides feedback about actions you may need to take to prevent further harm and protect workers
- allows workers to raise concerns about how work affects their health
- provides the opportunity to reinforce workers' training and education

3.7 Although there is no legislation that requires a specific health surveillance policy to be implemented and, as has been the case for many years, robust arrangements for surveillance are in place, it was felt that the Council would benefit from creating a consolidated and comprehensive document to highlight, within a single source, exactly how a health surveillance programme works, who is involved and who carries responsibilities.

4.0 What options have been considered

4.1 It would be possible to continue with current arrangements, but the only option considered aside from this was to produce the policy as per the recommendation in this report. The implementation of the Health Surveillance Policy will ensure that the Council is compliant with Health and Safety Regulations and, as such, no other options have been considered

5.0 Impact Assessment

5.1 Climate Emergency – There is no direct impact on the climate emergency

5.2 Health and Safety – The policy document meets the requirements of health and safety legislation.

5.3 Social Value – There is no direct impact in terms of Social Value

5.4 Legal – The implementation of the Health Surveillance Policy will ensure that the Council is compliant with the requirements of health and safety legislation.

5.5 Financial – There are no financial implications further to the costs already encountered with the existing process

5.6 Human Resources – Employees who are subject to health surveillance will be expected to comply with the health surveillance programme

5.7 Equality and Diversity – The procedure is designed to be compliant with Equality and Diversity requirements

6.0 Implementation Plan

6.1 Timetable for Implementing Decision:

If the Health Surveillance Policy is approved this will be implemented with immediate effect.

6.2 Lead Officer: John Summers, Health and Safety Manager

6.3 Reporting Progress – No further specific reporting on implementation of the policy would seem to be necessary but the committee receives regular health and safety performance updates as a matter of course.

6.4 Communications Plan - Arrangements will be made for this to be communicated internally via through EMT, DMTs, BBB, HR Insight, the intranet, health and safety spotlights and toolbox talks.

7.0 Consultation and Engagement

7.1 The trade unions have been asked for their views and support the recommendation.

8.0 Appendices and Background Papers

8.1 Appendix 1 - Health Surveillance Policy

9.0 Contact Officer

9.1 Name:	John Summers
9.2 Position	Health and Safety Manager
9.3 Email address	john.summers@redcar-cleveland.gov.uk
9.4 Telephone Number	07899066373



Redcar and Cleveland Borough Council

Health Surveillance Policy

Document Control			
Applies To	All Council Staff	Intranet	
Approval/Date		Issue Date	
Author/Lead Officer	Joe Moutter / John Summers	Page Content	11
Council Website	Intranet	Print Run	
Distribution List	All Staff	Reference Number	
Division	Resources	Review Date	
Document Replaces	New Policy	Status	
Document Title	Health Surveillance Policy	Version	1.0
UNCONTROLLED IF PRINTED			
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1. Introduction

- 1.1 The Health & Safety at Work etc Act 1974 requires employers to, so far as is reasonably practicable, ensure the health and safety of their employees whilst at work. Regulation 6 of The Management of Health and Safety at Work Regulations 1999 requires every employer to undertake risk assessments, ensuring that employees are provided with health monitoring and surveillance where the risk assessment has identified this to be appropriate. The Control of Substances Hazardous to Health 2002(COSHH) Regulations, Noise at Work Regulations 2005 and The Control of Vibration at Work Regulations 2005 define the requirements for specific occupational health monitoring and surveillance.

This policy links with and supports the Corporate Health and Safety Policy.

2. Statement of Intent

- 2.1 Redcar and Cleveland Borough Council is committed to following all applicable legislation and HSE guidance with regard to Occupational Health Monitoring & Surveillance. All work activities that present a potential hazard to employees will be identified, risk assessed, and, where appropriate, Occupational Health Surveillance Management systems will be implemented to protect and monitor the ongoing health of employees.

3. The Purpose of Occupational Health Monitoring and Surveillance

- 3.1 Occupational health surveillance is a term used to describe any activity in which the employer routinely seeks information about an employee's state of health in relation to their work activities and occupational health hazards. The purpose of health surveillance is to:

- Prevent damage to the health of employees.
- Detect any adverse health conditions at early stage.
- Monitor the effectiveness of the control measures that are in place.
- Provide feedback on the accuracy of risk assessments.
- Identify and protect employees at risk.

There are various means of determining the health of an employee in accordance with prescribed occupational health hazards. This ranges from:

- completion of medical questionnaires for Hand Arm Vibration Syndrome (HAVS)
- audiometric testing for measuring exposure to noise,
- the undertaking of periodic lung function tests and chest x-rays to measure the exposure to Silica dust.
- Completion of regular skin self-check questionnaires where employees are regularly exposed to dermal sensitizers

The risk assessment process will identify if health surveillance is necessary and, if so, this must be identified and recorded as a health monitoring and surveillance system. The health surveillance regime also involves reviewing the health of new employees at commencement of employment for possible susceptibility to health problems, screening for early signs of ill health during an employee's working life and, where required, acting on results of medical tests to ensure that an employee's health is appropriately managed and monitored whilst at work.

The provision of occupational health surveillance is only one in a series of control measures which can be implemented to ensure the safety of workers and does not reduce the overall duty to eliminate or manage the health risks posed by workplace hazards.

Occupational health surveillance is only necessary when an employee's work activities could potentially damage their health and the following three factors apply:

- It is reasonably likely that damage to health will occur as a result of the particular conditions at work;
- There is a valid way to detect a disease or condition; and
- Health surveillance is likely to benefit the employee.

4 Occupational Health Hazards

4.1 Redcar and Cleveland Borough Council workplaces present a limited range of workplace hazards that could potentially cause serious long-term health or medical problems for employees exposed to these hazards over a period of time and which may require occupational health monitoring and surveillance. These types of hazards include:

- Physical agents e.g., vibration or noise.
- Metals or minerals e.g., lead, silica, asbestos or arsenic.
- Chemicals e.g., isocyanates, solvents or mineral oils.
- Biological agents e.g., Leptospirosis (Weil's disease), Hepatitis or Bioaerosols.

All these hazards are required to be risk assessed within individual departments to determine the level of risk to employees in the operational practices undertaken and the level of risk from these Health Hazards. These risk assessments will be supplemented by a suitable COSHH Risk Assessment or noise assessment where applicable. The risk assessment will identify the known Occupational Exposure Standards, published risk identified from the supplier if applicable, Material Safety Data Sheet, or HSE information. The task-based risk assessment, noise assessment and/or COSHH assessment should consider the need for health monitoring.

5.0 Organisation & Responsibilities

5.1 Managing Director

The Managing Director has overall responsibility for ensuring that the Council has arrangements in place for ensuring the full and continued compliance with the requirement to manage the activities of workers in as safe a manner as possible. The Managing Director is also responsible for ensuring that adequate resources are available to implement appropriate procedures, train key personnel and ensure appropriate protective measures are taken as identified in the policy.

5.2 Directors / Assistant Directors

The responsibility for compliance with this policy and associated procedures will in the first instance rest with individual Directors and Assistant Directors. Directors will

be required to nominate a competent senior officer or officers with overall responsibility for the implementation and management of the adopted procedures.

5.3 Service Leads

Service Leads will monitor compliance with the requirements of this policy within their individual areas of responsibility. Taking appropriate action where non-compliance is identified. Service leads will:

- Review their operational activities to identify where employees are exposed to occupational health hazards that may require occupational health monitoring and surveillance. N.B. The use of materials or equipment that expose employees to these risks is widespread and a detailed survey will be required to identify all work activities where there is a potential occupational health risk.
- Ensure that resources are made available to monitor workplace exposure to the occupational health risks that have been identified and identify if that exposure is at or above legal limits for the hazard in question. Where necessary a regular monitoring programme must be established to ensure legal compliance e.g., HAVS exposure monitoring or Local Exhaust Ventilation dust measurement;
- Ensure that where plant and equipment is critical to controlling exposure to employees that appropriate maintenance programmes are in place.
- Ensure that procedures are in place to identify and record all posts on Agresso where occupational health surveillance is required and ensure employees attend surveillance monitoring checks as specified by the Occupational Health Provider.
- Review all new materials and equipment to identify any occupational health hazards that may arise out of their use and carry out appropriate risk assessments.

5.4 Managers / Supervisors / Team Leaders

Line managers have responsibility to ensure that all relevant policies and procedures are implemented and disseminated to staff for whom they are responsible. They must ensure that these staff are appropriately protected whilst undertaking their role and will:

- Assist Service Leads to identify occupational health risks in the workplace by undertaking risk assessments to determine where occupational health risks are present.
- Ensuring that monitoring of workplace controls is carried out to ensure effectiveness of the controls is maintained e.g., Local Exhaust Ventilation (LEV) systems, maintenance of work equipment.
- Ensure that where plant and equipment is critical to controlling exposure to employees that appropriate maintenance programmes are in place.
- Ensure requirements for the health surveillance of employees are carried out.
- Identify all employees who may require health surveillance.

- Ensure employees complete any health questionnaires and attend surveillance monitoring checks as specified by the Occupational Health Provider.
- Ensuring that where employees are required to have health surveillance are aware of legislation, health risks and control measures to minimise the risks.

5.5 Health and Safety Team

Health and Safety Officers within the Health and Safety team will:

- Support management in the development and implementation of risk assessments where processes, equipment or substances have the potential to expose employees to occupational health hazards above accepted exposure levels.
- Working in conjunction with Service Managers and the Health and Wellbeing team, identify employees who are routinely exposed to occupational health hazards that require them to be subject to regular health surveillance.
- Advise on any additional individual control measures that need to be implemented as a result of Occupational Health advice.
- Deliver training to employees regarding the risks associated with exposure to vibration and all associated control measures.
- Monitor and report on the effectiveness of control measures via audits and inspections of operations and premises. Taking appropriate action where necessary to ensure compliance.

The Health and Safety team is also a source of support to managers and will provide professional assistance where required.

5.6 Health and Wellbeing Team

The Health and Wellbeing team will:

- Arrange for all employees identified as 'at risk' by the risk assessment process to be included in all relevant health surveillance programmes applicable to their role.
- Issue and track any initial questionnaires relating to Health Surveillance.
- Arrange occupational health appointments for employees that require further evaluation and assessment.
- Report to Service Managers and the Health and Safety Manager any instances of non-attendance for health surveillance appointments.
- Receive reports from occupational health and arrange follow up meetings to discuss any Occupational health advice with the individual employee as well as the relevant service manager.
- Ensure that employees health surveillance appointments are reviewed at the required frequencies suggested by occupational health.
- Maintain and store securely any records applicable to the Councils Health Surveillance programmes.

5.6 Employees

All employees of Redcar and Cleveland Borough Council can contribute positively to the successful implementation of risk management strategies. Employees who have a concern about health, safety & care matters have responsibility for alerting their line manager to any situation or concern which is causing a potential risk to health and safety. In working environments where there are likely to be occupational health risks, employees are responsible for:

- Attending toolbox talks and other training related to specific health risks, control measures and a summary of the health surveillance programme for their team.
- Attending health surveillance checks, meetings or occupational health appointments as required as part of a general health surveillance programme for the workplace, co-operate in any workplace/ personal monitoring for occupational health risks and carry out self-checks where appropriate.
- Alerting line managers to unsafe practices, changes to personal medical conditions, workplace conditions or incidents of concern regarding occupational health risks.
- Seeking advice and clarification from Line Managers when unsure of any health and safety requirement relevant to their working environment.
- Where relevant to their role undertake regular self-examination checks to look for any changes to the skin on their hands and arms and reporting any soreness, itching or rashes to their line manager.
- Safeguarding their health and safety, and that of others by adhering to all control measures within the risk assessments and safe systems of work

6. Arrangements for the Provision of Health Surveillance

6.1 Determining the need for Health Surveillance

In order to have an effective management system for Occupational Health Monitoring and Surveillance, Services will require to ensure that they undertake the following:

- Identify hazards in a workplace(s);
- Determine individual employee(s) level of exposure to these hazards.
- Refer employee/s for health surveillance if required.
- Control exposure levels where necessary.
- Monitor progress of employee(s) health.
- Ensure there is effective communication between employees and managers.

Occupational health hazards such as hazardous chemicals, noise and vibration likely to be found in Redcar and Cleveland Council workplaces. The Health and Safety Executive (HSE) has identified levels of exposure that are to be used as limits of work exposure. Line managers must review work activities and identify all areas where the hazards identified may be present and establish if exposure is/or is near the HSE limit.

Where the manager cannot easily determine the level of exposure to an employee(s), the levels of personal exposure over the range of work activities will

require to be measured. This may require specialist resources such as Noise monitoring or tool measurement to determine exposure levels. Arrangements for any specialist measurement of tasks or equipment can be arranged by contacting the Health and Safety team.

If the result of the measurement/calculation of personal exposure indicates a potential health risk, e.g., at or above the HSE's Exposure Action Value (EAV) or Workplace Exposure Limits (WEL), then a programme of occupational health surveillance must be established for all employees identified at risk from these hazards and the monitoring process will require to be continued until exposure is well below legislative limits or the employees change their job.

Where the exposure of employees is approaching or above the level specified by the appropriate legislation e.g., the EAV or a WEL, then, as well as implementing suitable health surveillance, the manager must implement suitable control measures to reduce exposure to as a low a level as is practicable. This may be carried out by a variety of methods and may include:

- The use of alternative equipment.
- Scheduling of work and job rotation to reduce exposure
- Modifications to equipment e.g., dust extract or use of acoustic panels.
- Use of appropriate Personal Protective Equipment (PPE) may be required.
- Use of Skin Management Programmes.

Where PPE is used as a control measure it must be suitable for the task and a PPE assessment must be completed in accordance with the Council PPE guidance. It should be noted that PPE is an additional measure of protection, and every effort must be made to reduce the level of exposure to as low a level as is practicable by other means.

6.2 Arrangements for Health Surveillance

Where health monitoring and surveillance has been identified as a requirement to protect the health of specific employees the Service Manager should contact the Health and Wellbeing team to ensure that

- All posts requiring health surveillance are identified. This should be done in liaison with the Corporate Health and Safety team.
- All new applicants for such posts are screened by the Occupational Health Provider for any pre-existing medical conditions that may be exacerbated by occupational health risks.
- All new employees undergo an initial health check to determine current health status.

The Health and Wellbeing team will make the necessary arrangements as per the relevant procedure to enrol the employees into all health surveillance programmes applicable to the role.

Where employees are exposed to levels greater than limits set by the HSE, health surveillance systems must be implemented. The level of health surveillance required will be dependent on the hazards and health effects to be managed. All new employees will receive baseline health screening at pre-employment specific for the health effects identified. In addition, for those employees who work in the

areas where it has been identified that health surveillance is to be undertaken, the following schedule of health screening is required:

- Noise: Hearing must be checked through audiometric testing every 3 years, or as advised by the Occupational Health Provider.
- Vibration: a questionnaire must be issued annually to employees and, where appropriate, an appointment arranged with the Occupational Health nurse/doctor depending on stage of disease and response provide by the employees.
- Respiratory sensitisers: lung function test or other test as defined by the Occupational Health Provider. The frequency of tests is also determined by the Occupational Health Provider. Sensitisation may result from exposure to chemicals, minerals or bioaerosols.
- Dermal sensitisers: Managers must ensure that employees undertake regular self-examination to look for any changes to the skin on their hands and arms. Any soreness, itching or rashes should be reported to their line manager and the employee referred to the Occupational Health Provider for further examination. In areas where there may be dermal sensitisers in the workplace, or where skin may lose natural oils as a result of workplace activities there may be a requirement to introduce a Skin Management programme in conjunction with the Occupational Health Provider.

Detailed guidance relating to individual Health Surveillance programmes is published in the managers guidance notes that accompany this policy. If managers require any further information, contact should be made with the Health and Safety or Health and Wellbeing teams at healthandsafetyteam@redcar-cleveland.gov.uk or occupationalhealth@redcar-cleveland.gov.uk

6.3 Reporting of Occupational diseases to the Health and Safety Executive

Where Occupational Health identify the condition as an Occupational Health disease, there is a requirement to ensure that the HSE are notified of this as soon as possible under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The Corporate Health and Safety Team should be notified who will assist in the notification requirements. The Health and Safety Team will also provide guidance to the manager on the investigation on the cause of the Occupational Health disease and support the manager in the reporting requirements.

6.4 Arrangement and Attendance of Health Surveillance Appointments

Where the health Surveillance programme requires an employee to undergo a consultation or examination with Occupational Health, an appointment will be made, and details will be forwarded to the employee via their manager. It is important that employees attend all appointments and that any situation where they are unable to attend an appointment is reported to the Health and Wellbeing team as soon as possible in order to avoid the Council being charged for cancellation of appointments. The Health and Wellbeing team can be contacted using the contact details provided in the appointment letter.

Each appointment made with Occupational Health incurs a cost, ranging from £27 to £300. This rate is dependant upon the type of appointment and any instance where the employee does not attend, or the appointment is cancelled at short notice (within a period of 48 hours prior to the appointment) still incurs a cost to the Council.

Where employees fail to attend appointments without prior notification or justified reason, their manager will be notified, and further appointments will be made. Repeat non-attendance will be reported to the Health and Safety Manager who may prohibit the individual employee from undertaking certain tasks until such time as they are compliant with health surveillance requirements.

Employees who repeatedly fail to attend occupational health appointments without a valid reason will also be reported to the HR team and possible action may be instigated in accordance with the Council's Disciplinary Procedures.

6.5 Retention of Health Surveillance Records

Records of all results from workplace monitoring and health surveillance checks must be kept. Employees will be required to attend all occupational health appointments to enable their health condition to be monitored. The information will be treated as confidential medical information and is required to be kept for 40 years in accordance with legislation as this represents the expected working life of the average person.