



HUMAN RESOURCES COMMITTEE

Monday, 13 January 2025

2.00 pm

**John Meikle Room, The Deane House,
Belvedere Road, Taunton TA1 1HE**

SUPPLEMENT TO THE AGENDA

To: The members of the Human Resources Committee

We are now able to enclose the following information which was unavailable when the agenda was published:

Agenda Item 5 Health and Safety Policies (Pages 3 - 46)

To consider and approve Health and Safety Policies.

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Somerset
Council

HS02 Responsibilities

Policy

Organisation	Somerset Council
Title	HS02 Responsibilities Policy
Author	Benjamin Smith
Owner	The Health & Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	<u>Management of Health & Safety at Work Regulations 1999</u>

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Policy on a page

Somerset Council is committed to ensuring that all staff regardless of Grade are aware of their respective responsibilities.

This policy and associated guidance provide the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council, and the potential consequences of breaching this policy.

This document and associated guidance will be available to: **All Elected Members, Somerset Council Staff, 3rd Party Contractors (on request), Secondees and Volunteers.**

Key Messages

- Every employee must take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- This means that each employee has input into this shared responsibility for health and safety. The degree of responsibility varies with the individual's position in the Council.
- The purpose of this document is to set out the different responsibilities of councillors, director's, managers, and employees, in order to achieve our objectives explained in the [Health and Safety Policy \(HS 001\)](#)

Terms of Reference

Health & Safety Champion – Currently Executive Director of Resources, Strategy & Transformation: Alyn Jones.

Delegated Senior Manager Health & Safety (DSM) – Managers representing their directorate at Health and safety Board meetings.

Corporate Health and Safety Advisor – Health & Safety Strategic Manager: Daniel Thomas.

This “policy on a page” is a summary of the detailed policy and guidance documents, please ensure you read, understand, and comply with the arrangements stated

Responsibilities

The Elected Members of the Council Will:

- Give due consideration to matters of health, safety and welfare when allocating resources, considering changes, and determining priorities.
- Publish a written health and safety policy.
- Receive regular reports about the Council's health and safety performance.
- Discuss issues relating to health and safety matters at any formal meetings within the Council when appropriate.
- Undertake H&S Training as appropriate (see HS031 Training).

The Executive Leadership Team Will:

- Ensure that adequate financial and other resources are available to meet identified health, safety, and welfare requirements.
- Review performance in meeting corporate health and safety strategic objectives and act on the findings.
- Receive regular reports and updates pertaining to the Council's health and safety performance from the H&S Champion and/or Advisor.
- Appoint a member of the team as the H&S Champion.

Directors will:

- Ensure the incorporation into service planning of measures to achieve and maintain compliance with corporate H&S policy arrangements and any specific H&S legislation relevant to the work activity of their areas of responsibility and within any partnerships/contractual relationships in which they are involved.
- Establish a framework of roles and responsibilities and apply them within their own structure.
- Take an active and visible role in the management of health, safety, and welfare within their areas of responsibility and, specifically, ensure that:
 - risk assessments are reviewed regularly.
 - performance against any H&S related targets is monitored.
 - incidents and near misses are recorded and investigated appropriately.
- Ensure appropriate management representation at the HSWSG and other relevant meetings is sustained.
- Seek to ensure that financial and other necessary resources are available to meet health, safety and welfare requirements and control H&S risks.
- Appoint Delegated Senior Managers (DSMs).

- Ensure that DSMs are aware of their role and responsibilities in the effective management of health and safety, and that they have necessary training as appropriate (see [HS 031 Health and safety training](#)).
- Ensure that any delegation of line management responsibilities to meet H&S requirements is clear, regularly monitored, and subject to an appropriate review.
- Assure themselves that the person(s) to whom they delegate are competent to undertake the roles assigned to them.
- Undertake H&S training as appropriate (see HS031 H&S Training).
- Arrange for their management teams to receive reports from their DSM as follows:
 - regularly upon any relevant matter to their respective management teams at their normal meeting frequency.
 - Following updates received quarterly from the Council's Health, Safety, Wellbeing Steering Group summarising H&S performance and the content of the H&S Update Paper.
 - Communicating H&S discussions following attendance at Health, Safety, Wellbeing Boards.
 - At an emergency meeting, if appropriate.

The H&S Champion Will:

- Consider setting targets for corporate H&S performance within SC.
- Be responsible for ensuring that a sufficient amount of monitoring, and associated reporting, around different aspects of H&S performance and risk management is undertaken.
- Sponsor an annual report on H&S matters, including performance, to SC's Audit Committee.
- Chair the Health, Safety, Wellbeing Steering Group (HSWSG).
- Ensure ELT appoint DSMs and Chairpersons for the Council's Health, Safety, Wellbeing Boards.
- Ensure that ELT considers H&S related matters as part of its business. This will partly be delivered by providing regular reports on corporate H&S performance to ELT.

The Corporate H&S Advisor Will:

The ELT has delegated authority to the Corporate H&S Advisor to ensure that this Health and Safety Policy Manual is fit for purpose and regularly reviewed.

- Contribute to a range of risk management processes to ensure that decision-makers are informed about relevant H&S considerations.
- Report on the implementation and performance of all or part of this policy, when appropriate, to the H&S Champion, HSWSG and H&S directorate boards.
- Co-ordinate the deployment of competent specialist H&S advice as well as inspection and audit resources.
- Propose service initiatives to improve performance in managing health and safety.
- Be responsible for liaising with external regulating authorities on behalf of the Council.

- Be authorised to issue an internal Safety Action Notice (see [HS 006](#) for more information) to any employee (including managers and directors) or department of the Council.
- Arrange to review this policy document regularly and propose any changes.
- Maintain a list of safety representatives appointed by recognised Trades Unions.
- Commission specialist support from internal and external agencies to support the H&S Management system.

The Health & Safety Service Will:

- Provide competent assistance to agreed areas of the Council.
- Monitor implementation of the safety policy and safety management systems through a variety of methods.
- Ensure accident/incident investigations are undertaken as required.
- Provide advice in the design, development and production of management systems, guidance documents, safe systems of work.
- Provide training and information services to support Council operations.
- Ensure that Directors are made aware of the implications of specific health and safety legislation and associated codes of practice relevant to their work area.
- Provide a professional capability to respond to requests for technical or general advice from Services in relation to incidents involving Council premises or activities and which may have serious implications for the health and safety of the workforce or the community. This includes matters relating to fire safety.
- Maintain links with outside organisations on health safety and welfare related matters.
- Update and publish, the corporate F02 document on a quarterly basis, providing detail on named responsibilities within the high-level council structure.

Authorised CHSU officers are permitted free and uninhibited access to any Council owned or occupied workplace (except inside the inner cordon at an emergency under the control of the Emergency Services) with or without the permission or knowledge of management at any time which they consider is necessary for the purposes of carrying out their duties.

In this capacity, they are authorised to stop any activity, or use of any equipment, which they deem to be very likely to give rise to serious injury, as set out in the arrangements in [HS 006 Safety Action Notices](#).

Delegated Senior Manager H&S (DSM) Will:

Directors and others may delegate authority to one or more members of their senior management team as DSM, to assist them in meeting their H&S management responsibilities

- Retain operational accountability for overall health and safety management arrangements as agreed with the responsible manager/director.

- Organise delegation of responsibilities where appropriate to line managers, local managers, supervisors, employees.
- Provide an operational conduit for dealing with:
 - Queries on health and safety–related issues raised within the Service Groups.
 - Routine communications involving safety management.
 - Relevant communications from external bodies on health and safety-related matters.
 - Consultation with trade union safety representatives.
- Represent their designated functional area(s) at H&S meetings as required.
- Provide information or reports for the following forums if requested:
 - Service H&S meetings (or equivalent).
 - Health, Safety, Wellbeing Steering Group.
 - Health, Safety, Wellbeing Boards.

Managers with Premise Management related Duties Will:

Ensure that the “Premises Manager” duties listed in the following policies are carried out:

- [HS 020 - A healthy and safe workplace](#). Duties include:
 - Monitoring housekeeping, cleaning, and storage arrangements, including ensuring that access routes and corridors are kept clear for wheelchair users.
 - Compiling risk assessments applying specifically to the building and associated safe working procedures.
 - Ensure that any maintenance tasks undertaken are conducted by competent people.
- [HS 021 - Asbestos](#). Duties include:
 - Ensuring that the Asbestos Register for the premises is kept up to date, implemented, kept readily available and that the relevant contents are communicated to staff and contractors.
 - Ensuring that the condition of visible asbestos-containing materials is regularly monitored, and any defects reported to the Asbestos team.
- [HS10 - Fire](#). Duties include:
 - Maintaining and (at least) annually reviewing the fire risk assessment for the premises. Ensuring that this document is readily available.
 - Appointing fire wardens and make arrangements for their training.
 - Ensuring that the regular tests and drills in [HS F10](#) take place, and keep associated records.
- Either test or arrange for the testing of the following: and keep associated records:
 - Portable electrical appliances.

- Water quality against legionella risks, as dictated by the legionella risk assessment. (see [HS 019 Legionella](#))
- Ensure servicing of other equipment as required, with particular regard to those requiring regular statutory examinations, e.g. lifting equipment under the LOLER and ventilation equipment under the COSHH 2002 regulations.
- Attend PM Training/refresher training as appropriate (see HS031 H&S Training).
- Retain appropriate records of all planned and other maintenance of plant and building fabric for their valid period.
- **Either:** ensure that a placard copy of the “Health and Safety Law – What you should know” poster is completed and displayed and, **or** ensure that all employees are provided with the HSE leaflet “Health and Safety law: what you should know (available from <http://www.hse.gov.uk/pubns/law.pdf>).
- Carry out any other duties in relation to the premises for which they are responsible, as required locally by any relevant H&S policy published by the Council.

The Housing Service Director Will:

In relation to the management of Council-owned residential buildings, ensure that the responsibilities and duties outlined in the housing procedures documents are assigned, monitored and met:

- [Asbestos Procedures V3.pdf](#) – Implementing and overseeing procedures for the safe management and removal of asbestos in Council-owned residential properties, ensuring compliance with health and safety regulations.
- [Electrical Safety Procedures V3.pdf](#) – Establishing and maintaining protocols for electrical safety, including regular inspections, maintenance, and repairs of electrical systems in Council-owned residential properties.
- [Fire Safety Procedure January 2024.pdf](#) – Developing and enforcing fire safety measures, conducting regular fire risk assessments, and ensuring that fire safety equipment and evacuation plans are up-to-date and effective in Council-owned residential properties.
- [Gas Safety Procedures V5.pdf](#) - Managing gas safety through routine inspections, servicing, and repairs of gas appliances and installations, ensuring adherence to safety standards in Council-owned residential properties.
- [Lift and Lifting Equipment Procedures V5.pdf](#) – Overseeing the safe operation and maintenance of lifts and lifting equipment, including regular inspections and servicing, to ensure they meet safety regulations in Council-owned residential properties.
- [Radon Safety Procedures V3.pdf](#) – Implementing radon management strategies, including testing and mitigation measures, to protect residents from radon exposure in Council-owned residential properties.
- [Water Safety Management Procedures V4.pdf](#) - Ensuring the safety and quality of water through regular testing, maintenance of water systems, and implementation of measures to prevent contamination in Council-owned residential properties.

(These documents are managed, updated and maintained by the Council’s Housing service).

Those with line-management responsibility (all layers of management)

Will:

- At all times take reasonable care for the health and safety of their employees and of any other person likely to be affected by their work activities.
- Co-operate with their managers or other responsible persons to assist them in carrying out their duties on behalf of the Council.
- Ensure H&S appears as a standing agenda item at team meetings.
- Refer to their superior any matter for which they are inadequately resourced to be able to complete satisfactorily or competently.
- Undertake H&S training/refresher training as necessary (see HS031 H&S Training).
- View health and safety as a key element in meeting service-related objectives when engaged in Line Management and Annual Review discussions.
- Allow employees to attend appointments for Health Surveillance/Protection during work hours and reimburse reasonable travel expenses to attend.
- Acknowledge the rights of trade union safety representatives to carry out their safety related functions, and provide them with an agreed level of facilities and support based on [HS16a Safety Reps & Committees](#).
- Identify H&S policies which apply to the Service and ensure adherence to those policies as required.
- Ensure risk assessments are undertaken as appropriate (see HS04 Risk Assessment Policy).
- Identify training requirements for employees and ensure provision is allocated for any training requirements.
- Ensure the timely reporting and investigation of hazards, near misses, incidents and accidents, ensuring sufficient resource is allocated.

Employees Will:

- Take reasonable care for their own health and safety and that of others (including clients, visitors, pupils, contractors, and members of the public) who may be affected by their actions or omissions at work.
- Co-operate with supervisors, managers and directors on health and safety matters.
- Not intentionally or recklessly interfere with or misuse anything that has been provided to meet to protect health or safety.
- Use machinery, equipment, and substances, in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance.
- Ensure they use equipment provided for their safety.
- Immediately report all health and safety concerns (including accidents, significant near misses, defects, and unsafe situations) to their line manager.

- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner.
- Inform an appropriate person of any shortcomings in the Council's measures designed to protect people from harm.
- Attend H&S training/refresher training as appropriate (See HS031 H&S training).

Any employee following any of the final three bullet points in a responsible manner will be supported by management for making such a report, even if the concerns raised prove unfounded upon further investigation or influence service provision or resources.

References

The following Somerset Council policy documents are directly relevant to this policy, and are referenced within this document:

- [HS F02](#) Form for recording specific Corporate health and safety responsibilities.
- [HS031 H&S Training Policy and Training Matrix](#)

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy.
- **Accountable** – the person who has ultimate accountability and authority for the policy.
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation.
- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	The Health and Safety Service
Accountable	Chief Executive
Consulted	LGR JNF Union Group, Health, Safety and Wellbeing Steering Group (HSWSG), HR Committee
Informed	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
April 2017	Graham Holmes	V3	Update to include reference to HS0-31 H&S Training.
June 2021	Graham Holmes	V4	Revision of logo and updating of titles/functions.
	Benjamin Smith	V5	Scheduled review

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation and chair of HSWSG	Alyn Jones	
HR Committee	Committee	

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**Somerset
Council**

HS03 Health & Safety Reporting & Investigating Incidents

Organisation	Somerset Council
Title	HS03 Reporting & Investigating Health & Safety Incidents
Author	Pam Price
Owner	The Health and Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	<u>Management of Health & Safety at Work Regulations 1999</u>

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Policy on a page

Somerset Council will ensure the Council infrastructure and the data it contains will be kept secure in accordance with relevant legislation and industry best practice standards. Somerset Council will also ensure that all incidents are reported and suitably investigated.

In order to comply with the above this policy provides; the Council's rules that must be followed, the standards to be maintained and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of unauthorised access.

This document will be available to: **All Elected Members, Somerset Council employees, and Volunteers.**

Key Messages

This policy sets out the different internal reporting processes, indicates the subsequent management actions that need to be considered and how to get further help.

Recording and reporting of accidents and Health and Safety incidents is essential to ensure organisations learn when things go wrong, so we can plan to make sure that they do not happen again.

The purpose of this document is to explain when, and how accidents or incidents, need to be reported.

An investigation is then an opportunity for managers to gain a greater understanding of how work activities are carried out, the problems faced by employees and others, and the effectiveness of the measures have put in place to prevent things going wrong.

This policy and the guidance document will help managers to understand how to carry out an investigation. It explains that the level of the investigation needs to be proportionate to the significance of the event.

It also explains the difference between internal reporting processes and the means of notifying the Health and Safety Executive's (HSE) incidents that meet specific criteria.

This "policy on a page" is a summary of the detailed policy document please ensure you read, understand, and comply with the full policy.

Responsibilities

Heads of Service, Strategic Managers, Service Managers, Headteachers, and those with line-management responsibility will:

- Ensure that all employees are aware of incident reporting procedures.

When Reporting Incidents

- Ensure that all employees are aware of the need to report accidents and incidents and how to do so. This should be included in induction training.
- On receiving knowledge of an accident/incident, follow the procedure set out in the HSG 03 Guidance.
- Ensure that all incidents are investigated. The depth of the investigation will be proportional to the seriousness of the event (actual and/or potential).
- Maintain up-to-date records of any developments to the health of an injured employee after an accident, up to and including a return to normal duties or other final situation.
- When an employee has sickness absence due to a work-related cause, check that it conforms with any sickness declaration forms submitted.
- Assist contractors and visitors in reporting H&S incidents occurring to them whilst on SC premises.
- Allow safety representatives reasonable and regular access to incident details upon request for which employees have provided consent.

For the Investigation of Incidents

- Ensure that all relevant lessons are learnt following incidents. They will do this by checking that:
 - Incidents are competently investigated, recorded and that recommendations are implemented where reasonably practicable.
 - Investigations are undertaken by a manager relevant to the activity that was being undertaken.
 - Investigations are a genuine attempt to find out what happened and to improve systems, not as a device to blame people.
 - Trade union safety representatives are involved in their investigation.
 - Outcomes of investigations are shared with all relevant people.
- Ensure that anybody investigating incidents is competent to do so. If you are unsure about competency, contact the Health and Safety Service for advice. If required, training for

managers in investigating incidents is part of the “Managing Health and Safety” e-learning training course found on The Learning Centre for Corporate employees.

- Co-operate in an investigation of a health and safety incident.
- Report all near misses and accidents whether they resulted in injury, damage, or disease.
- Apply the Council’s Serious Incident Follow-up Protocol ([link required prior to publishing](#)). A serious incident in this context is one which there has been at least one employee or other person pronounced dead at the scene or taken to hospital with life-threatening injuries. It does not include a health-related incident with no work-related element.

Employees will:

- Ensure that they follow the agreed local procedures for recording and reporting incidents or work-related illness when they have been affected or when another person has been affected whilst they have been involved in some way.

The Health and Safety Service will:

When Reporting Incidents

- Monitor the relevant databases of incidents and provide feedback and structured reports as required.
- Provide Safety meeting Groups, Boards, and Committees with relevant incident statistics.
- Put in place measures to improve the effectiveness of record systems.
- Provide training resources on how to use the Incident Reporting app (Corporate) [Safety Portal](#) and how to complete an accident report via EEC (Schools) [Useful links](#).
- Attend identified training courses necessary for them to carry out those activities to be undertaken.

For the Investigation of Incidents

Ensure that incidents are adequately investigated by:

- Ensuring responsible managers undertake accident/incident investigations in a timely manner.
- Providing support and guidance to the investigating manager as required to ensure suitable and sufficient investigations are completed.
- Monitoring the quality of investigation outcome on the EEC platform (Schools) or Incident Reporting app (Corporate) This may involve asking for further information to seek assurance that the investigation is suitable.
- Making further investigations where a need is identified
- Allowing safety representatives access to completed incident forms

- Provide training for managers in investigating incidents (this is part of the e-learning “Managing Health and Safety” training course found on The Learning Centre for Corporate users)
- Provide training on the Incident Reporting app (Corporate) [Safety Portal](#)
- Provide information about H&S incidents and investigations to members of the Health, Safety, Wellbeing Steering Group (HSWSG)

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council’s [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

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- **Informed** – the person(s) or groups to be informed after policy implementation.

Responsible	Health and Safety Service
Accountable	Chief Executive
Consulted	Union Group, Health, Safety, Wellbeing Steering Group HSWSG
Informed	All members, employees, volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
June 2013	Brian Oldham	V001 - V003	Final Revision
September 2016	Graham Holmes	V004	Final Revision
May 2017	Graham Holmes	V005	Removal of reference to SW One
March 2018	Graham Holmes	V006	Include reference to B-Safe H&S Management System
March 2021	Graham Holmes	V007	Cosmetic and date changes only
	Pam Price	V008	Amalgamation with Investigating Incidents Policy. Addition of Safety Portal Power App to report and investigate incidents.

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation and chair of HSWSG	Alyn Jones	
HR Committee	Committee	

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**Somerset
Council**

HS08 Health & Safety Hazard Substances Policy

Organisation	Somerset Council
Title	HS08 Hazardous Substances Policy
Author	Pam Price
Owner	The Health and Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	<u>The Control of Substances Hazardous to Health Regulations 2002</u>

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Policy on a page

Somerset Council (SC) has a duty to protect its employees and others from the risks of ill health as a result of being exposed to hazardous substances. Such substances include chemicals, dusts and fumes (further examples included in HSG08 Hazardous Substances Guidance).

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires employers to assess and control the risks arising from hazardous substances in the workplace; this policy explains how we do this.

In order to comply with the above, this policy provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Employees, and Volunteers.**

Key Messages

- 'Hazardous substances' includes not only those substances used directly in work activities (e.g. cleaning fluids, adhesives, paints), but also substances generated during work activities (e.g. fumes from soldering and welding), and naturally occurring substances (e.g. grain dust).
- All hazardous substances require a COSHH risk assessment to be completed for them.
- All employees should be provided with user friendly information and appropriate training on the nature of the hazardous substances they work with.
- This policy does not refer to asbestos, lead or radioactive substances, which have their own set of regulations.

This "policy on a page" is a summary of the detailed policy document please ensure you read, understand, and comply with the full policy.

Responsibilities

Somerset Council will:

- Ensure that engineering controls are properly maintained and monitored by planned preventive maintenance and that their performance is monitored to ensure continued effectiveness.
- Ensure that where health surveillance is required, qualified professionals are engaged to carry out this requirement.
- Keep employee health records of all exposures to substances hazardous to health for a minimum of 50 years.
- Consult with employees and their representatives regarding the implementation of the above.

The Health and Safety Service will:

- Audit compliance with the policy.
- Provide advice, training, and guidance on compliance with this policy.
- Regularly review the policy to ensure that it is current.
- Consult with the regulatory authorities.
- Monitor Health and Safety Activity reports relating to data from the COSHH app.

Managers will:

- Identify substances that may be harmful.
- Ensure that no new substances are introduced into the workplace without prior assessment.
- Appoint competent persons to carry out COSHH risk assessments and to advise on the control of risks.
- Ensure that assessments are completed on all operations involving potential exposure to substances hazardous to health, and that appropriate control measures are taken.
- Ensure that control measures written on COSHH risk assessments are implemented.
- Provide all employees with user friendly information and appropriate training on the nature of the hazardous substances they work with.
- Inform employees about any monitoring and health surveillance results.
- Ensure that appropriate monitoring and health surveillance arrangements are identified.
- Ensure that all hazardous substances are safely stored.
- Consult with employees and their representatives regarding the above steps.

COSHH Assessors will:

- Seek first to eliminate hazardous substances or substitute them to reduce their risk.
- Produce suitable and sufficient COSHH risk assessments where elimination or substitution is not practicable. Schools complete the [HS F08](#) assessment form and corporate users fill in the COSHH assessment app within the [Safety Portal](#).
- Recommend control measures that are proportionate to the risks posed by that substance.
- Consider the hierarchy of controls, only recommending personal protective equipment (PPE) once elimination, substitution, engineering and administration controls have been considered.
- Carefully assess the type and use of PPE according to manufacturers' instructions.
- Monitor and regularly review the effectiveness of arrangements in controlling the risk from hazardous substances.
- Revise COSHH assessments where appropriate and discuss the results with the relevant manager.
- Keep records of the above.

Employees will:

- Comply with the findings of relevant COSHH risk assessments and any supplementary guidance.
- Use any protective equipment provided in the appropriate manner.
- Return equipment after use to any storage place.
- Report any defects in procedures, protective equipment, or plant.
- Attend medical examinations at the appointed time and give any information about their health as may be reasonable.
- Undertake any training deemed necessary.

Managers of contractors will:

- Make contractors aware of this policy and any other factors that may affect the contractors' assessment.
- Ensure that a written risk assessment has been undertaken where hazardous substances are to be used.
- Monitor the contractor to ensure that any control measures identified by their assessment have been implemented.
- Advise contractors of any risks to them from SC activities, in the areas they are working, where the risk assessment has indicated a hazard.

Contractors will:

- Undertake a written risk assessment where hazardous substances are to be used.
- Implement any control measures, including emergency procedures, identified by the assessment to provide adequate information, instruction, training, and supervision to their staff.

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

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Responsible	Health and Safety Service
Accountable	Chief Executive
Consulted	JNF Union Group, Health, Safety and Wellbeing Steering Group HSWSG
Informed	All members, employees, volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
19/02/2016	Fiona Packer	V1.0	Draft copy
01/04/2016	Fiona Packer	V2.0	Final Revision
01/09/2016	Fiona Packer	V3.0	Final Revision
01/03/2018	Fiona Packer	V4.0	Amended to reflect B-Safe (new H&S management system) & new links to OH assist
18/12/2019	Julie Rutter	V5.0	Amended to reflect change to OH provider, CLP regulations, updated links and minor text amendments
	Pam Price	V6.0	Changes to COSHH assessment form (schools) & COSHH assessment app (corporate)

Document Notification

Approval	Name	Date
Corporate H&S Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation and chair of HSWG	Alyn Jones	
HR Committee	Committee	

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**Somerset
Council**

HS04 Risk Assessment Policy

Organisation	Somerset Council
Title	HS04 Risk Assessment
Author	Ian Haim
Owner	The Health and Safety Service
Protective Marking	Official – Unclassified
Primary Legislation	The Management of Health and Safety at Work Regulations 1999

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Policy on a page

This policy is aimed at all staff and managers to ensure that they recognise the real risks associated with their working environments and activities. This policy also provides guidance on recording practical solutions to ensure that everyone operates under safe working conditions.

Somerset Council (The Council) will aim to protect all employees whilst at work, and others who may be affected by work activities, against the risks associated with its working activities and environments through training and guidance on the completion of risk assessment and controls where necessary.

In order to comply with the above, this policy and associated HSG04 guidance document provides the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council and the potential consequences of breaching this policy.

This document will be available to: **All Elected Members, Somerset Council Employees, and Volunteers.**

Key Messages

- Statutory risk assessment training is required for all managers (by way of a risk assessment e-learning module on the Learning Centre)
- A key success to a risk assessment is to engage employees and individuals that may be affected by that activity or process. Including them in the creation, review and completion of a shared risk assessment builds a positive culture as well as a better understanding of the real hazards and the measures to control the risks.
- Safe systems of work must be documented to clearly establish and communicate safe working methods for a given activity.
- The principles of risk assessment are straightforward and risk assessment training will help to build a better understanding of where and when to apply a risk assessment.
- Reviewing and managing your risk assessment and safe system of work is a key element to keeping safe in the workplace, especially following an incident or where a process has highlighted new, unforeseen risks.

This “policy on a page” is a summary of the detailed policy document please ensure you read, understand and comply with the full policy.

Responsibilities

Somerset Council will:

- Comply with *The Management of Health and Safety at Work Regulations 1999*. (regulation 3 Risk Assessments).
- Ensure it takes all reasonable steps to ensure that all employees undertake their working activities in a safe manner, using the process of risk assessment to document identified risks and the control measures to manage these risks.

Directors and Delegated Senior Managers will:

- Provide managers with sufficient information to recognise activities giving rise to significant risks.
- Require managers and supervisors to identify all situations where activities are undertaken by their staff requiring a risk assessment to be completed.
- Follow Somerset Councils policy and HSG04 guidance document.
- Ensure only persons who have received appropriate training and relevant experience and considered competent undertake detailed risk assessments.
- Ensure adequate time and training for the competent person to carry out their duties.

Managers with direct line-management responsibilities will:

- As a minimum, complete risk assessment training in the form of risk assessment e-learning modules available from The Learning Centre (TLC).
- Consult with experts and senior colleagues in the development of risk assessments or safe systems where new or updated guidelines emerge.
- Consult with employees and safety representatives in the creation, development, and outcomes of risk assessments.
- Keep written / electronic records of assessments using Somerset Councils, [Risk Assessment App](#) for corporate assessments (EEC for maintained schools).
- Regularly ensure that the control measures outlined in risk assessments are monitored, and once implemented, are effective.
- Review the relevant assessments following any injuries, incidents or change of activity.
- Ensure that risk assessments are only carried out by employees trained to conduct risk assessments, understand the hazards involved and are considered competent by their manager.
- Identify where there is a need for specific risk assessments for individuals with medical or additional needs.

Employees and Volunteers will:

- Report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities. For example, an employee with back problems should advise their manager of their condition if they are required to conduct frequent manual handling tasks that will put them at greater risk of musculoskeletal injury.
- Ensure that they read all risk assessments and safe systems of work provided for their work activities.
- Comply with all instruction and training, especially when using equipment and machinery.
- Not put their own health and safety at risk when carrying out work activities.
- Report any issues or defects to their manager where a risk of harm becomes evident, along with any shortcomings they believe exist in the arrangements made to protect them.

The Health and Safety Service will:

- Provide regular corporate training courses for employees to ensure their competence to perform risk assessments.
- Provide competent advice and guidance on the identification and completion of risk assessments and control measures.
- Review this policy at intervals not exceeding 3 years.

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

The following table identifies who within Somerset Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- **Responsible** – the person(s) responsible for developing and publishing the policy
- **Accountable** – the person who has ultimate accountability and authority for the policy
- **Consulted** – the person(s) or groups to be consulted prior to final policy implementation
- **Informed** – the person(s) or groups to be informed after policy implementation

Responsible	The Health and Safety Service
Accountable	Chief Executive
Consulted	Union Group, Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All members, employees, and volunteers

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by The Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
August 2012	CHSU	V1.0	Draft Revision
30/07/2013	CHSU	V2.0	First revision
25/3/2017	Fiona Packer	V3.0	Final revision
12/06/2017	Steve Dorrall	V4.0	Review and update
29/03/2018	Steve Dorrall	V5.0	Updated to include references to new B-Safe system
June 2021	Steve Dorrall	V6.0	New risk rating matrix, general wording updates
September 2022	Steve Dorrall	V7.0	F04 was updated to include residual risk scoring, additional guidance added to page 9
	Ian Haim	V8.0	Scheduled Review

Document Notification

Approval	Name	Date
Corporate Health and Safety Advisor	Daniel Thomas	
Executive Director of Resources, Strategy & Transformation	Alyn Jones	
HR Committee	Committee	



**Somerset
Council**

HS21 Asbestos Policy

Organisation	Somerset Council
Title	HS21 Asbestos
Author	Benjamin Smith & Sharon Larkman
Owner	The Corporate Health & Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	Management of Health & Safety at Work Regulations 1999 Control of Asbestos Regulations 2012

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Policy on a page

Asbestos is a general term for several naturally occurring fibrous minerals that have crystallized to form fibres. These fibres are resistant to heat, fire, chemical degradation, and biological factors, making them mechanically strong. Because of their resilient make up, asbestos was commonly used in a variety of building materials until the year 2000, when it became illegal to use in the UK.

Asbestos can be found in many buildings built before the year 2000, some common places where asbestos can be found are: Insulation material for buildings, boilers, and pipes. floor tiles and textured coating on ceilings. Asbestos cement for roofing sheets and pipes.

Health Risks:

- Breathing in asbestos fibres can cause lung cancer and malignant mesothelioma.
- Exposure occurs when asbestos-containing materials are damaged, releasing fibres into the air.

This policy and associated guidance provide the Council's rules that must be followed, the standards to be maintained, and signposts to further guidance. It also highlights the risks to users, clients and the Council, and the potential consequences of breaching this policy.

This document and associated guidance will be available to: **All Elected Members, Somerset Council Staff, 3rd Party Contractors, Secondees and Volunteers.**

Key Messages

- Somerset Council will, identify and assess the risk from Asbestos in all premises, for which it is responsible.
- Premises Managers must ensure their responsibilities, as specified within this policy.
- Premises Managers are also required to undertake an Annual Review of their Asbestos via the Civica website, at least annually, or sooner if a significant change occurs to the building or the activities carried out.

This document and associated guidance will be available to: **All Elected Members, Somerset Council employees, Volunteers, and 3rd Party Contractors (on request).**

Terms of Reference

Corporate property – Land or building owned or managed by Somerset Council, used to support the delivery of public services. These may include:

- Operational properties: Buildings used directly for council services, such as offices, schools, libraries, and community centres.
- Non-operational properties: Assets not directly used for service delivery but held for investment purposes, such as commercial properties leased to businesses.

Housing Property – Buildings owned by Somerset council for the provision of social housing. These may include:

- Domestic premises such as Houses, flats or maisonettes.
- Communal housing blocks, including associated open spaces.
- Community hubs, when attached to communal housing blocks or domestic buildings.

Responsibilities

Somerset Council will:

- Establish the location and condition of ACMs (Asbestos Containing Materials) within premises owned by the Council (or regularly used by its employees).
- Ensure that it earmarks sufficient funds for the remediation of any ACMs when and where it is considered appropriate.
- Ensure that the removal and disposal of all ACMs on premises for which it is responsible is conducted in accordance with current regulations and Somerset Council policy.
- Continuously manage the known ACMs within all buildings owned or leased (depending on the lease agreement) by Somerset Council.
- If ACM's are inadvertently damaged, ensure appropriate remedial action is taken quickly to make the affected area safe.
- Ensure known ACM's are reinspected by a competent person every 1-2 years, or at a frequency established by the Asbestos survey.
- Ensure the condition of know ACM's are regularly monitored, and any changes reported and dealt with.
- Ensure that the risk from asbestos is managed effectively in those premises that employees, and others to whom a duty of care is owed, are present, using the Annual Review of Asbestos Management Return via Civica .

- Ensure that those individuals who, when exposed to asbestos fibres under the control of the Council, are correctly advised, supported and their details recorded on an “At-risk Register”.
- Provide support and training to all relevant staff as follows:
 - Somerset Council asbestos management procedures to people responsible for implementing the arrangements within this policy.
 - Asbestos awareness training to people who:
 - carry out work which is likely to involve disturbing the fabric of buildings (e.g. plumbers, electricians, IT installers, roofers, decorators, handymen).
 - supervise those identified above at work.
 - are the designated Premise Manager.
 - are responsible for planning or controlling work which involves disturbing the fabric of a building which may contain asbestos (e.g. building layout changes/extensions, room alterations, IT/heating/plumbing installation, redecoration, roof repairs)
- Ensure that adequate records relating to the management of the risk from asbestos are created and maintained.

Directors and Delegated Senior Managers will, where they have responsibility for:

- Premises with ACMs present: Have systems and delegated responsibilities in place to ensure that:
 - Premises managers are appointed and are competent to meet their responsibilities.
 - All relevant employees in those premises have been informed about the risks and how they are being controlled.
 - Non-native speaking or employees / visitors with sensory impairments should be presented the relevant information in a way that can be understood by them.
 - Specified employees have been trained to the appropriate level for their duties.
 - Tenants are provided with a copy the Asbestos Register (if required by the lease agreement) This includes Council owned domestic properties.
 - Local control measures are being correctly implemented.
 - When any premise is no longer required, a handover of responsibilities is arranged with the Property Services Estates Team or Housing asset Manager.
 - The Annual Review of Asbestos Management Return is regularly completed via Civica.

- Employees regularly working in non-SC workplaces, have systems in place to establish whether:
 - There is asbestos present or presumed to be present or there are satisfactory control measures in place.
 - SC employees in those premises, know about the risks from ACMs and how they are being controlled.

Somerset Council Housing service (SCHS) Will:

- Ensure all Communal Dwellings and their associated Community Halls which are under their control have a current asbestos record for that property available to all persons carrying out work on behalf of SC.
- Ensure all areas/ dwellings which are owned and maintained by SC Housing Service will have a minimum of an asbestos management survey to ascertain the type of product, location, extent, and condition of asbestos containing materials.
- Ensure all areas/ dwellings which are owned and maintained by SC Housing Service will undertake an asbestos refurbishment survey to ascertain the type of product, location, extent, and condition of asbestos containing materials, prior to undertaking any major refurbishment to a dwelling.
- Ensure all areas/ dwellings which are owned and maintained by SC Housing Service will undertake an asbestos refurbishment survey to ascertain the type of product, location, extent, and condition of asbestos containing materials, prior to undertaking any major refurbishment to the property.
- Only use approved asbestos contractors or asbestos consultants. This is to minimise the risk posed from contractors sub-contracting the works to companies who do not meet SC housing standards.
- Undertake remedial actions on all high-risk items to reduce possibility of accidental exposure, this may be full removal or introducing additional protective measures e.g., encapsulation, restricted access.
- Manage asbestos containing materials on a risk-based approach. They will remove all high-risk materials or restrict access to those areas until removal can be undertaken.
- SC recognise that they have a duty of care to their tenants to inform them of the presence of asbestos containing materials within their homes, and that at any point a domestic property owned by SC could become a workplace. Therefore, SC will ensure appropriate surveys (Management, Refurbishment and/ or Demolition) of its domestic stock will be undertaken to assist in planning and organising works in advance.
- Ensure a suitable set of procedures (HSG.ASB02) to ensure all staff members adhere to this policy.
- Secure, accurate and up to date data and property safety records are maintained.

Premises Managers will:

Premises Managers are responsible for the day-day to management of any asbestos identified in corporate buildings, they will:

- Ensure the completion and annual review of the site-specific Asbestos Management Plan.
- Complete asbestos awareness training.
- Ensure that as part of the induction process building users are made aware of the location of any asbestos containing materials.
- Ensure that the Register and location plans are always available and accessible to staff and contractors who work on the site.
- Ensure that there are written records to prove that the Asbestos Register was inspected prior to any work being carried out.
- Ensure the Asbestos 'on-site' white folder is kept up to date and well-organised.
- Ensure the current processes relating to asbestos control are followed in relation to any maintenance or refurbishment work on the premises.
- Use the Somerset Council, Asbestos Permit-to-Work system in relation to controlling work on or around ACMs or areas/items recorded as 'inaccessible, when it is appropriate.
- Report any ACM considered to have deteriorated in condition to the Asbestos Team.

The Somerset Council Asbestos Team¹ will:

- Advise all areas of SC on matters relating to the risk from ACMs and particularly those relating to Asbestos Management Procedures.
- Carry out asbestos site surveys to the appropriate standard in all premises built prior to the year 2000.
- Take and analyse samples of suspect materials when required.
- Create, maintain and update the Asbestos records for all leased and owned SC premises.
- Issue updated Asbestos Survey reports to premises managers or make them available via Civica.
- Liaise with the Records Team in Strategic Asset Management to ensure that site drawings are up-to-date following any significant changes.
- Monitor compliance by external contractors with the relevant regulations governing the removal of asbestos.

¹ The Asbestos Team undertake specific tasks regarding the identification and management of asbestos. Collectively the operational team is experienced in all areas of asbestos-related work. It is accredited by UKAS (United Kingdom Accreditation Service) to carry out all types of surveying, sampling and testing.

- Oversee the use of the Asbestos Permit to Work system within premises where SC has a responsibility to manage ACMs.
- Vet and oversee the work of approved contractors engaged in the removal of ACMs in SC premises.
- Complete or subcontract inspections/air monitoring of the areas where ACMs have been removed by specialist contractors prior to reoccupation.
- Organise remediation works for those ACMs identified in SC owned/leased buildings as being in poor condition.
- Provide Asbestos Awareness Training to relevant SC and school staff.

Property Services will:

- Ensure that all construction projects on existing premises for which they are responsible are planned and executed in consultation with the Asbestos Team.
- Ensure that all construction works are undertaken by contractors, who have received asbestos awareness training and satisfy regulation 10 of the Control of Asbestos Regulations – Further details contained in HSE ACOP “Managing and Working with Asbestos”.
- On being notified by the asbestos team in respect of premises for which SC has repair liabilities, cover the costs of asbestos remedial/removal work and associated air monitoring for those asbestos items identified as requiring immediate action to make safe.
- Where the council is the duty holder: Ensure that commercial tenants are provided with the latest asbestos survey report.
- Ensure that when SC leases new buildings, it obtains from the landlord the asbestos survey report and any relevant documents relating to the management of asbestos.
- Ensure that any empty or void property, is managed so as to minimise the risk from asbestos to any staff, contractors or visitors.

Employees will:

- follow local guidance or instruction in relation to the management of asbestos on the premises.
- Ensure that they are aware of the location of ACMs within the building they work in.

The Corporate Health and Safety Unit will:

- Maintain the At-risk Register.
- Maintain this policy within the H&S Manual.

- Support any contingency arrangements and investigations into incidents involving suspected asbestos release.
- Provide training to premises managers on the risks from asbestos and associated management arrangements they are required to follow as part of Premises Management Training.
- Monitor the local implementation of this policy as part of an audit programme.
- Liaise with the Asbestos Team as required regarding the development, implementation, and review of corporate control measures.

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to Somerset Council's [disciplinary procedure](#).

Policy Governance

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Responsible	Corporate Health & Safety Unit
Accountable	Chief Executive
Consulted	Union Group, LGR H&S Sub-Workstream, Health, Safety and Wellbeing Steering Group (HSWSG)
Informed	All members, employees, contractors (on request), volunteers & 3rd parties (on request)

Review and Revision

This policy will be reviewed as it is deemed appropriate, for instance when there is a change in statutory requirements and/or HSE guidance is revised, but no less frequently than every 36

months. Policy review will be undertaken by rolling programme established by the CHSU and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
06.10.16	Sharon Larkman Jayne Slocombe	V5.0	Revision
30.05.19	Sharon Larkman	DRAFT	
14.11.19	Jayne Slocombe	V6	Publish
15/09/2020	Daniel Thomas	V7	Added additional responsibility for Premise Manager
08/02/2021	Daniel Thomas	V8	New description of asbestos management plan

Document Notification

Approval	Name	Date
Corporate H&S Advisor		
Executive Director of Strategy Workforce & Localities and chair of HSWSG		
Asbestos Manager		
Head of Property Services		
Head of Housing Property		