



Cyngor Sir  
**CEREDIGION**  
County Council

# Health and Safety Policy



People & Organisation Service  
2024



**DYSGU PERTHYN LLWYDDO BYW**  
**LEARN BELONG SUCCEED LIVE**

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# 1. Introduction

The Health and Safety at Work Act 1974 (HASWA74) places statutory responsibilities on both employers and employees for health and safety at work.

HASWA74 requires that the employer protects, 'as far as is reasonably practicable', the health, safety and welfare at work of all employees. A further requirement is the provision of information, instruction, training and supervision necessary to ensure the health and safety at work of their employees. The employee, in turn, is required to take reasonable care of their own health and safety and not to endanger that of others by their acts or omissions at work. They are also required to cooperate with their employer to enable any health and safety measures that are necessary to be implemented.

This document is published following consultation and agreement with the Council's Leadership Group, the Employee Health and Safety Forum, and our recognised trade unions.

Breach of (or refusal to comply with) this policy, safe systems of work written to support this policy or other health and safety legislation may result in disciplinary action.

Although the elements contained within this policy are comprehensive, they are not to be taken as the authoritative regulations in isolation but should be read in conjunction with relevant regulations and publications. The Health and Safety Team is available for advice should any employee, contractor or visitor need further guidance.

## Linked Policies

The Health and Safety Policy is linked to other Council Policies and Procedures including but not exclusive to:

- Flexible Working Policy
- Smoke-Free Policy
- Infection Prevention and Control Procedures
- Alcohol and Drug misuse Policy
- Prevention and Management of Stress Policy
- Management Sickness Absence at Work Policy

## 2. Policy Statement

Health and Safety is everybody's business therefore Ceredigion County Council will:

- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Establish and implement health and safety systems and processes to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety processes and systems as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- Communicate and consult with all staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures. Prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Retain access to competent advice and assistance ensuring awareness of relevant changes in legislation and good practice.
- Manage risks to staff, contractors, visitors and members of the public that may encounter Council activities.
- Ensure third-party activities and services comply with all relevant policies and legislation.

It is everyone's duty when at work:

- To take reasonable care of your own health and safety and of anyone else who could be affected by your acts or omissions.
- To co-operate with the employer in matters of health and safety.
- Not to interfere with, or misuse anything provided in the interests of health, safety and welfare.
- To inform the employer of any health and safety shortcomings.

## 3. Responsibilities

### 3.1. Elected Members

- Are advised by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to control foreseeable risks that have the potential to cause harm.
- Are responsible for scrutinising the Council's activities and assist with decision making surrounding policies and new projects, which may carry health and safety implications.
- An elected member with sufficient knowledge and experience will be appointed as the council's health and safety champion. This elected member will oversee ongoing health and safety matters and attend relevant meetings.

### 3.2. Chief Executive

The Chief Executive has ultimate responsibility for ensuring that the Council's health and safety policy is implemented and maintained. The Chief Executive along with the Leadership Group will demonstrate visible, active commitment, establishing effective “downward” communication systems and management structures.

This includes:

- Ensuring participation, commitment and involvement at all levels in the Council in health and safety activities;
- Ensuring compliance with health and safety supporting policies and arrangements;
- Introducing measures to ensure the competence of employees and compliance with relevant policies and procedures.

### 3.3. Health and Safety Team

The health and safety manager and team will be responsible for the preparation and review of this policy. They, alongside the health and safety team, will:

- Undertake inspection, monitoring and audit of health, safety and risk management policies, procedures and arrangements;
- Provide general and specific health and safety training and advice;
- Investigate high risk incidents, reportable diseases, dangerous occurrences and maintain the Incident Management System;
- Regularly provide reports to the Leadership Group (LG) and employee health and safety forum on health and safety incidents, issues and trends;
- Develop and review health and safety policies and arrangements;
- Assist with complex or significant risk assessments
- Provide fire safety management advice and support;

- Assist with the management of Asbestos within buildings;
- Promote and support wellbeing initiatives.

### 3.4. Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers play a strategic role in supporting the Chief Executive to meet their responsibilities. They have the general responsibility for compliance with health and safety within their service areas and carry out all the health and safety duties of a line manager in respect of staff reporting directly to them.

A Corporate Director will undertake the role of health and safety champion, bringing health and safety matters to the attention of Leadership Group.

### 3.5. Managers

Line Managers and those with a supervisory role are responsible for the health and safety of their staff. They shall ensure, so far as is reasonably practicable that:

- Suitable and sufficient risk assessments are undertaken, recorded and regularly reviewed for all work-related activities within their area;
- The arrangements to manage risks are communicated, implemented, maintained and reviewed;
- They communicate and consult with staff on health and safety issues;
- Welfare facilities are provided and maintained in a satisfactory state;
- Premises, plant and work equipment are provided and maintained in a safe condition;
- Systems are in place to monitor and audit health and safety arrangements and safe systems of work;
- They ensure staff (where necessary) have appropriate personal protective equipment;
- Health and safety training needs of their staff is identified.
- They arrange training with advice from the Health and Safety Team and learning and development team and ensure and monitor the completion of Health and Safety training;
- They respond and act upon recommendations identified within health and safety reports in the identified timescales;
- They supervise staff to ensure they work safely and comply with safe systems of work;
- All incidents and near misses are reported and investigated;
- Sufficient time is provided to employees to carry out their health and safety duties;
- They provide safety representatives with reasonable time off for training and carrying out their statutory functions;



### 3.6. Safety Representatives

The Council recognises the essential role and contribution of safety representatives in achieving effective health and safety management and accident prevention in compliance with Safety Representatives and Safety Committees Regulation 1977 and the Health and Safety (Consultation with Employees) Regulation 1996. Safety representatives are responsible for:

- Assisting managers and the health and safety team with incident investigation as required;
- Investigating health and safety complaints by any employees at work;
- Representing employees in talks with managers or enforcing bodies (HSE or police);
- Attending meetings and forums in their capacity as safety representatives;
- Offering advice on specific health and safety concerns within their area of work;
- Carrying out workplace health and safety inspections;
- Communicating health and safety concerns or complaints raised by employees;

### 3.7. People and Organisation Service

The service through the Ceri system will collate sickness absence data for the purpose of identifying absence trends that could be related to work activities and assist in organising health and safety training.

The health and safety team will provide guidance where an act by an employee contravenes health and safety arrangements that could result in disciplinary action.

### 3.8. Employees

All employees must familiarise themselves with this policy and co-operate with its implementation. They have the responsibility to:

- Take reasonable care of their health and safety and that of other persons who may be affected by their activities, including colleagues, contractors and members of the public;
- Co-operate with all health and safety matters;
- Assist in the development and implementation of safe systems of work and risk assessment;
- Attend and participate in health and safety training;
- Ensure high standards of housekeeping in their workplace;
- Report incidents and near misses using the Incident Management System;
- Assist in incident investigation;
- Inform their manager immediately of any impairment, diagnosis or medication that could negatively impact their ability to carry out work safely. For female

staff, this includes pregnancy and the early months of motherhood.

- Use all work items correctly, including personal protective equipment, in accordance with the training and instruction which they have received;
- Not interfere with or misuse anything provided in the interests of health, safety or welfare;

### 3.9. Health and Safety Forum

The health and safety forum consists of the designated Corporate Director, trade union safety representatives, designated elected member, senior managers, the Employee Health and Wellbeing Officer and the health and safety manager.

The forum shall:

- Monitor the effectiveness of health and safety arrangements;
- Support and promote health and safety good practice through information sharing;
- Consider and respond to audit reports, incidents and concerns raised by health and safety representatives;
- Monitor health and safety management;
- Support health and safety policy and development;
- Promote health, safety and wellbeing;

## 4. Support and Advice

For support and advice on all workplace health and safety matters, contact [Healthandsafety@ceredigion.gov.uk](mailto:Healthandsafety@ceredigion.gov.uk)

Health and safety publications and further guidance is also available from [www.hse.gov.uk](http://www.hse.gov.uk)

## Appendix 1 – Working Arrangements

This part of the policy contains general information and guidance for all staff.

Some services will have additional health and safety information and guidance. It is important that employees working within such a service are familiar with that information.

### 1. Safe place of work

Legislation requires all workplaces within the local authority to be kept clean, tidy and in a safe condition. Managers are responsible for conducting regular checks to ensure that 'good housekeeping' is maintained.

Below are guidelines on how to reduce potential hazards:

- Within work premises, walkways, gangways, paths, and roads are clearly marked, in good condition and unobstructed.
- Arrangements are in place for the removal and clearing up of hazards.
- Tripping and falling hazards are identified and removed, wherever possible.
- Safe access and egress throughout the workplace.
- Staircases, landings and floor openings are guarded to prevent falls where required.
- Heavy items are stored appropriately to avoid both manual handling and working at height hazards.
- Stores are kept tidy with safe and easy access and egress.
- The storage of flammable, toxic and corrosive substances conform to current regulations.
- Emergency equipment is prominently located and clearly identified.
- Warning signs and notices are clearly displayed.
- Caution is taken when operating in areas where there is vehicle movement.
- The correct personal protective equipment is used.

The above list is not exhaustive, but common sense and a keen eye for potential problem areas should enable the majority of hazards to be identified and resolved.

### 2. Incident reporting and investigation

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places duties on employers to report certain workplace incident and dangerous occurrences (near misses). Any incidents that meet the RIDDOR reporting criteria is reported to the Health and Safety Executive by the health and safety team.

All incidents and near misses must be reported using the Incident Management System. It is the managers responsibility to complete the investigation with the assistance of the health and safety team where required.

Guidance on how to access the system and complete the form is available on Ceri Net using the link below.

<https://cerinet.ceredigion.gov.uk/managers/corporate-manager-s-toolkit/health-and-safety/incident-reporting/>.

### 3. Risk assessments

The Management of Health and Safety at Work Regulations 1999 requires employers to ensure a suitable and sufficient risk assessment is undertaken by a competent person where hazardous working activities have been identified. This is to identify and implement the control measures required to mitigate any risks. Risk assessments should be reviewed regularly, with any subsequent changes to working practices communicated to relevant persons.

For guidance on completing risk assessments (including new/expectant mothers risk assessment) and access to risk assessment templates, please visit <https://cerinet.ceredigion.gov.uk/managers/corporate-manager-s-toolkit/health-and-safety/#> or contact the health and safety team.

To request training on risk assessments, please contact [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk).

### 4. Hazardous substances

The Control of Substances Hazardous to Health Regulations, 2002 (COSHH), requires employers to protect employees from hazardous substances at work. In some work areas of the council, risk assessments identify 'at risk' activities and control measures to put in place to reduce the risk. These control measures may be changing chemicals used to less hazardous ones, introducing ventilation, changing where the activities are carried out or introducing suitable personal protective equipment.

COSHH assessments are completed by extracting the relevant information from the products' safety data sheets. Safety data sheets are to be kept readily available and brought to the attention of employees as required and at the point of use. These must be reviewed for validity at regular intervals.

For guidance on COSHH, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

### 5. Personal safety / lone working

The Health and Safety Executive defines 'lone working' as: "Lone workers are those who work by themselves without close or direct supervision". Ceredigion County Council has a legal duty to ensure the personal safety of our employees at work, with special regard to lone working.

All incidents of violence, abuse or harassment towards our employees must be reported via the Incident Management System.

For guidance on personal safety and lone working including the buddy system template, please visit <https://cerinet.ceredigion.gov.uk/managers/corporate-manager-s-toolkit/health-and-safety/personal-safety-and-lone-working/> or contact the health and safety team.

To request training on personal safety and lone working, please contact [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk).

## 6. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is legally defined as “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the user against one or more risks to their health or safety”.

Before any PPE is provided, the manager or supervisor must carry out a suitable risk assessment. PPE is the last line of defence and should only be provided when all engineering controls and safe systems of work have been exhausted.

PPE will be issued by the relevant line manager/ supervisor to employees during induction and replaced as and when required. Managers and supervisors must ensure that all employees and non-employees who are issued with PPE to wear, receive information, instruction, and training on how to make effective use of the equipment. Information must include how to correctly fit and wear it and what its limitations are. The extent of instruction and training will vary with the complexity and performance of the equipment.

Employees have a legal duty to use or wear the PPE provided and to report its damage, loss, destruction or any fault. PPE must be maintained in a good condition and stored in a safe place when not in use. Equipment, such as items that come into contact with the skin (such as coveralls, ear protectors and the sweatband of safety helmets) should be washed regularly to prevent skin disease or infection.

For guidance on PPE, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 7. Fire safety

**The Regulatory Reform (Fire Safety) Order 2005** places responsibilities on managers and employees with respect to fire safety and evacuation. A fire risk assessment is required for every workplace building and risk reduction measures put in place. Fire drill training and provision of maintained firefighting equipment is a legal requirement in addition to the duties placed on employers to put in place emergency evacuation procedures where required.

The Chief Executive is the ‘duty holder’ and, therefore, is to ensure that suitable and sufficient fire risk assessment is undertaken, with findings being recorded and remedial actions being implemented in a reasonable timescale. This task may be delegated to a competent person/s.

Those with responsibility for a premises are responsible for ensuring that:

- fire alarm and emergency lighting tests are undertaken and recorded as per current legislation;
- regular checks are made on fire extinguishers, fire doors, emergency exits and communication systems;
- there are sufficient emergency evacuation marshals.

Individuals with physical or sensory impairment must have the appropriate Personal Emergency Evacuation Plan (PEEP) in place to ensure safe evacuation of the premises.

Each premises will have its own Emergency Evacuation Plan.

For guidance on Fire Safety, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

To request training on fire safety, please contact [dysgu@ceredigion.gov.uk](mailto:dysgu@ceredigion.gov.uk).

## 8. Display screen equipment and hybrid working

**The Health and Safety (Display Screen Equipment) Regulations 1992** requires the Council to protect employees identified as 'DSE users' from health risks resulting from long term use of display screen equipment. This applies to workers who use DSE daily, for continuous periods of an hour or more. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

For guidance on working from home, see section 3.14 of the Flexible Working Policy.

For guidance on display screen equipment, please visit <https://cerinet.ceredigion.gov.uk/managers/corporate-manager-s-toolkit/health-and-safety/display-screen-equipment-workstation-assessment/> or contact the health and safety team.

An eLearning module is available for all DSE users to complete.

## 9. Electrical safety

**The Electricity at work regulations 1989** places legal implications on employers to ensure safe electrical devices in the workplace. This involves testing and inspecting electrical equipment, risk assessment and training where required and places responsibilities on all employees who work with electrical equipment.

The Property Services Team is to ensure, so far as reasonably practicable, that all electrical tools, test equipment and portable electrical appliances used within the workplace are given a portable appliance test (PAT).

Employees are to ensure that they check prior to using any electrical piece of equipment that the equipment is not damaged and has been electrically safety inspected by a competent person and that this is in date. Faults are to be brought to the immediate attention of the manager and the equipment is to be immediately removed from service.

For more information, please visit [Health and Safety Team - Managers Toolkit](#) or contact the health and safety team.

## 10. Noise at work

Noise has been described as unwanted sound, which may be distracting, annoying or cause physical damage to the body (for example, temporary or permanent hearing damage). **The Control of Noise at Work Regulations** are intended to protect against risks to health and safety from exposure to noise, risk of hearing damage and other risks such as interference with the employee's ability to hear instructions or warnings.

Noisy' areas, work activities or processes where there is likely to be risk from noise exposure must be assessed by a competent person. Where necessary and reasonably practicable, services must put in place appropriate noise control measures that are to eliminate the risks. Where this is not possible, risks should be reduced to as low as reasonably practical by engineering means and management controls.

To request the health and safety team to carry out a noise reading for the means of assessment, or for further information, please contact [Healthandsafety@ceredigion.gov.uk](mailto:Healthandsafety@ceredigion.gov.uk)

## 11. Work Equipment

All machinery and plant have inherent dangers and should be treated with due care and attention. Only trained and competent personnel are to operate such machinery, plant, and tools. This equipment is to be checked and inspected prior to use as per their training. The council will endeavour to ensure that all machinery, plant, and tools used in the workplace are safe and suitable for the purpose for which they are used. **Provision and Use of Work Equipment Regulations 1998** (PUWER) states that equipment must:

- Be suitable for use
- Be safe (maintained, serviced and inspected)
- Be used by trained and competent individuals
- Have sufficient safety measures (guarding, emergency stop. Isolating controls)

This applies to all work equipment, including second hand, hired or leased equipment.

Other legislation that may be applicable in addition to PUWER may be **Lifting Operations and Lifting Equipment Regulations 1998** (LOLER) for all lifting devices and accessories, which require additional inspections/ visual checks to comply.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 12. First Aid

Employers must make sure employees receive immediate help if they are taken ill or injured at work. This may include signposting to a medical professional.

Each premises will have an assessment which determines the number of designated first aiders required if any for each site.

First aid provisions can include:

- a suitably stocked first aid kit
- an appointed person or people to take charge of first aid arrangements
- information for all employees telling them about first aid arrangements



For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

### 13. Manual Handling

Employers must protect workers from the risk of injury and ill health from hazardous manual handling tasks in the workplace.

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load. A load is a moveable object, such as a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck.

The Manual Handling Regulations set out a clear hierarchy of measures you must follow to prevent and manage the risks from hazardous manual handling:

- avoid hazardous manual handling operations, 'so far as reasonably practicable';
- assess the risk of injury to workers from any hazardous manual handling that can't be avoided;
- reduce the risk of injury to workers from hazardous manual handling to as low as reasonably practicable.

Workers have duties too. They should:

- follow systems of work in place for their health and safety.
- use properly any equipment provided for their health and safety.
- cooperate with you on health and safety matters.
- inform you if things change or they identify hazardous handling activities.
- take care to make sure their activities do not put others at risk.

Where risks from hazardous manual handling have been identified, that cannot be avoided, a manual handling risk assessment must be completed to decide appropriate control measures.

Manual handling training is important to further manage the risk of injury if the task cannot be avoided and you have already taken action to reduce the risk.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact [manualhandling@ceredigion.gov.uk](mailto:manualhandling@ceredigion.gov.uk).

### 14. New and expectant mothers

Employers are responsible for providing a safe working environment while effectively managing risks to the health and safety of all workers, including women of a childbearing age.

This applies to workers who:

- are pregnant
- have given birth in the last 6 months, or
- are currently breastfeeding

Some [working conditions](#) and processes can potentially harm them and/or their child so the risks posed in each case must be assessed and controlled.

Once the worker has informed their manager, an individual risk assessment must be completed and any necessary changes to support them must be put in place. Advice and guidance from medical professionals involved with the expectant mother must be included as part of the risk assessment and monitoring process.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 15. Smoking

Smoking is not allowed in 'enclosed' or 'substantially enclosed' public places, including workplaces. Legislation introduced on the 1<sup>st</sup> of March 2021 means that hospital grounds, school grounds and public playgrounds, as well as outdoor day care and child-minding settings are also required to be smoke-free.

'No Smoking' signs are required to be displayed in smoke-free premises and vehicles, and the law is enforced by Local Authorities. Failure to comply with the law is an offence.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 16. Driving at Work

The [Driving at Work – Council Fleet](#) policy and [Driving at Work – Use of Private Vehicles \(Grey Fleet\)](#) policy sets out the expectations on those with managerial or supervisory responsibility for drivers as well as individual drivers.

It is important that all managers / supervisors and drivers adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- Safe driver: are staff fit and competent to drive safely?
- Safe vehicle: are vehicles fit for purpose and in a safe road-worthy state?
- Safe journey: are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 17. Health Surveillance

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 when

your workers remain exposed to health risks even after you have put controls in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance. Health risks which require health surveillance include [noise](#), [vibration](#) and [substances hazardous to health](#).

It:

- should only be used for workers who need it (as identified in the organisational risk profile).
- 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.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 18. Asbestos

Asbestos is the greatest cause of work-related deaths in Great Britain. Around 5,000 people die every year from asbestos-related diseases which typically take decades to develop and cannot be cured. Asbestos containing materials (ACMs) were used in many industries and buildings until it was banned in 1999. However, while asbestos continues to be safely removed, much of this material is still in place. This means people who work in older buildings could still be exposed to asbestos fibres today if asbestos is not managed effectively and is damaged or disturbed. Buildings constructed after 2000 are unlikely to contain asbestos.

When people work on the structure of a building, they are more likely to come across asbestos. Activities that could disturb asbestos and put them at greater risk can include:

- drilling into a wall
- refurbishment or retrofitting
- demolition
- installation, for example of IT equipment.

People working in certain trades are more likely to come across asbestos, particularly if they work on buildings which date from before 2000.

When asbestos is in good condition and not disturbed the risk of exposure is extremely low.

All buildings with asbestos present will have an asbestos register (file) which contains information on the location and condition of any asbestos material.

Any persons (staff, contractors, volunteers) carrying out works on these premises must consult the asbestos register to ensure they do not disturb any material containing asbestos.

**If, despite taking every precaution, ACMs are discovered during the work, or known ACMs are damaged, the following actions must be taken:**

- stop work immediately
- prevent anyone entering the area
- avoid spreading asbestos fibres – any clothing contaminated with dust or debris should be removed, placed in a plastic bag, sealed and then double bagged or sealed again.
- report the problem as soon as possible to the person in charge of the project, the Building Manager, Property Services and the Health and Safety Team.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 19. Construction Design Management

The Construction (Design and Management) Regulations 2015 aims to improve health and safety in the industry by helping to:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

These apply to:

- new building construction, including assembly on site of prefabricated element to form a structure and installation of new services
- alteration, maintenance, and renovation of a building, including services
- site clearance or preparation of a site
- demolition and dismantling of structures
- temporary works.

For more information, contact the Property Services team.

## 20. Legionella

Legionnaires' disease is a potentially fatal form of pneumonia, and everyone is susceptible to infection.

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk in a water system if:

- water is stored or re-circulated as part of the system.
- the water temperature in all or some part of the system is between 20–45 °C.
- there are sources of nutrients such as rust, sludge, scale, and organic

matters.

- the conditions are likely to encourage bacteria to multiply.
- it is possible for water droplets to be produced and, if so, if they can be dispersed over a wide area, e.g. showers and aerosols from taps, hoses and water butts.
- it is likely that any employees, residents, visitors etc. are more susceptible to infection due to age, illness, a weakened immune system etc. and whether they could be exposed to any contaminated water droplets.

The most common places where legionella can be found include purpose-built water systems, evaporative condensers, hot and cold-water systems, and spa pools. There are also a number of other systems that may pose a risk to exposure to legionella, e.g., humidifiers, air washers, emergency showers, indoor ornamental water features etc.

Each building has a Legionella file which includes the Legionella risk assessment which Property Services manage.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the Property Services team.

## 21. Working at Height

Working at Height Regulations 2005, requires that

- all work at height is properly planned and organised.
- those involved in work at height are competent.
- the risks from work at height are assessed and appropriate work equipment is selected and used.
- equipment used for working at height is properly inspected, maintained and records kept, this includes:
  - ladders and step ladders
  - harnesses
  - fall restraints and arrest lanyards
  - roof safety systems.
- the risks from fragile surfaces are properly controlled.

For more information or training, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 22. Confined Spaces

A confined space is one which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to workers of:

- fire
- explosion
- loss of consciousness

- asphyxiation
- drowning

It may be small and restrictive for the worker, or it could be far larger such as a biomass store or sewerage drain.

Wherever possible, avoid carrying out tasks in confined spaces. If this is not possible, the confined space must be risk assessed with a plan to control those risks. A permit to work may be required.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 23. Control of Contractors

A contractor is anyone asked to do work who is not an employee. Both the employee who is commissioning the work and the contractor have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public. Make sure everyone understands the part they need to play in ensuring health and safety.

The employee commissioning the work will need to be satisfied that the chosen contractor can do the job safely and without risks to health. This means making enquiries about the competence of the contractor – do they have the right combination of skills, experience, and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries made should be determined by the level of risks and the complexity of the job.

A list of approved contractors is available from Procurement [ymholiadau.caffael@ceredigion.gov.uk](mailto:ymholiadau.caffael@ceredigion.gov.uk)

The employee commissioning the work and the contractor need to communicate with each other throughout the process. Ensure that the contractor and their employees have information on:

- health and safety risks they may face.
- measures in place to deal with those risks.
- the emergency procedures.

The information provided should be in a form that is easy to understand.

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.

## 24. Infection Prevention and Control

Standard infection control precautions (SICPs) underpin routine safe practice and break the chain of infection, which protects staff, service users and visitors. There is often no way of knowing who is infected, so by applying standard infection control precautions to all people at all times, best practice becomes second nature, and the risk of infection are minimised.

Clinical waste consists of human tissue, blood, or other body fluids; excretions; drugs, swabs or dressings; syringes, needles and other sharps.

Standard infection control precautions (SICPs) include

- Hand hygiene – this is one of the single most important way to prevent the spread of infection
- Respiratory and cough hygiene - Everyone is instructed to:
  - Use tissues to cover their mouth and nose when they cough or sneeze (CATCH IT)
  - Place used tissues in a bin (or bag) as soon as possible (BIN IT)
  - Wash their hands regularly with soap and water (KILL IT)
  - Clean surfaces and contact points regularly to get rid of germs (KILL IT)
  - Staff are reminded to avoid touching their face
- Safe disposal of waste
  - Spillages of clinical waste must be cleaned and managed immediately
  - Safely manage, store and secure clinical waste
  - Clinical (biohazard) waste cannot be properly disposed of under the law and regulations if mixed with general waste.
  - Never put clinical waste down the toilets (including gloves, aprons, wipes etc.).
  - Mixing clinical waste and general waste is a contamination risk and is strictly forbidden and may be subject to disciplinary.
  - Licensed contractors remove yellow bags and sharps.
  - Clinical waste and sharps boxes are always collected by licenced carriers and are appropriately registered. Otherwise, the organisation could be prosecuted.
- Cleaning - Ceredigion Cleaning Services  
[cleaning.services@ceredigion.gov.uk](mailto:cleaning.services@ceredigion.gov.uk)
  - All cleaning materials are stored in a specific COSHH cupboard with a COSHH file present containing risk assessments and safety data sheets on the cleaning materials they use.
  - Manufacturer guidance must be followed regarding use, dilution (where appropriate) and control measures to follow if anyone is accidentally exposed or has a negative reaction to the materials.
  - Where risk of infection is high, enhanced cleaning may take place using specific cleaning materials, concentrating on touch points (grab rails, door handles, light switches etc.), toilets, laundry room etc.
  - There may be occasion where other employees are required to support with cleaning tasks. They must have first received the relevant training.

Public Health Wales state that “*Vaccination is the most important thing we can do to protect ourselves and our children against ill health*”. Therefore, they have a routine immunisation schedule for Wales.

Although vaccines are the most effective way to prevent infectious diseases, some illnesses are easily transmissible and pose variable risk across age groups, and not all illnesses can be vaccinated against.

Some illnesses/diseases are reportable to PHW's Health Protection Team, further details can be seen here; [PHW Exclusion Period for Common Infections July 2024 v7](#)

In some cases, the Local Authority's Environmental Health Team may also be involved – [publicprotection@ceredigion.gov.uk](mailto:publicprotection@ceredigion.gov.uk)

For more information, please visit [Health and Safety - Managers Toolkit](#) or contact the health and safety team.



## Appendix 2 – Health & Safety Training Guidance

(Excerpt from Learning & Development Protocol – July 2024)

**Training across all services** \*Denotes eLearning Modules

Employee Type	Training	Delivered By	Renewal period
Leadership Group	<ul style="list-style-type: none"> <li>Leadership in Health &amp; Safety</li> </ul>	H&S	<ul style="list-style-type: none"> <li>Annual</li> </ul>
Managers	<ul style="list-style-type: none"> <li>Health and Safety for Managers (as part of Ceredigion Managers program)</li> <li>Health and Safety for Managers (as part of Ceredigion Managers update program)</li> <li>Incident Investigation</li> </ul>	H&S and L&D	<ul style="list-style-type: none"> <li>Once</li> <li>Annual</li> <li>As required</li> </ul>
Employees (with no management responsibilities)	<ul style="list-style-type: none"> <li>Incident reporting</li> </ul>	H&S	<ul style="list-style-type: none"> <li>As required</li> </ul>
Designated First Aiders at Work	<ul style="list-style-type: none"> <li>Initial training: 3 day Certification Course</li> <li>Year 1: Heartstart/ Emergency First Aid</li> <li>Year 2: Heartstart/ Emergency First Aid</li> <li>Year 3: Requalification 2 day Certification Course</li> </ul>	Dysgu Bro	<ul style="list-style-type: none"> <li>Over a 3-year rolling routine</li> </ul>
New Employees	<ul style="list-style-type: none"> <li>Site/ Service Specific Induction training</li> <li>H&amp;S for Corporate staff eLearning</li> </ul>	<ul style="list-style-type: none"> <li>Manager</li> <li>eLearning</li> </ul>	<ul style="list-style-type: none"> <li>Once</li> <li>Every 3 years</li> </ul>

### Democratic Services

Teams	Training	Delivered by	Renewal period
Electoral Services	<ul style="list-style-type: none"> <li>H&amp;S for Elected members</li> <li>Manual handling (objects)</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>Every 3 years/ as required</li> </ul>

## Customer Contact, ICT & Digital

Teams	Training	Delivered by	Renewal period
ICT	<ul style="list-style-type: none"> <li>Asbestos Awareness</li> <li>Ladder safety (working at height)</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>As required</li> </ul>
Customer Services	<ul style="list-style-type: none"> <li>Difficult conversations</li> </ul>	<ul style="list-style-type: none"> <li>L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
Libraries	<ul style="list-style-type: none"> <li>CDAT</li> <li>Manual handling (objects)</li> <li>Fire awareness and evacuation</li> </ul>	<ul style="list-style-type: none"> <li>HES</li> <li>H&amp;S</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>Every 3 years</li> <li>Every 3 years</li> </ul>

## People & Organisation

Teams	Training	Delivered by	Renewal period
Health & Safety	<ul style="list-style-type: none"> <li>Asbestos training (P405 update)</li> <li>Fire safety/ risk assessment</li> <li>IOSH Manual handling training (to maintain competency)</li> <li>Building safety (to maintain competency)</li> <li>Mental health and Wellbeing awareness</li> <li>Any other H&amp;S management training to keep the competency levels in line with regulation updates.</li> </ul>	<ul style="list-style-type: none"> <li>External</li> <li>External</li> <li>Menter</li>   <li>External</li> <li>Lucy Barratt</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>Every 3 years</li> <li>Every 3 years</li>   <li>As required</li> <li>As required</li> </ul>
HRO	<ul style="list-style-type: none"> <li>Personal safety/ Lone working</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years/ as required</li> </ul>

## Porth Cymorth Cynnar

Teams	Training	Delivered by	Renewal period
Wellbeing centres (Lifeguards, instructors etc.)	<ul style="list-style-type: none"> <li><b>Spinal injuries</b></li> <li><b>Water rescues</b></li> <li><b>First Aid</b></li> <li><b>Pool health/ emergency procedures</b></li> </ul>	<ul style="list-style-type: none"> <li><b>External</b></li> </ul>	<ul style="list-style-type: none"> <li>3 years- 24 hours of training</li> </ul>

	<ul style="list-style-type: none"> <li>• Pool plant management</li> <li>• Gym level 2 or 3 qualification</li> <li>• Safeguarding Children level 2</li> <li>• Manual handling (objects)</li> <li>• Fire awareness</li> <li>• COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• External</li> <li>• External</li> <li>• Internal</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 5 years</li> <li>• No renewal</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years/ Induction</li> </ul>
NERS Team	<ul style="list-style-type: none"> <li>• Manual handling (objects/ people)</li> <li>• Heartstart/ Emergency First Aid</li> <li>• Personal Safety/ Lone working</li> <li>• Fire awareness/ evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• Dysgu Bro</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> </ul>
Housing	<ul style="list-style-type: none"> <li>• Fire awareness</li> <li>• Personal safety/Lone working</li> <li>• Naloxone awareness</li> <li>• Sharps awareness</li> <li>• Asbestos awareness</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• External</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> <li>• Team dependant/ as required</li> <li>• As required</li> <li>• As required</li> </ul>

### Porth Gofal (Targeted Intervention)

Teams	Training	Delivered by	Renewal period
Residential homes and Day Care Services	<ul style="list-style-type: none"> <li>• *Infection Prevention &amp; Control</li> <li>• Manual Handling (People)</li> <li>• Fire safety/ Fire evacuation</li> <li>• Heartstart/ Emergency First Aid</li> <li>• *Safe Administration of Medicines</li> <li>• Safeguarding Adults/ Children level 2</li> <li>• Premises Management (for home managers)</li> <li>• *Emergency Rest Centre Training (eLearning)</li> <li>• PBS/ Team Teach</li> <li>• Manual handling (objects)</li> <li>• Fire safety</li> <li>• COSHH</li> <li>• Food hygiene</li> <li>• *Cleaning in the Workplace</li> </ul>	<ul style="list-style-type: none"> <li>• eLearning</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• Dysgu Bro</li> <li>• eLearning</li> <li>• L&amp;D</li> <li>• H&amp;S</li> <li>• eLearning</li> <li>• External</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• eLearning</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Annual</li> <li>• Annual</li> <li>• As required</li> <li>• As required</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Annual</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years</li> </ul>

Domestic and Kitchen staff			
EDT	<ul style="list-style-type: none"> <li>• Personal safety/Lone working</li> <li>• De-escalation training</li> <li>• Mental Health and Wellbeing Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• L&amp;D</li> <li>• Lucy Barratt</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> <li>• As required</li> </ul>
Targeted Intervention (Enablement)	<ul style="list-style-type: none"> <li>• Manual Handling (People)</li> <li>• Personal safety/ Lone working</li> <li>• *Safe Administration of Medicines</li> <li>• Safeguarding Adults level 2</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• eLearning</li> <li>• L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> </ul>
Integrated Community Equipment Stores	<ul style="list-style-type: none"> <li>• *Infection prevention and control</li> <li>• COSHH</li> <li>• Transporting of dangerous substances</li> <li>• Manual handling (objects)</li> <li>• Personal safety/ Lone working</li> <li>• CDAT</li> <li>• Fire awareness and evacuation</li> <li>• Equipment specific training/ competency checks</li> </ul>	<ul style="list-style-type: none"> <li>• eLearning</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• HES</li> <li>• H&amp;S</li> <li>• Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Annual</li> <li>• As required</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> </ul>

### Porth Cynnal (Specialist Through Age Services)

Teams	Training	Delivered By	Renewal period
Social workers, social work assistants, personal advisors, key workers, contact workers	<ul style="list-style-type: none"> <li>• Personal safety/ Lone working</li> <li>• Managing/ Handling Difficult Conversations</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years/ as required</li> <li>• As required</li> </ul>

### Highways and Environmental Services

Teams	Training	Delivered by	Renewal period
All plant/ vehicle driving teams	<ul style="list-style-type: none"> <li>Banks-person training</li> <li>*Driving at work (fleet)</li> <li>CDAT (Ceredigion Driver Awareness Training)</li> <li>Plant specific training</li> <li>Vehicle familiarisation training</li> </ul>	<ul style="list-style-type: none"> <li>HES</li> <li>eLearning</li> <li>HES</li> <li>HES/ External</li> <li>HES</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> <li>Annual</li> <li>Every 3 years</li> <li>As required</li> <li>As required/ following changes to vehicles/ incidents</li> <li>As required</li> </ul>
	<ul style="list-style-type: none"> <li>Heartstart/ Emergency First Aid</li> </ul>	<ul style="list-style-type: none"> <li>Dysgu Bro</li> </ul>	
Corporate Passenger Transport	<ul style="list-style-type: none"> <li>MiDAS</li> <li>Manual Handling (people)</li> </ul>	<ul style="list-style-type: none"> <li>HES</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>As required</li> </ul>
Highways, Refuse, TMU	<ul style="list-style-type: none"> <li>Manual handling (objects)</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years, annual for high risk</li> </ul>
All HES	<ul style="list-style-type: none"> <li>Fire awareness and evacuation</li> <li>Asbestos awareness</li> <li>COSHH</li> <li>Personal Safety/ Lone Working (where required)</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> <li>H&amp;S</li> <li>H&amp;S</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Annual (BSI requirement)</li> <li>As required</li> <li>Every 3 years</li> <li>Every 3 years</li> </ul>
Grounds Maintenance	<ul style="list-style-type: none"> <li>Cemetery work (shoring, digging etc.)</li> <li>Chainsaw training to maintain chainsaw license</li> </ul>	<ul style="list-style-type: none"> <li>External</li> <li>External</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>Minimum every 5 years</li> </ul>

## Economy & Regeneration

Teams	Training	Delivered by	Renewal period
Cleaning	<ul style="list-style-type: none"> <li>COSHH</li> <li>*Infection Prevention and Control</li> <li>Sharps Safety</li> <li>CDAT (Ceredigion Driver awareness Training)</li> <li>Competency checks (chemicals, techniques etc.)</li> <li>Manual handling (objects)</li> <li>Ladder training (working at heights)</li> <li>Equipment specific training</li> </ul>	<ul style="list-style-type: none"> <li>H&amp;S</li> <li>eLearning</li> <li>H&amp;S</li> <li>HES</li> <li>Manager</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>Annual</li> <li>As required</li> <li>Every 3 years</li> <li>Dependent on risk</li> </ul>
		<ul style="list-style-type: none"> <li>H&amp;S</li> <li>H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Every 3 years</li> <li>As required</li> </ul>

	<ul style="list-style-type: none"> <li>• Personal Safety/Lone working</li> <li>• *Cleaning in the Workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> <li>• H&amp;S</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Induction then as required.</li> <li>• Every 3 years</li> <li>• Every 3 years</li> </ul>
Caretakers	<ul style="list-style-type: none"> <li>• Asbestos (including face fit tests for FFP3 masks)</li> <li>• Ladder training (working at height)</li> <li>• SIA security training</li> <li>• CDAT</li> <li>• Fire awareness</li> <li>• Legionella awareness</li> <li>• COSHH</li> <li>• Permit to work</li> <li>• Personal safety/Lone working</li> <li>• Manual handling (objects)</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• External</li> <li>• HES</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> <li>• As required</li> <li>• Every 3 years</li> <li>• Every 3 years</li> </ul>
Building Maintenance Officers	<ul style="list-style-type: none"> <li>• Asbestos P405</li> <li>• Ladder training (working at height)</li> <li>• Permit to work/ enter</li> <li>• Building safety (to maintain competence)</li> <li>• Personal safety/Lone working</li> </ul>	<ul style="list-style-type: none"> <li>• External</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• External</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> <li>• As required</li> <li>• Every 3 years</li> </ul>

### Policy, Performance & Public Protection

Teams	Training	Delivered by	Renewal period
Trading Standards, Community wardens	<ul style="list-style-type: none"> <li>• Dangerous Dogs Training</li> <li>• Working in confined spaces</li> <li>• Manual handling (objects)</li> <li>• Personal safety/Lone working</li> <li>• COSHH</li> <li>• CDAT</li> <li>• Ladder training (working at height)</li> <li>• Asbestos awareness</li> <li>• Sharps awareness</li> </ul>	<ul style="list-style-type: none"> <li>• External</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• HES</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> <li>• As required</li> <li>• As required</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> <li>• As required</li> <li>• As required</li> </ul>
Environmental Health	<ul style="list-style-type: none"> <li>• Managing/ Handling Difficult Conversations</li> <li>• Personal safety/ Lone working</li> <li>• CDAT for specific officers</li> </ul>	<ul style="list-style-type: none"> <li>• L&amp;D</li> <li>• H&amp;S</li> <li>• HES</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> <li>• Every 3 years</li> </ul>

	<ul style="list-style-type: none"> <li>• COSHH</li> <li>• Mental Health and Wellbeing Awareness</li> <li>• *Infection prevention and control</li> <li>• Sharps awareness</li> <li>• Asbestos awareness</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• Lucy Barratt</li> <li>• eLearning</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• As required</li> <li>• Annual</li> <li>• As required</li> <li>• As required</li> </ul>
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### Finance & Procurement

Teams	Training	Delivered by	Renewal period
H&S training identified by manager			

### Legal & Governance

Teams	Training	Delivered by	Renewal period
Lawyers/ Paralegals	<ul style="list-style-type: none"> <li>• Manual handling (objects)</li> <li>• Personal safety/ Lone working</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• As required</li> </ul>

### Schools

Teams	Training	Delivered by	Renewal period
SEN / Resource Centres	<ul style="list-style-type: none"> <li>• PBS/ Team teach</li> <li>• Manual Handling (people)</li> </ul>	<ul style="list-style-type: none"> <li>• External</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• Annual</li> </ul>
Headteachers	<ul style="list-style-type: none"> <li>• Asbestos awareness</li> <li>• Educational visits and the EVOLVE system</li> <li>• Fire safety awareness</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• Chris Near</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• As required</li> <li>• Annual</li> </ul>
New Headteachers	<ul style="list-style-type: none"> <li>• Roles &amp; Responsibilities (premises management)</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Induction</li> </ul>
Caretakers	<ul style="list-style-type: none"> <li>• Ladder safety/ Working at height</li> <li>• Fire awareness</li> <li>• Manual handling (objects)</li> <li>• COSHH</li> <li>• Personal safety/Lone working</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• Site specific induction</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• As required</li> </ul>

General staff	<ul style="list-style-type: none"> <li>• *Infection Prevention and Control</li> <li>• Fire safety</li> <li>• First Aid (managed by school)</li> <li>• *Health and safety for Schools staff</li> </ul>	<ul style="list-style-type: none"> <li>• eLearning</li> <li>• H&amp;S</li> <li>• External</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Annual</li> <li>• Managed by school</li> <li>• Every 3 years</li> </ul>
Educational visits co-ordinators and head teachers	<ul style="list-style-type: none"> <li>• Educational visits and the EVOLVE system</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Near</li> </ul>	<ul style="list-style-type: none"> <li>• Rolling annual regime</li> </ul>
Kitchen assistants and Cleaners	<ul style="list-style-type: none"> <li>• Manual handling (objects)</li> <li>• COSHH</li> <li>• Fire Awareness</li> <li>• Food hygiene</li> <li>• *Cleaning in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• External</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Annual</li> <li>• As required</li> <li>• As required</li> <li>• Every 3 years</li> </ul>

### Lifelong Learning

Teams	Training	Delivered by	Renewal period
HCT, PRU	<ul style="list-style-type: none"> <li>• Manual handling (objects)</li> <li>• COSHH</li> <li>• Fire awareness</li> <li>• PBS/ Team teach</li> <li>• Safeguarding children level 2</li> <li>• Educational visits and the EVOLVE system</li> </ul>	<ul style="list-style-type: none"> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• External</li> <li>• L&amp;D</li> <li>• Chris Near</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Annual</li> <li>• As required</li> <li>• Annual</li> <li>• Rolling annual regime</li> </ul>
Catering	<ul style="list-style-type: none"> <li>• Food hygiene</li> <li>• COSHH</li> <li>• Manual handling (objects)</li> <li>• Fire awareness</li> <li>• Personal safety/Lone working</li> </ul>	<ul style="list-style-type: none"> <li>• eLearning</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> <li>• H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Every 3 years</li> <li>• Annual</li> <li>• As required</li> </ul>





Cyngor Sir  
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