

1. Haringey Council Procedure

- 1.1 Haringey Council is committed to protecting all persons on its premises and maintain a safe working environment. The health and safety notice board is there to disseminate general health and safety information to Council employees. Some of the information is required to be displayed by law and other information is good business practice.

2. Scope of Procedure

- 2.1 This procedure applies to all Haringey Council premises and those occupied by Council employees.

3. Key Terms and Summary Information

3.1 Key Terms

Health and Safety (H&S) Notice Boards	H&S notice boards contain information regarding the employer, health and safety arrangements and local building procedures.
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4. Notice boards

- 4.1 Health and safety notice boards are to be available in all indoor areas where Council employees work regularly. This includes employees occupying part of a building that is under the control of a different employer e.g. social workers based in a hospital.
- 4.2 There must be at least one notice board per building dedicated exclusively to Health, Safety and Wellbeing information. In larger buildings with different floors, there should be one board per floor e.g. River Park House.
- 4.3 Notice board dimensions should be a minimum of 120x90cm. Smaller notice boards should only be considered where there is insufficient wall space to accommodate a larger one.
- 4.4 Notice boards are to be displayed in areas accessible to employees, preferably common areas.

5. Information required on health and safety notice boards

- 5.1 The following information should be displayed on the notice boards:

a) **First Aiders of Area/Floor**

The persons identified below can facilitate this information:

- For operational Council buildings, the Corporate Landlord are responsible for the first aid arrangements.

- For buildings under the control of a service e.g. a nursery, the Head of Service is responsible for the first aid arrangements.
- For schools, the Headteacher is responsible for the first aid arrangements.

For more information about the Council's first aid requirements, including responsibilities and numbers of first aiders needed, you should go to the Council's [First Aid Procedure](#) found on the staff intranet.

b) Fire Wardens of Area/Floor

If the notice board is located in areas accessed by members of the public, e.g. libraries, **please do not display employees' extension numbers**, or else re-position the notice board where the public cannot access it.

The Corporate Landlord can facilitate this information for corporate buildings, otherwise the Emergency Controller will have an up to date list of trained fire wardens. There should normally be at least 3 trained fire wardens per area of responsibility (per floor in a large building or in total in a small library).

For more information about fire wardens, you should go to the Council's [Fire Safety Procedure](#) found on the intranet.

Note: The information above should include photographs of first aiders and fire wardens.

c) Health and Safety Law Poster

The poster outlines British health and safety laws and includes a straightforward list that tells employees what they and their employers (Haringey Council) need to do.

The boxes on the poster should be completed with the following information:

- Managers can either consult with employees directly or through elected safety representatives. The top box should be completed with the name and contact details of the local Health and Safety Representative. If there is no one, you should put Andrea Holden, Employee Side Health and Safety Officer, HealthandSafety@haringeyunison.co.uk, 020 8489 1386.
- The bottom box should be completed with the Corporate Health and Safety Team, health.safetyadvice@haringey.gov.uk, 0208 489 4589.
- Note there is an easy read leaflet version and a large print leaflet version of the health and safety law poster available from the Health and Safety Executive [website](#). You may want to use these versions of the Law poster if there are employees with reading difficulties or where English is not their first language. However, you will still need to provide them with the contact details above.

d) Health, Safety and Wellbeing Statement and Policy

You can find the [Corporate Health, Safety and Wellbeing Statement and Policy](#) on the Council's intranet.

e) Health and Safety Strategy

You can find the [Corporate Health and Safety Strategy](#) on the Council's intranet.

- f) **Fire action notice of the area/building**
The Corporate Landlord are able to provide this information.
- g) **Minutes of latest Services/Corporate Health, Safety and Wellbeing Board**
[The Corporate Health, Safety and Wellbeing Board minutes](#) can be found on the intranet.
- h) **Health and Safety training schedule**
Managers are responsible for the training and development of their employees, therefore they are able to facilitate this information.
- i) **Copy of Employers Liability Insurance**
A copy of the current years Employers Liability Insurance certificate ('EL Certificate') can be obtained from the Council's Risk Management and Insurance team via the [staff intranet](#).
- j) **Wellbeing initiatives organised by Organisational Resilience Service**
For more information, you should go to the Council's [Health and Wellbeing at Work](#) pages on the intranet.
- k) **Employee Assistance Programme - Wellbeing Support**
'People at Work' can offer help with any issues employees have either at work or at home - everything from parenting advice, legal advice or help with a work issue. The service is free to all employees and can be accessed online, phone or email. [People at work](#) information:
 - People at Work external link: <https://www.peopleatwork.co.uk/my-eap/login>
 - Log in: Haringey
 - Password: Support10
 - Phone: 020 3286 1545
 - Email: support@peopleatwork.co.uk
- l) Any other information that is relevant for health, safety and wellbeing e.g. a health and safety bulletin.

6. Maintaining and updating the health and safety notice board

- 6.1 Maintaining and updating the notice boards in corporate buildings is the responsibility of the Corporate Landlord (Corporate Contracts) Team. Heads of Service are responsible for ensuring health and safety boards are maintained and kept up to date in buildings under their remit e.g. schools, children centres, operational parks buildings, etc.

7. Monitoring and review

- 7.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure, including departmental monitoring checks.

- 7.2 This safety procedure must be reviewed every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

8. Approval of the Procedure

- 8.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 15th February 2021. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name):

Andrew Meek, Head of Organisational Resilience

Signature:

A handwritten signature in blue ink, appearing to read 'AM', is written over a faint, light blue circular watermark.

Date: 15.02.2021