

SUBJECT:	HEALTH, SAFETY & WELFARE POLICY
DIRECTORATE:	DIRECTOR OF COMMUNITIES & ENVIRONMENT
REPORT AUTHOR:	PAUL ROHOWSKY – CORPORATE HEALTH & SAFETY

1. Purpose of Report

1.1 To present the revised Council's Health, Safety & Welfare Policy to the committee.

2. Executive Summary

2.1 The Council's Health, Safety & Welfare Policy has been reviewed and consulted upon and once approved by Executive will supersede the existing policy agreed in July 2016. To assist, all revisions to the policy and the tree of responsibility are shown in ***bold and italics***.

3. Background

3.1 The Health, safety and welfare is required to be reviewed every two years, undertaken by corporate health and safety. Following the review managers and assistant directors are requested to review the revised document and forward any comments regarding the content of the document.

3.2 CHS provided the revised health safety and welfare policy to trade union safety representative's form Unison, Unite and GMB. The approach the SLWG took was to ensure that the revised policy set out clearly the health and safety responsibilities according role across the organisation.

3.3 The draft Health, Safety & Welfare Policy and Appendix 1 Tree of Responsibility was agreed with the Trade Union Safety Representatives on the 19 May 2016.

4. Main Body of Report

4.1 The Council's health, safety and welfare policy is one of the essential building blocks in contributing to an effective and successful health and safety management system. It comprises of four sections and sets out clearly the responsibilities for health and safety across the organisation and the arrangements in place to manage health and safety.

4.2 Section 1 – General Policy Statement

This sets out the Council's commitment towards health and safety and is signed by the Chief Executive, Leader & Deputy Leader, and Corporate Health & Safety Champion and by a Safety Representative from each of the employee trade unions.

There are no revisions to this part of the policy.

4.3 **Section 2 - Organisation for Health & Safety**

This section sets out those health and safety responsibilities according to the role across the organisation.

The health, safety and welfare of volunteers and partnerships working with the council have been included and defined within the policy.

4.4 **Section 3 – Arrangements for health & safety**

This section details the arrangements for the following areas:

- 3.2. Supplementary Policies
- 3.3. Communication, Co-operation and Consultation
- 3.4. Training, Instruction and Supervision
- 3.5. Risk Assessment
- 3.6. Personal Protective Equipment
- 3.7. Incident Reporting
- 3.8. Property Management
- 3.9. First Aid
- 3.10. Employees Health

The revision has material changes in the following areas:-

- 3.2. Supplementary policies now include the full council asbestos policy (3.2.1.), the inclusion of a fire policy statement (3.2.2.), (rather than a fire precaution statement), and a construction design and management statement.

Supplementary policies also include policies which are not responsibility of CHS but do have a bearing on the health safety and welfare of the councils Employees. These are Managing stress, flexible working policy, driving policy (replacing 3.10 use of fleet vehicles and 3.11 use of own vehicles at Work), 3.2.8. Health surveillance policies and 3.2.9 General data protection Regulations.

There are no proposed changes to 3.3 and 3.4

- 3.5. Risk assessment now includes 3.5.1. Working at height, 3.5.2. Control of hand arm vibration, and 3.5.3. Control of noise.

There are no proposed changes 3.6.

- 3.7. Has minor a word change.

There are no proposed changes to 3.8, 3.9 and 3.10.

4.5 **Section 4 - Monitoring & Review of the Health & Safety Policy**

The only change to monitoring and review of the health, safety and welfare policy is that it is proposed that the policy is reviewed every 4 years.

4.6. **Appendix 1 – Tree of Responsibility**

The Tree of Responsibility incorporates a colour coded system intended to assist all individuals to identify their health and safety duties and responsibilities. It is recommended within the Policy that this colour coded system is applied to each Directorate organisational structure chart to enable all individuals within the Council to have clarity as to their own health duties and responsibilities.

There are only minor revisions amending the organisational changes made since 2013.

5. **Organisational Impacts**

5.1 Finance (including whole life costs where applicable)

There are no implications arising from this report.

5.2 Legal Implications including Procurement Rules

The Health & Safety At Work etc. Act 1974 states where an organisation has five or more employees there is a duty to prepare and revise as appropriate a written statement of the general policy with respect to the health and safety at work. The policy must set out the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

5.3 Equality, Diversity & Human Rights

An assessment has been made against each of the nine characteristics in the equality analysis toolkit and other than age and pregnant workers the policy has neither a positive or negative effective on the remaining characteristics.

In terms of age, the policy has a positive impact in considering the protection of young persons and in terms of pregnant workers it has a positive impact in ensuring that procedures are in place to protect new and expectant mothers from possible ill health effects at work.

An implementation plan will ensure that the revised policy is brought to the notice of all employees.

6. **Recommendation**

6.1 That the Health, Safety & Welfare Policy June 2019 be approved.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? Two

List of Background Papers: None

Lead Officer: Paul Rohowsky
Health and Safety Compliance Officer
Telephone (01522) 873732