

**SUBJECT: HEALTH SAFETY AND WELFARE POLICY 2023**

**DIRECTORATE: COMMUNITIES & ENVIRONMENT**

**REPORT AUTHOR: PAUL ROHOWSKY - HEALTH & SAFETY COMPLIANCE OFFICER**

## **1. Purpose of Report**

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

## **2. Report**

- 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 2019. To assist, all revisions to the policy and the tree of responsibility are shown in ***bold and italics***.

- 2.2 The Health, Safety and Welfare policy is required to be reviewed every four years and is undertaken by Corporate Health and Safety (CHS). Following the review, Managers and Assistant Directors are requested to review the revised document and forward any comments regarding the content of the document.

- 2.3 CHS provided the revised Health, Safety and Welfare policy to trade union safety representatives from Unison, Unite and GMB. The draft Health, Safety & Welfare Policy and Appendix 1, Tree of Responsibility was sent out to the Trade Union Safety Representatives during May/August 2023. Any comments from the Unions have been answered and no specific meeting was requested by the Unions to discuss the updated Health, Safety and Welfare policy.

- 2.4 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.

### **2.5 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.

### **2.6 Section 2 - Organisation for Health & Safety**

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

2.3. Health and Safety champions' have been added to the policy. This group meets four times a year with the Health & Safety Champion – nominated Director or nominated portfolio holder, Corporate Health & Safety representatives, Assistant Director – Housing Investment, Corporate Property Representative, Other Directorate Assistant Directors, Service Managers or Team Leaders as considered appropriate, to discuss the relevant health and safety matters. The group considers health and safety issues, legislation and guidance that may have strategic, business and reputational implications for the Council and to provide a steer on how these should be responded to and managed.

2.4. The Safety Matters review group has been replaced by the Service Managers forum. The forum meets on a regular basis and Safety Matters is a recurring agenda item to ensure managers are consulted on existing and emerging safety related matters.

## 2.7 **Section 3 – Arrangements for Health & Safety**

This section details the arrangements for the following areas:

### 3.2. Supplementary Policies

The 2023 revision of the Health, Safety and Welfare policy contains changes to the following supplementary policies:-

3.2.2. Fire policy statement – to reflect the changes following the implementation of the Building Safety Act 2023

3.2.4. Homeworking Policy – to reflect the changes in working practices post-pandemic.

3.2.6. Managing Stress Policy – amended following an internal audit.

There are no proposed changes to sections 3.3, 3.4, 3.6, 3.7, 3.8, and 3.9.

3.10. Employees Health has an additional paragraph stating the Council's strategic aims.

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

There are no proposed changes to Section 4 of the Health Safety and Welfare policy.

## 2.9 **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's organisational structure chart to enable all individuals within the Council to have clarity as to their own health duties and responsibilities.

There have been two revisions made to the TOR 2023. One relates to the specific duties placed on the landlord by the Building Safety Act 2023 (Accountable person

and principle accountable person) and clarifying that the City of Lincoln Council is the Landlord.

The second revision relates to AD responsibilities for RO's and premises they may have under their management control.

### **3. Organisational Impacts**

#### **3.1 Finance**

There are no direct financial implications arising as a result of this report.

#### **3.2 Legal Implications including Procurement Rules**

None arising.

#### **3.3 Equality, Diversity and Human Rights**

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination.
- Advance equality of opportunity.
- Foster good relations between different people when carrying out their activities.

#### **3.4 Human Resources**

The Council has a number of ways for employees to access to support and services where appropriate/if needed following an incident/traumatic event.

### **4. Recommendation**

#### **4.1 To approve the Health, Safety & Welfare Policy June 2023.**

**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?** Three

**List of Background Papers:** Nil

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