

ITEM FOR THE STAFFING COMMITTEE

DATE 11th November 2014

Purpose of the Report

To obtain any comments and approval for the proposed Corporate Health and Safety Policy.

Recommendation

That the revised Corporate Health and Safety Policy at Appendix A be approved.

1. Background

- 1.1 Prior to this review, the Corporate Health and Safety Policy was last reviewed in April 2013.
- 1.2 The Health and Safety at Work Act requires employers, with more than four employees, to prepare and revise on a regular basis, a written health and safety policy together with the necessary arrangements to carry it out and to bring the statement and any revision of it to the notice of their employees.
- 1.3 The policy document sets a clear direction for the organisation and arrangements in place to ensure the health, safety and welfare of its employees and those who may be affected by its activities.
- 1.4 The Corporate Health and Safety Policy will be reviewed on an annual basis, unless there are significant changes or an incident that requires the policy to be reviewed.
- 1.5 The attached policy has been endorsed by the Corporate Health and Safety Committee on 25th June 2014.

2. Issues

- 2.1 Once the Corporate Health and Safety Policy has been agreed, work will commence on updating the Employee Health and Safety Handbook and will undergo the same consultation process at a later date.
- 2.2 Since the last revision of the policy, a summary of the main changes are detailed below;
 - Added in the Head of Human Resources (with responsibilities)
 - Added some additional responsibilities to Heads of Service, Business Managers/Line Managers including ensuring that arrangements in Part 3 are implemented
 - Removed the sections on Visitors in Contractors in Part 2 and combined them in the relevant section in Part 3
 - Added a section on Target 100 (single point of record for health and safety documentation)
 - Divided Fire Safety and a section on Other Emergencies (more detailed information on other Emergencies)

- Expanded the Accident Reporting Section to include more information on the RIDDOR Regulations
- In Part 3 where there are separate Policies and Procedures, text has been deleted and “readers” are referred to the relevant policy – this is to ensure that the Corporate Health and Safety Policy does not have to be reviewed every time an individual policy is altered.
- Removed Bullying and Harassment as this is a Human Resource Policy
- Updated Noise & Vibration in line with the work that has been undertaken
- Needles and Syringes have been replaced by Infection Control so that we cover more diseases that employees could be exposed to.
- Under the role of employees ensure that it links the disciplinary policy i.e. breach of the health and safety policy could result in disciplinary action.

3. Legal and Statutory Implications

- 3.1 The Council is required to endeavour to comply with the Health and Safety at Work Act 1974.

4. Equality Impact Assessment

- 4.1 The policy applies equally to all employees.

5. Financial and Resource Implications

- 5.1 None

6. Major Risks

- 6.1 There is a risk to the Council if we fail to prepare, and regularly review a Health and Safety Policy.

7. Earlier Cabinet/Committee Resolutions

- Corporate Health & Safety Committee 25th June 2014.

8. List of Appendices

Appendix A – Corporate Health and Safety Policy.