

FOR PUBLICATION

CORPORATE HEALTH & SAFETY POLICY REVIEW

MEETING:	(1) CABINET (2) CABINET MEMBER – GOVERNANCE
DATE:	(1) 22 SEPTEMBER 2015 (2) 8 SEPTEMBER 2015
REPORT BY:	BUSINESS TRANSFORMATION MANAGER (CORPORATE HEALTH & SAFETY ADVISER)
WARD:	ALL
COMMUNITY ASSEMBLY:	ALL
KEY DECISION:	553

FOR PUBLICATION

BACKGROUND PAPERS: NONE

1.0 PURPOSE OF REPORT

1.1 To request approval for the latest revision of the Corporate Health & Safety Policy.

2.0 RECOMMENDATIONS

2.1 That the Corporate Health and Safety Policy be recommended to Cabinet for approval and issued to Service Areas.

2.2 That the Corporate Health and Safety Policy be reviewed again before the end of 2017.

3.0 BACKGROUND

3.1 The Corporate Health and Safety Policy is reviewed every two years. The aim of the review is to ensure that the policy takes into account any new or amended safety legislation and to set out a clear direction for the Council

to follow to ensure compliance with legislative changes. The Policy also aims to demonstrate the Council's commitment to continuous improvement in health and safety arrangements.

4.0 **SUMMARY OF 2015 REVISION OF CORPORATE HEALTH & SAFETY POLICY**

- 4.1 The latest revision of the Corporate Health and Safety Policy takes into account the recent corporate re-structure and how it has affected health and safety management responsibilities.
- 4.2 It also takes into account any changes in health and safety legislation that have come into force since the last revision of the policy in 2013.
- 4.3 The policy document, attached at Appendix 1, is made up on three sections:
- 4.3.1 **Section 1 – Statement of Intent** – This section outlines the Council's commitment to ensuring the health and safety of its employees and to ensure its activities do not expose others to risk to their health & safety.
 - 4.3.2 **Section 2 – Organisation** – This section outlines the health & safety responsibilities of the Council, its employees and anyone who is working for or on behalf of the Council.
 - 4.3.3 **Section 3 – Arrangements** – this section outlines the general arrangements for implementing the policy.
- 4.4 The policy document has been examined and approved by the Council's health and safety 'champion' and the Senior Leadership team.
- 4.5 Amendments to the document since its last revision in 2013 have been highlighted in bold so that they can be easily identified.
- 4.6 A final approved draft of the policy document will be uploaded onto the health and safety pages on the Council's Intranet.
- #### 5.0 **EQUALITIES CONSIDERATIONS**
- 5.1 An Equalities Impact Assessment has been completed for the Council's health and safety arrangements. The details of the assessment can be found at Appendix 3.

6.0 **CONSULTATION**

6.1 The policy was presented to the Health and Safety Committee on 23 April 2015 for their consideration.

7.0 **RISK**

RISK	IMPACT	LIKELIHOOD	MITIGATING ACTION
1. That the policy is not updated to ensure compliance with latest legislative changes and best practice.	High	Low	Policy updated at least every two years or when new legislation dictates.
2. That future changes to Council's undertakings are not reflected in policy.	High	Low	Policy updated at least every two years or when changes to Council's undertakings dictate.
3. That policy is not accessible to all employees.	High	Low	<ul style="list-style-type: none">• Policy available on Council intranet.• Hard copies prepared for Service areas where employees do not have access to personal computers.
4. That insufficient resources, (funding and staffing), and expertise is available to fully implement the policy.	High	Low	<ul style="list-style-type: none">• The council has sufficient finances and staff resource to deliver the policy.• CMT to be offered appropriate training, as required, to ensure understanding and implementation of the policy

8.0 **RECOMMENDATIONS**

8.1 That the Corporate Health & Safety Policy be recommended to Cabinet for approval and issued to Service Areas.

8.2 That the Corporate Health and Safety Policy be reviewed again before the end of 2017.

9.0 **REASON FOR RECOMMENDATION**

9.1 To ensure the Council has updated and appropriate health and safety arrangements in place.

KAREN BROWN

BUSINESS TRANSFORMATION MANAGER

Further information on this matter can be obtained from Marc Jasinski
(Extension 5297)

Officer recommendation supported.

S.L. Blank.

Signed Cabinet Member

Date 8/9/2015