

Item: 7

Policy and Resources Committee: 19 June 2018.

Health and Safety Policy.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To consider the revised Health and Safety Policy.

2. Recommendations

The Committee is invited to note:

2.1.

That a Health and Safety Policy is a statutory requirement in accordance with the Health and Safety at Work etc Act 1974.

2.2.

That the Health and Safety at Work Policy, last revised in February 2016, has been amended to ensure compliance with recent health and safety guidance, best practice and training developments.

It is recommended:

2.3.

That the Health and Safety Policy, attached as Appendix 1 to this report, be approved.

3. Background

3.1.

The Health and Safety at Work etc Act 1974 requires every employer (exempt if less than 5 employees) to prepare, and revise as necessary, a written statement of their safety policy.

3.2.

The Council's Health and Safety Policy was last revised in February 2016 and is therefore now due for revision.

4. Revised Policy

4.1.

The format of the revised policy, attached as Appendix 1 to this report, has not changed. Sections 1 and 2 have been updated to reflect the Council's continued commitment towards the health and safety of employees and others.

4.2.

The main changes can be found in Section 3, Arrangements, as follows:

- The Accident / Incident / near miss reporting and investigation section on page 8 has been updated to re-emphasise the importance of reporting near misses.
- The Construction, Design and Management section on page 12 has been updated to reflect new legislative terminology.
- A new section, Driving at work, has been added on page 13 to include reference to the Council's Driving at Work Policy and in particular to highlight the avoidance of reversing vehicles when it is reasonably practicable to do so, and where reversing is unavoidable, to apply appropriate risk control measures.

5.3.

In addition, web links to the Council Portal have been added to many sections of the revised policy. These have been included to help staff access the relevant up to date documentation referred to. The links are not accessible to those who do not have access to the Council Portal, and as such will be removed from the version of the policy which will be accessible from the Council's website.

5.4.

The revised policy was initially circulated to the Council's Corporate Management Team for comments on 18 January 2018. Following amendment, and as a result of responses, the policy was placed before the Council's Safety Committee on 1 May 2018, at which it was approved without further amendment. The Council's Safety Committee is the appropriate venue for formal Trade Union approval.

5. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 2 to this report.

6. Corporate Governance

This report relates to the Council complying with governance and its duties as an employer and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

7. Financial Implications

There are no financial implications arising directly from this report.

8. Legal Aspects

The Health and Safety at Work etc Act 1974 places duties on the Council and sets out the Council's responsibilities. In particular, Section 2 of the Act states among other matters that "it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees" and, except in prescribed cases, "it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of its general policy with respect to the health and safety at work of its employees and 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 its employees."

9. Contact Officers

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10. Appendices

Appendix 1: Health and Safety Policy (June 2018).

Appendix 2: Equality Impact Assessment.