

## HUMAN RESOURCES COMMITTEE

24 SEPTEMBER 2018

### REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE SERVICES)

#### A.1 HEALTH AND SAFETY POLICY UPDATE

(Prepared by Clare Lewis)

#### PART 1 – KEY INFORMATION

##### **PURPOSE OF THE REPORT**

To provide an update on the changes to the Health and Safety Policy.

##### **EXECUTIVE SUMMARY**

To update Members regarding the changes made to the Council's current Health and Safety policy. The Health and Safety policy was last updated in June 2014.

Health and Safety responsibilities were removed from Environmental Services under Operational Services and transferred to Corporate Services within the Fraud and Risk Team in April 2017.

##### **RECOMMENDATION(S)**

**It is recommended that:-**

- **The contents of the Health and Safety Policy 2018 be agreed and adopted.**
- **That delegation is given to the Deputy Chief Executive to update the policy with any future legislative or best practice changes in consultation with the Fraud and Risk Manager.**

#### PART 2 – IMPLICATIONS OF THE DECISION

##### **DELIVERING PRIORITIES**

There have been updates made to the policy to reflect changes in regulations since the last policy was implemented in June 2014.

##### **FINANCE, OTHER RESOURCES AND RISK**

No specific risks have been identified. Finance relating to Health and Safety matters is within existing budgets.

##### **LEGAL**

The Council has a legal duty of care under The Health and Safety at Work Act 1974, and The Management of Health and Safety at Work Act 1999, and all subsequent legislation to ensure health, safety and welfare of all employees, visitors, contractors and others who may be affected by the council's activities. The council also has a duty to provide a clear and evident commitment regarding all aspects of Health and Safety. This includes ensuring

- adequate funds and resources are made available.
- that risks are identified and monitored

- consultation is carried out with employees when appropriate
- ensuring plant and machinery is provided and maintained
- safe handling and use of substances is considered
- provide necessary training and instruction
- ensure employees are competent in their job role
- maintaining safe and health working conditions
- ensuring that accidents and work related illness are prevented

#### **OTHER IMPLICATIONS**

None.

### **PART 3 – SUPPORTING INFORMATION**

#### **LEARNING AND DEVELOPMENT ACTIVITY**

The Health and Safety team are committed to identifying gaps in the councils training requirements relating to all Health and Safety matters. Since Health and Safety was moved to Corporate Services in August 2017 a number of Health and Safety related training requirements have been carried out. This ensures the council are complying with the responsibilities of the Health and Safety at Work Act 1974, to provide necessary information, instruction, training and supervision to enable employees to carry out their job role safely.

Failing to provide this training could leave the council open to risk of accident or incident.

The Health and Safety team will continue to identify gaps in the councils training needs relating to Health and Safety to ensure the council is not put at risk of fine by the Health and Safety Executive (HSE) or by prosecution by an employee for a work related incident and to ensure our staff continue to receive the training they need to carry out their role effectively and as safely as possible.

#### **CONCLUSIONS**

The policy states that it should be reviewed yearly. This is to ensure that changes in regulations can be amended to ensure the council is up to date with its legal responsibilities.

The following amendments have been made, broken down for your ease of reference.

- 1.1 Additional wording has been added to the statement of intent.
- 2.4 Additional wording added to show that the Chief Executive has overall responsibility for Health and Safety.
  - 2.4.1 Additional bullet point added at the end of the subject.
  - 2.4.3 New wording added to subject.
  - 2.4.4 Additional bullet point added at the end of the subject.
  - 2.4.5 Additional wording added relating to working at height training.
- 2.5 Service managers removed and Head of Departments added.
- 2.5.4 Wording changed to show incident report forms to be emailed to

[healthandsafety@tendringdc.gov.uk](mailto:healthandsafety@tendringdc.gov.uk)

- 2.5.4 Data Protection Act 1998 replaced by General Data Protection Regulations 2018.
- 2.5.7 New header and wording.
- 2.8 Additional wording added to statement.
- 2.8 Changes made to the wording on the last two bullet points.
- 3 Safety at work regulations added to header.
- 3 Service managers removed and Head of Departments added.
- 3.2 Service managers removed and Head of Departments added.
- 3.2 Second paragraph wording changed.
- 3.2 Third paragraph wording updated
- 3.3 First bullet changed to include the wording "all relevant staff"
- 3.3 Second bullet changed to include first aid.
- 3.3 Additional paragraph added at the end of the subject.
- 3.4.1 RIDDOR website added
- 3.4.3 Service managers removed and Head of Departments added.
- 3.4.4 Health and safety email added to second paragraph.
- 3.4.5 Details of the personal protective equipment regulation added.
- 3.4.5 Service managers removed and Head of Departments added.
- 3.4.6 First paragraph wording changed.
- 3.4.7 New wording added to subject.
- 3.4.8 New wording added to subject.
- 3.4.10 Regulation details added to header.
- 3.5 Service managers removed and Head of Departments added.
- 3.5.2 Service managers removed and Head of Departments added.
- 3.5.2 Inspection frequency added to paragraph three.

As part of the Council's consultation processes UNISON have been consulted on all updates to the Health and Safety policy as indicated above.

## **APPENDICES**

Health and Safety policy June 2018 (amended)