



**Corporate Policy and
Resources Committee**

8 November 2018

Subject: Review of the Council's Health, Safety and Welfare Policy

Report by:

Executive Director of Operations

Contact Officer:

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Purpose / Summary:

To recommend changes to the council's Health,
Safety and Welfare Policy

RECOMMENDATION(S):

That Corporate Policy & Resources Committee approve the Health, Safety and Welfare Policy for the council.

Delegated authority be granted to the Executive Director of Operations to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of Corporate Policy & Resources Committee and Chairman of the Joint Staff Consultative Committee (JSCC).

IMPLICATIONS

Legal: The council has various legal duties held under the Health and safety at Work, etc. Act 1974 and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual members and officer. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

Financial: FIN/122/19

There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

Staffing:None

Equality and Diversity including Human Rights: The council's Health Safety and Welfare policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services.

West Lindsey District Council has a commitment to equal opportunities.

It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Risk Assessment: Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

Climate Related Risks and Opportunities: None

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

1.1 The Health and Safety at Work etc. Act 1974 requires the council to produce and keep up to date a policy document on health, safety and welfare.

1.2 The Corporate Health Safety and Welfare Policy consists of three parts:

- A general statement
- The organisation, which sets out responsibilities
- Arrangements, which are procedures to bring the policy into effect.

1.3 The revision has been undertaken in order to clarify responsibilities and the main changes have been identified in the policy document attached and this report.

2. Changes

2.1 The majority of the document is the same, however changes have been made as below:

Front cover sheet – page 1

Contents Page – page 2

Page 5 – new section

Page 6 – Head of Paid Service – used to be CEX

Page 8 – People and Organisational Development – used to be Public Protection

Page 9 – section 4 – bullet points are new

Page 10 – section 6 – bullet points are new

Page 11 – 11.1 is new

Page 12 – section 14 , last 3 sentences of that section are new

Page 12 – section 16 is new

Page 13 – section 18 bullet points are new

Page 13 – section 20.1 is new

Page 14 – section 23 is new

Page 14 – section 24 is new

Page 15 – section 25 new

3. Engagement

3.1 The Executive Director of Operations and Health and Safety Champions have been asked to read the reviewed document and advise of any changes. The Joint Staff Consultative Committee considered the reviewed policy on 4th October 2018 and this was fully supported by Members, Staff and Unison Representatives.

4. Communication

4.1 If the revised policy is adopted by CP&R Committee the new policy document will be uploaded to the intranet site, shared with all managers, communicated via Minerva and internal TV's and placed on notice boards throughout the council buildings.