

# Gloucester City Council

<b>Meeting:</b>	<b>Trade Union Consultation</b>	<b>Date:</b>	<b>9 September 2014</b>
	<b>Employee Forum</b>		<b>11 September 2014</b>
	<b>Organisational Development Committee</b>		<b>22 September 2014</b>
<b>Subject:</b>	<b>Health and Safety Policy</b>		
<b>Report Of:</b>	<b>Head of Public Protection</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
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<b>Appendices:</b>	<b>1. Proposed revised Health and Safety Policy</b>		
	<b>2. List of health and safety procedures and guidance</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

1.1 To update Gloucester City Council's health and safety policy and associated documents.

### 2.0 Recommendations

2.1 Organisational Development Committee is asked to **RESOLVE** to:

- (1) Agree and adopt the revised Health and Safety Policy, as contained in Appendix 1.
- (2) Ensure that the revised policy is signed by the Corporate Director of Services and Neighbourhoods.

### 3.0 Background and Key Issues

3.1 The Health and Safety at Work etc. Act 1974 requires that all employers with five or more employees have a written health and safety policy and for this policy to be reviewed on a regular basis. The policy and any revision to it must be brought to the notice of all employees.

3.2 The purpose of a health and safety policy is to define key responsibilities and arrangements and to demonstrate the organisation's commitment to the health, safety and well-being of its staff, partners and all others affected by its activities.

- 3.3 The existing policy was approved in March 2012 and changes to the council's structure and the introduction of a new system for policies and procedures (Net Consent) makes it appropriate for the policy to be reviewed.
- 3.4 The proposed revised health and safety policy is attached at appendix 1.
- 3.5 Health and safety procedures and guidance for managers and staff have been revised and updated. A list of these is attached at appendix 2. It is proposed that these are held on Net Consent as associated documents of the health and safety policy. These will be added to, and revised, as necessary e.g. when there are changes to working practices, changes to legislation etc.

#### **4.0 Alternative Options Considered**

- 4.1 The health and safety policy could stay in its current form. This would not be acceptable as the council's structure has changed so the policy would not be effective as the organisational arrangements are no longer correct. Legally, the policy must be revised as often as may be appropriate.

#### **5.0 Reasons for Recommendations**

- 5.1 Adoption of the revised health and safety policy will reflect the current organisational structure, help ensure that Gloucester City Council is a safe and healthy place to work and ensure compliance with the Health and Safety at Work etc. Act 1974 and associated regulations.

#### **6.0 Future Work and Conclusions**

- 6.1 There will be ongoing reviews of arrangements and guidelines. These will reflect changes in structure, equipment and legislation.

#### **7.0 Financial Implications**

- 7.1 Adoption and delivery of the policy will be met through the existing health and safety budget.

(Financial Services have been consulted in the preparation this report.)

#### **8.0 Legal Implications**

- 8.1 These are dealt with within the main body of the report.

(Legal Services have been consulted in the preparation this report.)

#### **9.0 Risk & Opportunity Management Implications**

- 9.1 Positive outcomes will be achieved by reducing working days lost through ill health and accidents and mitigation of any insurance claims or costs. Roles and responsibilities clearly defined in the policy.

**10.0 People Impact Assessment (PIA):**

10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

**11.0 Other Corporate Implications**

Community Safety

11.1 None.

Sustainability

11.2 None.

Staffing & Trade Union

11.3 None.

**Background Documents:** None