

Gloucester City Council

Meeting:	Cabinet	Date:	13th September 2017
Subject:	Health and Safety Policy		
Report Of:	Cabinet Member for Performance & Resources		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
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Appendices:	1) Health & Safety Policy		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To implement an updated and reviewed Corporate Health & Safety Policy.

2.0 Recommendations

2.1 Cabinet is asked to **RESOLVE** that -

- (1) The attached Health & Safety Policy ('the Policy') be approved
- (2) To note the proposed governance arrangements in respect of the Policy

3.0 Background and Key Issues

3.1 The delivery of public services will always involve a degree of potential risk. It is essential however that Councils where practical eliminate such risk or minimise them in a proactive manner.

3.2 An effective health & safety management system underpinned by a Health & Safety Policy and robust governance arrangements is a method by which issues can be placed in an agreed framework to identify, analyse, control and monitor risks.

3.3 Having a policy that sets clear direction and responsibility for the organisation to follow is one of the key elements of health & safety management. The proposed Health & Safety Policy is attached at Appendix 1.

- 3.4 The Council's Together Gloucester transformation programme has introduced a more generic, flexible and agile staffing structure and the governance arrangements reflect the current staffing arrangements. One key change is that the Council's Corporate Health & Safety lead will report directly into the Senior Management Team on a quarterly basis ensuring there is strategic oversight and corporate leadership of Health & Safety.
- 3.5 The Managing Director has overall responsibility for health & safety and must have an effective management structure and arrangements in place to deliver the policy. The Corporate Directors and Heads of Service will be responsible for providing leadership and implementing the policy within their portfolio responsibilities.
- 3.6 Structural arrangements will be as follows:
- 1) Quarterly Strategic Corporate Health & Safety Management Meeting with membership consisting of –
 - Corporate Director
 - Head of Communities
 - Officer with responsibility for corporate health and safety
 - Senior Manager x 2
 - 2) Quarterly Operational Health & Safety Management Meeting with membership consisting of –
 - Officer with responsibility for corporate health and safety
 - Senior Manager x 2

The Officer responsible for corporate health and safety will report through both forums to SMT, then on to Trade Union meetings.

4.0 Alternative Options Considered

- 4.1 Retaining existing health & safety arrangements is not considered appropriate given the need to ensure that corporate health & safety has both strategic oversight and corporate leadership. In addition existing arrangements are based around previous Council staffing arrangements and do not reflect the new Together Gloucester structure.

5.0 Reasons for Recommendations

- 5.1 To ensure corporate health and safety is considered at a strategic level and has corporate leadership.
- 5.2 To illustrate compliance with health & safety legislation and provide clarity around health & safety responsibilities within the Council.

6.0 Future Work and Conclusions

- 6.1 Subject to approval the Health & Safety Policy will be communicated to all staff via informal communications and more formally through our Net Consent automated policy governance system which requires staff to understand and accept the policy. This supports the policy in terms of responsibilities at all levels of employees throughout the Council.
- 6.2 Key contacts for corporate health & safety advice will be communicated to all staff and key partners.
- 6.3 It is planned to hold a series of workshops in Autumn 2017 in order to capture and identify any gaps regarding wider health & safety statutory duties, and implement support required at individual service level. Programmes of training, advice and process transformation can then be implemented.
- 6.4 Work will also be undertaken to ensure that health & safety training becomes part of the induction process and on the introduction of new legislation, systems, equipment or methods of work.

7.0 Financial Implications

- 7.1 Financial Services have been consulted in the preparation this report and no financial implications have been identified.

8.0 Legal Implications

- 8.1 The Health & Safety at Work (etc) Act 1974 requires organisations with more than five employees to have an up to date Health & Safety Policy.
- 8.2 The Management of Health & Safety at Work Regulations 1999 impose further responsibilities on organisations to have in place effective arrangements for the management of health & safety.
- 8.3 Where an accident or incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Council must report to the Health & Safety Executive and cooperate with any investigation where deemed necessary.

9.0 Risk & Opportunity Management Implications

- 9.1 Effective health & safety arrangements will contribute towards –
 - Providing a high quality service
 - Achievement of the Council's strategic and operational objectives
 - Providing a safe & healthy working environment
 - Protection of the Council's assets
 - Ensuring compliance with statutory requirements
 - Minimising financial losses which arise from unplanned events

- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them
- Supporting of quality initiatives aimed at continuous improvement

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 N/A

Sustainability

11.2 N/A

Staffing & Trade Union

11.3 Subject to approval it is intended to present this report and the attached policy at the next available Trade Union meeting.

Press Release drafted/approved

11.4 N/A

Background Documents:

None