

Report of the Interim Deputy Chief Executive

REVISION OF THE HEALTH AND SAFETY POLICY1. Purpose of report

To revise the existing Health and Safety Policy - the umbrella document that underpins all other Council safety policies and codes of practice.

2. Detail

The Health and Safety Policy “Statement” specifies the binding commitment of the Council in that health and safety will rank as a prominent and permanent feature of all activities conducted. The statement is signed annually by the Chief Executive so that employees will recognise it as an authoritative document and will note the ongoing commitment.

The “Organisation” section specifies responsibilities for implementing the policy, starting with the Chief Executive and cascading down through every level of management, Health and Safety Manager, safety representatives, medical advisor and employees.

The “Arrangements” section states the objectives to be achieved on a range of topics such as work equipment, fire, first aid, etc.

The policy states that it will be reviewed every three years to ascertain if it is fit for purpose. In addition it will be revised to encompass any technological changes, managerial restructuring, alterations to premises and sites, and the introduction of new or modified processes.

3. Legal requirement

Section 2(3) of the Health and Safety at Work, etc, Act 1974 states that “it shall be the duty of every employer to prepare (and as often as may be appropriate to revise) a written general policy statement with respect to the health and safety at work of employees. The policy should identify the organisation and arrangements for carrying out the policy, and the need to bring the statement to the notice of all employees”.

4. Conclusion

The position of the Council has been to continually develop its commitment to health and safety. By reviewing and revising the Health and Safety Policy the Council is demonstrating its continual commitment to ensuring the health, safety and welfare of its employees. The Policy Statement is attached in appendix 1 and the revised policy is circulated separately with the agenda.

Recommendation

The Committee is asked to RESOLVE that the revised Health and Safety Policy be approved.

Background papers

Nil