

<b>Title of Report:</b>	<b>West Berkshire Council Health, Safety and Welfare Policy update</b>
<b>Report to be considered by:</b>	Management Board
<b>Date of Meeting:</b>	27 January 2010
<b>Forward Plan Ref:</b>	N/a

**Purpose of Report:** To update the Council's Health, Safety and Welfare Policy

**Recommended Action:** To approve the revised Policy and for the Chief Executive and Leader to sign off the Policy.

**Reason for decision to be taken:** To ensure the Council's H&S Policy is up to date and fit for purpose to help ensure that the Council complies with Health & Safety legislation.

**Other options considered:** none

**Key background documentation:** none

The proposals will also help achieve the following Council Plan Themes:

- CPT11 - Protecting Vulnerable People**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Meeting our statutory requirements, and continuing to protect the health, safety and welfare of staff, contractors, clients and customers.

<b>Portfolio Member Details</b>	
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<b>Date Portfolio Member agreed report:</b>	17 January 2011

<b>Contact Officer Details</b>	
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## **Implications**

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<b>Policy:</b>	The report provides an updated Policy for the Council's Health and Safety.
<b>Financial:</b>	none
<b>Personnel:</b>	none
<b>Legal/Procurement:</b>	none
<b>Property:</b>	none
<b>Risk Management:</b>	In order to comply with H&S legislation it is necessary to have an up to date and effective H&S Policy in place.
<b>Equalities Impact Assessment:</b>	The aim of the policy is to ensure all groups have a safe and healthy work environment. No negative effects on different equality groups, have been identified with this Policy
<b>Corporate Board's Recommendation:</b>	That the report be taken to Management Board and Personnel Committee for agreement.

# Executive Summary

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## **1. Introduction**

- 1.1 This report highlights the need to update the Council's Health, Safety and Welfare Policy. The update of the Policy is attached in the appendix A. Once agreed, copies of the Policy will be held on the intranet and provided to Responsible Persons to be displayed on health and safety notice-boards.
- 1.2 Guidance from the Health and Safety Executive on an organisation's health and safety policy states that the document should set out the approach, objectives and arrangements in place for the management of health and safety in the business. The policy document should state the organisation's commitment to health and safety, and describes how the policy will be implemented and monitored.

## **2. Proposals**

- 2.1 Agreement that the updated Health, Safety and Welfare Policy go to the Personnel Committee for approval and Chief Executive and Leader of the Council for sign-off.

## **3. Conclusion**

- 3.1 The updates to the Policy have been carried out as part of the three year review, to make the document fit for purpose.

# Executive Report

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## 1. Introduction

- 1.1 All organisations with five or more employees are required under Section 2(3) of the Health and safety at Work, Etc. Act 1974 to prepare a written health and safety policy statement, and revise when appropriate. The policy should contain the health and safety arrangements of the organisation and also set out the roles and responsibilities for health and safety.
- 1.2 The Institute of Directors document *Leading Health and Safety at Work*, states that *Board members need to establish a health and safety policy that is more than a document – it should be an integral part of the organisations culture, of its values and performance standards.*
- 1.3 The benefits of good health and safety management can be seen through reduced costs due to:
  - (a) reductions in employee ill health absence;
  - (b) fewer accidents;
  - (c) reduced insurance claims;
  - (d) and reduced likelihood of legal action.
- 1.4 Delivery of health, safety and welfare policy involves everyone in West Berkshire Council. However, Senior Managers advised by the Health and Safety Team and Property Services are key players in managing the risks within the Council.
- 1.5 Consultation has been undertaken with senior managers, and the Union representatives in West Berkshire Council.

## 2. Key changes / proposals

- 2.1 The responsibilities within the document have been made clearer, with paragraphs outlining the roles and responsibilities of both Elected Members and Managers within West Berkshire Council. In addition the role of Property Services had been clarified.
- 2.2 The health, safety and welfare policy should be a living document that evolves over time, and adapts to the organisation. The previous 2007 Policy needed updating. In future the Policy will be reviewed annually by the Corporate Health and Safety Team.
- 2.3 The formal overview of the monitoring of the organisations Safety Management System is undertaken through the quarterly reports taken to Corporate Board and Management Board.
- 2.4 The new policy will be communicated to staff via notice boards, the intranet pages, and through the Corporate Health and Safety Teams work within the Council.

## **Appendices**

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Appendix A – Health, Safety and Welfare Policy 2010 update.  
Appendix B - Health, Safety and Welfare Policy 2007.

## **Consultees**

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### **Local Stakeholders:**

**Officers Consulted:** Senior Managers.

**Trade Union:** Unison and GMB.