

WYRE FOREST DISTRICT COUNCIL

CABINET
20TH NOVEMBER 2008

Adoption of a Revised Corporate Health and Safety Policy

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME	-
CORPORATE PLAN AIM	A well run and responsive Council
CABINET MEMBER	Councillor J P Campion
HEAD OF SERVICE	Andrew Dickens
CONTACT OFFICER	Andrew Dickens X2900
APPENDICES	Appendix 1 – Revised Safety Policy Statement and Health and Safety Organisational Arrangements <i>The appendix to this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i>

1. PURPOSE OF REPORT

- 1.1 To consider the adoption of a revised Corporate Health and Safety Policy.

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND to Council that:

- 2.1 The revised safety policy statement at Appendix 1 and the full Health and Safety Policy, available on the Council’s website, be adopted.**
- 2.2 The Chief Executive and the Leader of the Council be authorised to sign the adoption statement and that the Head of Property & Operational Services be authorised to make any amendments that are required by changes to legislation as and when they occur.**

3. BACKGROUND

- 3.1 The current Corporate Health & Safety Policy was adopted in 2004 and is a brief statement on the Council’s obligations (copy available on the Intranet).
- 3.2 Having reviewed the Policy, it requires updating and presenting to Council for adoption in order to comply with changes to Health and Safety legislation.
- 3.3 The revised draft Policy is available for viewing on the Intranet and has been formulated using best practice advice from the Health and Safety Executive and reference to other local authorities.
- 3.4 The Council is currently receiving advice from the Corporate Health & Safety Officer from Redditch Borough Council who, for an initial six month period, has been employed on a job share basis and is working two days per week for Wyre Forest

District Council. He reports to the Head of Property & Operational Services who is currently responsible for disseminating health and safety advice to all divisions.

4. KEY ISSUES

4.1 The Council are required under the Health and Safety at Work Act 1974 to adopt a safety policy statement and working practices to ensure that “in so far as it is reasonably practicable” to adopt policies and procedures to ensure the safety of all employees, visitors to premises and participants in activities in accordance with the main Act and other applicable legislation and guidance. The attachment at Appendix 1 is a draft safety policy statement for adoption by the Council and sets out the roles and responsibilities of elected Members and employees.

4.2 The full policy, which is available for viewing on the Intranet, covers key safety at work issues including policies for:-

Reporting accidents
Working at heights
Use of protective equipment
Risk assessments
Electrical safety testing
Control of hazardous substances
Machinery safety
Working with contractors
Alcohol and drug abuse
and the like

5. FINANCIAL IMPLICATIONS

5.1 The Council are currently undertaking a survey into employees understanding and implementation of safety at work practices and this may lead to increased training requirements which, in the first instance, will be met from the existing training budget.

6. LEGAL AND POLICY IMPLICATIONS

6.1 The Council has a legal duty to adopt practices and procedures to protect its workforce, visitors to its premises, contractors and participants in activities organised by them. It is a requirement of the Health & Safety at Work Act 2004 that the Council has a Corporate Health & Safety Policy and has an adopted safety policy statement and clearly sets out arrangements for dealing with health and safety within the organisation. These are encompassed into the revised policy.

7. RISK MANAGEMENT

7.1 The adoption of a revised statement and corporate policy will mitigate any risks that the Council may be exposed to in relation to managing safety at work.

8. CONCLUSION

- 8.1 The revised policy has been prepared with the advice and guidance of the Council's Health and Safety Manager (job share) and complies with full current legislation.

9. CONSULTEES

Corporate Management Team
Union Convenor

10. BACKGROUND PAPERS

Revised Health and Safety at Work Policy 2008
Revised Safety Policy Statement

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