

# **Cheltenham Borough Council**

## **Cabinet – 15 July 2025**

### **Corporate Health and Safety Policy Review**

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**Accountable member:**

Councillor Rowena Hay

**Accountable officer:**

Paul Jones, Deputy Chief Executive

**Ward(s) affected:**

N/A

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**Key Decision:** No

**Executive summary:**

Employers are required by the Health and Safety at Work etc. Act 1974 to do what is reasonably practicable to ensure the health and safety of our employees, members, contractors, volunteers, customers, visitors and the public who may be affected by our council activities.

The Act requires a written statement of policy which sets out the general intentions, approach and objectives which should be reviewed and updated on a regular basis.

The current policy has been reviewed and updated to take account of our Housing Services teams being brought back in-house and to reflect that overall responsibility for corporate health, safety and well-being has moved from our Chief Executive to our Deputy Chief Executive.

**Recommendations: That Cabinet:**

1. **approves the updated Health, Safety and Well-being Policy – Statement of Intent (Part 1) and Responsibilities (Part 2) - and notes that Arrangements (Part 3) is currently under review, to be completed in summer 2025.**

## **1. Implications**

### **1.1 Financial, Property and Asset implications**

There are no direct implications associated with this report, because this is a review of an existing health and safety policy. However effective management of health and safety minimises the likelihood of prosecution and consequent financial penalties.

**Signed off by:** Gemma Bell, Director of Finance and Assets,  
[gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk).]

### **Legal implications**

The Council, as an employer, is required to have a written health and safety policy. Before implementing its policy, the authority/employer has a duty to consult with its employees. An authority/employer must also get help from a competent person to enable it to meet the requirements of health and safety law. A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist it properly. The authority also has a duty to ensure that the policy is, where necessary, updated and that it complies with its health and safety duties

**Signed off by:** One Legal, [legal.services@onelegal.org.uk](mailto:legal.services@onelegal.org.uk)

### **1.2 Environmental and climate change implications**

There are no environmental or climate change implications arising from the update to this policy.

**Signed off by:** Maizy McCann, Climate Officer, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

### **1.3 Corporate Plan Priorities**

The policy supports the council with the safe delivery of its priorities as set out in the corporate plan and the health and safety of its staff.

### **1.4 Equality, Diversity and Inclusion Implications**

The protection provided by health and safety legislation applies to all people at work, regardless of their protected characteristics (age, disability, gender, religion etc.).

### **1.5 Performance management – monitoring and review**

The policy sets out the methods of monitoring and compliance within Responsibilities

(part 2) of the Health, Safety and Well-being policy.

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## 2 Background

2.1 The Health and Safety at Work Act 1974, section 2 (3) places a duty on the Council as an employer to ensure that a Health and Safety Policy is in place for managing health and safety across the organisation, and that this be documented and shared with employees to ensure understanding and compliance with the expectations set out within it.

2.2 Legislation states that the policy should set out our Council's general approach and commitment to health and safety and demonstrate how health and safety will be managed across the organisation.

2.3 The Health and Safety Executive, who regulate Health and Safety Practice, state in their guidance that as a minimum the policy should address three clear areas:

- **A statement of intent (part 1)** – articulating a clear commitment from the organisation to protect the health and safety of its employees and those affected by its work activities. It should set out organisational main health and safety objectives and reviewed regularly.
- **Responsibilities and accountability for health and safety (part 2)** - a clear expression of officers, positions and roles that have specific responsibilities for health and safety across the organisation, including reporting lines and any relevant delegations of this responsibility.
- **Arrangements for health and safety (part 3)** – aimed to provide details of the practical arrangements in place and how the Council will achieve its policy aims.

2.4 The Council's Health, Safety and Well-being policy is constructed in line with the above guidance and good practice recommendations made through statutory bodies such as the Health and Safety Executive (HSE).

2.5 The current published version of the Health and Safety Policy is dated 2020 and, following on from housing services being brought back in-house from Cheltenham Borough Homes in July 2024, as well as overall responsibility for health, safety and well-being moving from the Chief Executive to the Deputy Chief Executive, a review of our Health, Safety & Well-being policy has subsequently been undertaken.

2.7 The attached version in Appendix 3 has been reviewed by the Health and Safety Team (including CBC's Health & Safety Manager and H&S Consultant). In

addition to this, formal consultation and full involvement has taken place through members of the Joint Liaison Forum which includes the two recognised trade unions, Unison and GMB, representatives from HR, CBC's Chief Executive and Leadership team. Feedback was received and incorporated into the policy.

2.7 A summary of the changes and amendments made as a result of this review and consultation are as follows:

- Inclusion of more information and objectives set out in our Statement of Intent (part 1) and Roles and Responsibilities (part 2) that places more emphasis on embedding a positive culture and effective leadership. These objectives give more transparency, clarity and accountability for how CBC will proactively manage health, safety and well-being;
- Reference to the roll-out of a health and safety management system (T100) across the whole of the council. This is a digital platform that our Housing Services teams used when part of Cheltenham Borough Homes. It provides a structured approach to managing health and safety, allows CBC to easily identify and mitigate risks, streamlines incident reporting, automates key health and safety processes including task management and generates dashboards and key health and safety data;
- Commitment from CBC to ensure the construction and on-going provision of decent quality and safe homes, properties and services that meet the needs of our residents;
- Inclusion of the health and safety responsibilities of the Director of Governance, Housing and Communities who has overall responsibility for each landlord compliance area: fire safety, gas safety, electrical safety, lift safety, asbestos management, water safety (including Legionella), damp, mould and condensation;
- Establishment of a separate Health, Safety and Well-being group that will have health and safety representatives from our Trade Unions and representatives from all CBC main sites, Health and Safety Manager, Health and Safety consultant, Health and Safety Officer, HR, and chaired by our Deputy Chief Executive. This group will report into CBC's Joint Liaison forum on key health, safety and well-being issues and will produce a high-level briefing to Cabinet members that sets out performance on CBC's health, safety and well-being plan on an annual basis.

2.8 Arrangements for health and safety (part 3) are currently under review. This section of the policy outlines the specific arrangements, procedures and guidance on how to manage and control health and safety risks in the workplace and how the policy's goals and commitments will be achieved in practice. It includes details

on risk assessments, training, safety equipment, emergency procedures, and information provided to employees. The health and safety team are comparing housing service and non-housing service arrangements with a view to merge and align procedures that support our council activities. Our aim is to complete this work by the end of the summer.

### **3 Reasons for recommendations**

3.1 To ensure CBC has a health, safety and well-being policy that is robust, compliant, clear in its objectives and responsibilities and fully takes into account the change in risk with housing services being brought back in-house to CBC.

### **4 Alternative options considered**

4.1 There are no alternatives to be considered as the Council as the employer must comply with the requirement to provide a written Health and Safety Policy.

### **5 Consultation and feedback**

5.1 As set out in 2.7 above. Formal consultation and full involvement has taken place through members of the Joint Liaison Forum which includes the two recognised trade unions, Unison and GMB, and representatives from HR and CBC's Chief Executive and Leadership team. Feedback was received and incorporated into the policy.

### **6 Key risks**

6.1 The document forms the basis upon which health and safety arrangements associated with Cheltenham Borough Council activities are developed and the correct application of these arrangements serves to reduce risk.

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#### **Report author:**

Paul Jones, Deputy Chief Executive

#### **Appendices:**

- i. Risk Assessment
- ii. Equality Impact Assessment
- iii. Health, Safety and Well-being policy – Statement of Intent (Part 1) and Responsibilities (Part 2)

**Appendix 1: Risk Assessment**

| Risk ref | Risk description   | Risk owner             | Impact score<br>(1-5) | Likelihood score<br>(1-5) | Initial raw risk score<br>(1 - 25) | Risk response | Controls / Mitigating actions   | Control / Action owner | Deadline for controls/ actions                         |
|----------|--|------------------------|-----------------------|---------------------------|------------------------------------|---------------|---|------------------------|--|
|          | <p>If there is no Health and Safety Policy in place the Council will fail in its legal duty under the Health and Safety at Work Act etc 1974 for employers to provide a Health and Safety Policy which outlines how they intend to manage the Health and Safety of their employees and then the Council will face risk of prosecution for failing in this duty.</p> <p>If there is no Health and Safety Policy in place, then there could be risk of significant harm for Members, staff, clients, service users, volunteers or contractors due to ineffective management of hazards</p> | Deputy Chief Executive | 3                     | 2                         | 6                                  | Reduce        | Regular review and signing of the Corporate Health, Safety and Well-being policy  | Deputy Chief Executive | Statement of Intent to be reviewed annually – May 2026 |
|          |  | Deputy Chief Executive | 3                     | 2                         | 6                                  | Reduce        | Proactive management, governance and monitoring of the Health and Safety policy, as set out in Statement of Intent and Roles and Responsibilities sections of the policy. | Deputy Chief Executive | On-going   |

[illegible]

## Appendix 2: Equality Impact Assessment (Screening)

### 1. Identify the policy, project, function or service change

#### a. Person responsible for this Equality Impact Assessment

|                                 |   |
|---------------------------------|---|
| Officer responsible: Paul Jones | Service Area: Corporate Health & Safety |
| Title: Deputy Chief Executive   | Date of assessment: 21 May 2025         |
| Signature:                      |   |

#### b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify:

#### c. Name of the policy, function, strategy, service change or project

|  |                                      |
|--|--------------------------------------|
|  |                                      |
| Is this new or existing?   | Already exists and is being reviewed |
| Please specify reason for change or development of policy, function, strategy, service change or project   |                                      |
| Review following on from the transfer of housing services back into the Council and responsibility for corporate health, safety and well-being moving from the Chief Executive to the Deputy Chief Executive |                                      |

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

|             |   |
|-------------|---|
| Aims:       | To ensure the Council has a fit for purpose Health and Safety policy in place that reflects to ensure the health and safety of employees, members, contractors, volunteers, customers, visitors and the public who may be affected by Council activities. |
| Objectives: | As set out in attached Health, Safety and Well-being policy, Part 1 and 2   |



|           |          |
|-----------|----------|
| Outcomes: | As above |
| Benefits: | As above |

**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

**No**

Do you expect the impacts to be positive or negative?

**No impact expected**

Please provide an explanation for your answer:

This is a review of an existing policy which is in place to keep employees, residents, visitors contractors, members safe etc, therefore no differing impacts expected. The protection provided by health and safety legislation applies to all people at work, regardless of their protected characteristics (age, disability, gender, religion etc.)

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

**f. Identify next steps as appropriate**

|  |           |
|--|-----------|
| Stage Two required                       | <b>No</b> |
| Owner of Stage Two assessment            |           |
| Completion date for Stage Two assessment |           |