



**HEALTH, SAFETY, & WELL-BEING  
STATEMENT OF INTENT  
2025/26**

**This document has been prepared by:**

<b>Date</b>	<b>Job Title</b>
03/2026	Cheltenham Borough Council, Health and Safety Business Partner

<b>Version Number</b>	<b>Version Date</b>	<b>Summary of Changes</b>
1	03/2026	First Issue – Statement of Intent reviewed and updated to reflect Housing Services being brought back in-house to CBC
2	04/2025	Second Issue – to reflect comments from JLF and Leadership team

<b>Consultation</b>	<b>Comments</b>
<b>Joint Liaison Forum</b>	03/2026 – minor word change to Statement of Intent
<b>Leadership Team</b>	04/2026 – minor word change to Statement of Intent
<b>CBC Council</b>	

## Health, Safety and Well-being Statement of Intent

In accordance with our duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and fulfilling our obligations towards employees, contractors, volunteers, customers, visitors, and the public who may be affected by our work activities, CBC has produced the following statement of intent in respect of health, safety, and well-being.

We recognise and accept our statutory, legal and moral obligations to ensure, as far as is reasonably practicable, the health, safety and well-being of our employees and others working for and on behalf of CBC, and not to put at risk the safety of other people. Legal requirements define minimum acceptable standards, however our goal is to exceed these where possible.

Our first priority is keeping our employees, contractors, visitors and public who interact with our services safe and well. Being and staying safe is everyone's responsibility. We expect and require that all employees abide by our Corporate Health, Safety and Well-being policy and procedures and work within our health and safety management system.

CBC will develop and maintain a harmonised health and safety management system and use it to direct and guide employees across the organisation. This system will include our policies, processes, responsibilities and arrangements. Successful implementation of this will enhance our overall business performance by reducing injuries and ill-health, protecting the environment and reducing unnecessary losses and liabilities.

We will also define health and safety roles and responsibilities and ensure these are communicated, understood by all, and that adequate resources are provided.

CBC will ensure that safe and healthy workplaces are provided and maintained for employees and others working on behalf of CBC, including shared services, being without risks to health, ensuring facilities and arrangements are adequate for their well-being at work, as far as is reasonably practicable.

CBC are committed to ensuring the construction and ongoing provision of decent quality and safe homes, properties and services that meet the needs of its residents.

We will follow the Plan, Do, Check, Act management cycle to manage our health, safety and well-being:

- **Plan** our approach to assess where we are now and where we want to be.
- **Do** the work to assess risks and implement the plans we make.
- **Check** our performance and investigate accidents, incidents, and near-misses.
- **Act** on any lessons we learn.

We will achieve the above by:

- Developing a positive Health and Safety culture in all undertakings which secures the commitment and participation of employees and others working on behalf of CBC, at all levels.
- Ensuring there are adequate resources, effective planning/control and a robust health, safety and well-being governance structure in place to assess the risks, ensure suitable and

sufficient risk control and proactive measures are in place and that these are reviewed regularly.

- Ensuring policies and procedures are produced and implemented that are compliant with legislative requirements as well as industry best practice.
- Assessing the risks to the Health and Safety of our employees and to anyone else who may be affected by our undertakings with the aim of eliminating, avoiding and or controlling the hazards/risks, so far as is reasonably practicable and that these are regularly reviewed.
- Consulting with and involving employees in matters relating to their health and safety.
- Defining acceptable Health and Safety performance measures, Key Performance Indicators (KPIs), audit specifications and inspections, including contractors and all who work on behalf of CBC.
- Ensuring that Health and Safety performance reviews, KPIs, inspections and audits are undertaken and met, and that areas that are identified as needing improvements are improved.
- That all incidents, near miss and accidents are investigated so that lessons can be learnt to prevent recurrence.
- Providing information, instruction, training and supervision to employees and others as is necessary to implement and maintain high standards of health and safety. Ensuring that our employees have the skills, knowledge, and experience to enable them to work safely.
- Provide and maintain safe plant and equipment.
- Ensuring effective emergency procedures are in place, communicated, tested, and reviewed.
- CBC will review and develop this policy annually, and our health and safety management system will be reviewed every 3 years or sooner in the light of legislative changes and best practice, or where the opportunity for improvements have been identified, as well as ensuring it continues to meet the needs of the Council.

Deputy Chief Executive

Date

Leader of the Council

Date

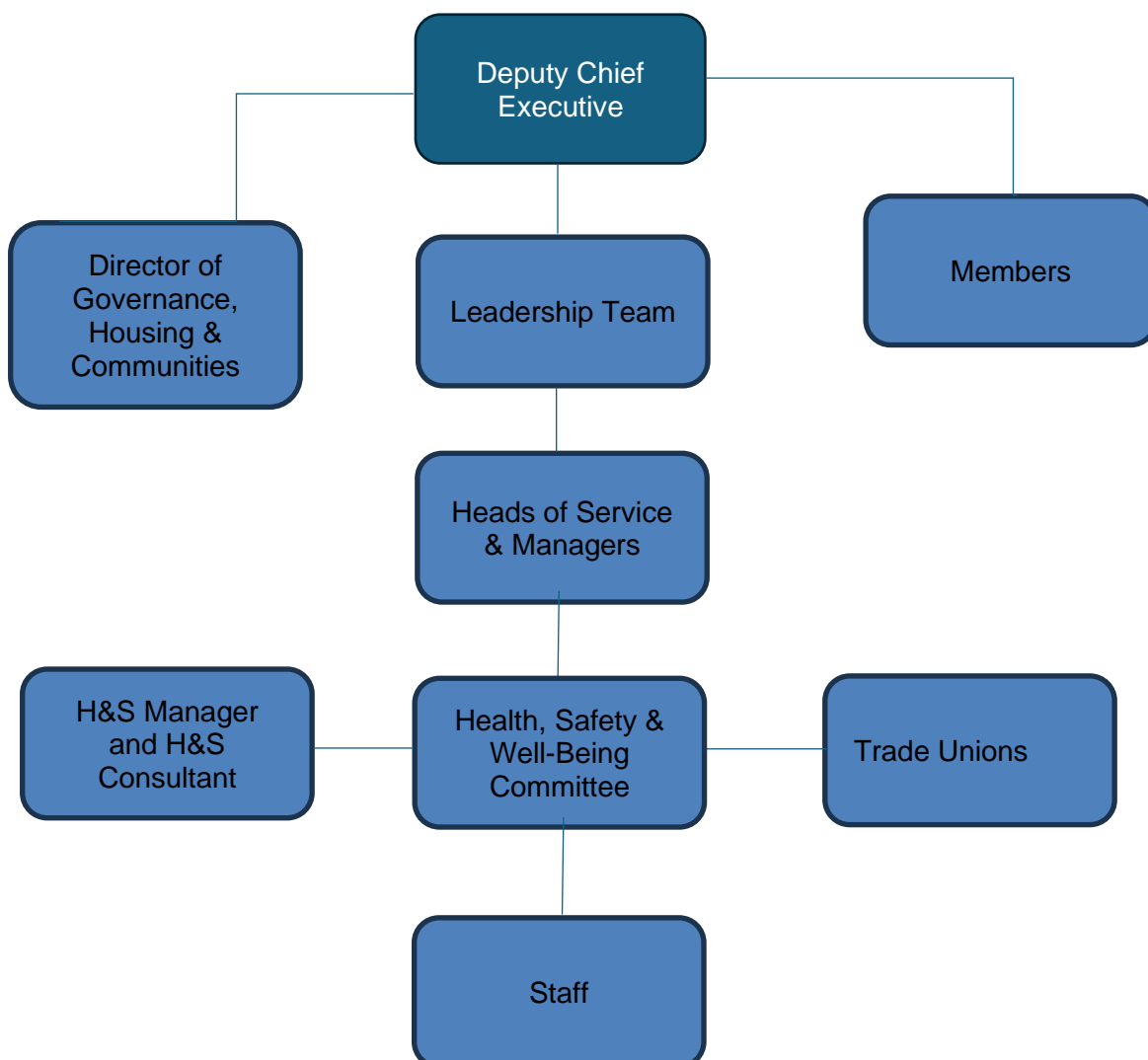
## Health, Safety and Well-Being Policy Responsibilities

### ORGANISATION

A work colleague who wishes to raise any matter relating to health, safety, or well-being can do so through various channels e.g., Line Manager, Trade Union Representative, Health and Safety Manager, H&S Consultant, Heads of Service, Directors, or the Deputy Chief Executive.

To ensure that health, safety, and well-being is effectively managed within Cheltenham Borough Council, the following responsibilities have been assigned:

#### 2. Reporting Structure



## **ROLES AND RESPONSIBILITIES**

### **Members shall:**

- Ensure that suitable and adequate resources and strategic direction are available to support the Council's health and safety responsibilities.
- Monitor the overall performance of the Council's health and safety management system.

### **Deputy Chief Executive shall:**

- Have overall responsibility for the health, safety, and well-being across the Council and is the lead in setting corporate policy and direction;
- Develop a statement of intent for health, safety, and well-being, ensuring that lines of health & safety responsibilities are defined in policy, and that the arrangements for managing health & safety are developed and communicated;
- Promote a positive health and safety culture.

### **Director of Governance, Housing and Communities shall:**

- Have overall responsibility for each landlord compliance area: fire safety, gas safety, electrical safety, lift safety, asbestos management, and water safety (including Legionella);
- Promote a positive health and safety culture;
- Inform the regulator of any landlord compliance issues which have not been met or the potential of not being met.

### **Directors and Heads of Service shall:**

Have responsibility jointly and individually for health, safety and well-being and overall corporate accountability for CBC, they will:

- Take a proactive approach promoting a positive health & safety culture in their service area(s) and support the Deputy CEO in their health & safety responsibilities;
- Provide strategic direction and oversight of corporate health and safety policies and procedures;
- Ensure that robust health and safety management systems, arrangements and organisation exist and are monitored in their service areas;
- Support the work of the health and safety team;
- Ensure that their teams/departments have undertaken risk assessments;
- Act upon any safety concerns and lessons learnt;
- Take part in any identified health & safety training relevant to their role.

### **Managers, Supervisors and Team Leaders shall:**

- Take a proactive approach promoting a positive health & safety culture in their service area(s) and support the Deputy CEO in their health & safety responsibilities;
- Ensure they comply and implement CBC health and safety policies and procedures as applicable in their service areas;
- Support the work of the health and safety team;
- Ensure employees and others comply with the requirements of their departmental health and safety documentation as well as any specific health and safety requirement(s);
- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are carried out along with adequate control measures implemented;
- Act upon any safety concerns and lessons learnt;
- Ensure their employees have adequate levels of competency to complete their work tasks safely and are provided with appropriate health and safety training relevant to the hazards in their work;
- Report and investigate accidents and incidents as required.

**Property Services and Housing Services shall:**

- Have specific responsibility for maintaining safe buildings for occupiers and communicating relevant health and safety information as appropriate to the occupants in accordance with relevant legislation.

**Health and Safety Manager/Health and Safety Consultant shall:**

- Be the 'Competent Person' as set out in the Management of Health and Safety at Work Regulations 1999;
- Ensure the development of the CBC Health, Safety, and Well-Being Statement of intent, roles and responsibilities and general arrangements is undertaken;
- Promote a positive health, safety and well-being culture throughout CBC;
- Ensure the development of CBC Health, Safety, policies, procedures, guidance;
- Provide advice and support to all employees on all health, safety, and well-being matters;
- Investigate incidents and near misses as appropriate;
- Assist managers with incident investigations so that lessons can be learnt to prevent any reoccurrence;
- Inform the enforcing authority the Health and Safety Executive of any incidents that fall within the scope of the Reporting of Injuries and Dangerous Occurrence Regulations 2013;
- Be the point of contact and cooperate with all Health, Safety enforcing authorities.

**Employees, agency staff, volunteers etc shall:**

- Familiarise themselves with the contents of this policy, The health, safety, and welfare statement of intent, roles and responsibilities and general arrangements and all subsequent policies and procedures that relate to their work
- Attend any job specific health and safety training required to enable them to carry out their job safely
- Work with due regard to the health and safety of themselves and others affected by their work activities and not to put themselves or others health, safety, or welfare at risk,
- Familiarise themselves with risk assessments and/or safe systems or work and follow them, report any identified shortfalls in a risk assessment,
- Use equipment in a safe manner and only if trained to do so,
- Report any health, safety, or welfare concerns to their line manager or H&S Manager/H&S Business Partner

**Contractors shall:**

- Co-operate and communicate with Cheltenham Borough Council on all relevant health and safety matters;
- Meet the health and safety standards required of them whilst carrying out their work activities on behalf of Cheltenham Borough Council;
- Provide relevant documentations as required by the council regarding matters of health and safety, including insurance and competency certificates.

**CONSULTATION**

Under the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended), the Council must have in place arrangements for consulting with its employees.

At Cheltenham Borough Council, Safety Representatives are consulted through the Health, Safety and Well-Being Committee and Joint Liaison Forum.

## **Trade Union Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977 (as amended), recognised trade unions are entitled to appoint one or more safety representatives to represent their members on health and safety matters.

The recognised Trade Unions at Cheltenham Borough Council are Unison and GMB.

Where the workforce is not represented by trade unions, employers must make alternative arrangements for consulting with their employees. This can be done by electing an employee representative.

Under the legislation, both trade union representatives and staff representatives can:

- Carry out inspections of the workplace
- Investigate accidents and incidents and complaints from their members regarding health and safety matters
- Receive copies of reports from the HSE
- Receive information relating to the safety of plant, equipment, substances, or work methods
- View inspection documents
- Attend health and safety committees.

## **Health and Safety Committee**

The Health, Safety and Well-Being Committee (HSWC) at Cheltenham Borough Council will:

- act as the forum for discussion, progression and promotion of health, safety and well-being issues within CBC;
- advise, including the Deputy Chief Executive, on the development of policies and procedures which will safeguard the health, safety and well-being of staff, contractors and visitors to CBC, and to monitor their implementation;
- consider issues relating to the health and safety of employees, contractors and visitors to CBC;
- monitor the progress of actions within the health, safety and well-being action plan;
- monitor health and safety key performance indicators (KPI's), including statistics on accidents, incidents, sickness absence and to recommend action to address key issues which may arise from these.

The HSWC will report into the Joint Liaison Forum (JLF) at each meeting to include:

- Progress on CBC's health, safety and well-being plan,
- Council health and safety policies
- Accident, incident, and other relevant statistics and KPIs and to make recommendations for corrective action, as necessary;
- Reports and information provided by inspectors of the enforcing authorities;
- Concerns raised by Trade Union Safety Representatives or other Committee members;
- Reports on health and safety inspections, audits, and other monitoring activities;
- Arrangements for ensuring effective communication of health and safety information.

The JLF is attended by:

- Chief Executive or their representative
- CBC Health and Safety Business Partner and or Health and Safety Manager

- CBC Human Resources
- Trade Union Representatives

The HSWC will produce a high-level briefing to Cabinet members that sets out the performance on CBC's health, safety and well-being plan on an annual basis.

## **MONITORING AND AUDIT**

Monitoring will be by way of inspection of workplaces and properties owned by the Council. These will take place at regular intervals and a report produced with an action plan for implementation.

Audits will be carried out by the Health and Safety Manager/Health and Safety Consultant on a regular basis and the results communicated to the Deputy Chief Executive, Chief Executive, Senior Leadership team, HSWC and JLF for consideration and if necessary, action.