

# ***Information/Discussion Paper***

**Staff and Support Services - 28th October 2010**

## **Corporate Health & Safety Policy Refresh**

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

### **1. Why has this come to committee?**

- 1.1** 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 employees, members and others who may be affected by 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 dated 5<sup>th</sup> December 2008 has been reviewed and updated to take account of changes in the management structure and responsibilities. The Corporate Health and Safety Advisors will provide the necessary advice and support required to fulfil these obligations.

### **2. Summary of the Issue**

- 2.1** Every employer has a legal duty to have a written Health and Safety Policy. This health and safety policy sets out the Authority's aims and objectives and the organisational structure and health and safety responsibilities of all employees and Members.
- 2.2** The Council has an existing policy in place, however Health and Safety Executive guidance identifies the policy should be reviewed and updated on a regular basis. This updated policy further clarifies roles and responsibilities of all those people involved with the Councils activities.

- 2.3** This Corporate Health and Safety policy has been prepared to incorporate:
- the relevant principles of The Health and Safety at Work Act 1974
- 2.4** The policy formalises the responsibilities for members, managers and employees to ensure health and safety associated with the Councils activities are properly managed.
- 2.5** The implementation and ongoing application of this policy will be monitored by the HR Manager Operations and will be reviewed in line with changes in legislative requirements.
- 2.6** Failure to review and update this policy on a regular basis may lead to early intervention from the Health and Safety Executive. It also serves as a reminder to all of their obligations and responsibilities.
- 2.7** Formal consultation has taken place through members of the Joint Consultative Committee which includes the two recognised trade unions, Unison and GMB, and representatives from HR and management representative from two divisions of the council.

### **3. Next Steps**

- 3.1** The aim of the Policy is to demonstrate the Authority's intent and commitment in ensuring the health and safety of its Members, employees and contractors. This policy underlines our recognition that health and safety is equally important to our other aims, and that we recognise our legal responsibilities. All relevant stakeholders will be briefed on the content of the policy.
- 3.2** The committee to note the content of this paper and the refreshed Corporate Health & Safety Policy – Appendix 1.

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<b>Background Papers</b>	Note applicable
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<b>Accountability</b>	Councillor Colin Hay
<b>Scrutiny Function</b>	Not applicable