

Revision Of Health and Safety Policy

Cllr Andy Smith, Cabinet Member for Innovation and Corporate Services

Date:	21 st December 2021
Agenda Item:	6
Contact Officer:	Steve Langston, Health and Safety Manager
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Key Decision?	NO
Local Ward Members	Not applicable



EMPLOYMENT COMMITTEE

1. Executive Summary

- 1.1 Legal Requirements state that the Councils Health and safety policy must be reviewed and updated at regular intervals. The Health and Safety Policy has been updated to take account of organisation structure changes.

2. Recommendations

- 2.1 That Employment Committee approve the attached revised Health and Safety Policy (Appendix 1) in recognition of their commitment to providing a safe and healthy workplace and that the revised policy takes effect from 1st January 2022.

3. Background

- 3.1 It is a breach of statutory duty if the council does not prepare and update a health and safety policy in line with the above legal requirements. The revised Health and Safety policy ensures the Council are fully compliant with section 2(3) of the Health and Safety at Work etc Act.
- 3.2 The health and safety policy must reflect the roles played by everyone within the organisation. All employees have a responsibility to look after themselves and others and must be aware that failure to do so may result in disciplinary action being taken.
- 3.3 The current Council policy was last fully reviewed in 2020 with minor revisions in March 2021 and November 2021. The Health and Safety Team have revised and consulted upon a number of changes to the document to take account of any organisational or legislative changes over the period. The significant changes are listed within the revision history section of the Policy.

Alternative Options	1. Failure to adopt the policy may result in the Health and Safety Executive taking enforcement action against the Council by way of prosecutions leading to financial penalties.
Consultation	1. Leadership Team and managers have been fully consulted during the revision of the Health and Safety Policy. 2. Members of Employee Liaison Group (including Unison) have been consulted
Financial Implications	1. Insert financial implications in bullet point format. Ensure that these have been discussed in advance with Business Advisors in Finance. 2. Include details of efficiencies and the contribution towards funding gap.
Approved by Section 151	Yes/no*

Officer	
Legal Implications	1. Failure to adopt the policy may result in the Health and Safety Executive taking enforcement action against the Council by way of prosecutions leading to financial penalties.
Approved by Monitoring Officer	Yes/no*

Contribution to the Delivery of the Strategic Plan	1. Insert how the proposals set out in the report support and contribute to the themes and aims set out in the District Council's Strategic Plan 2020 to 2024.
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Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> 1. There are no direct implications identified 2. An Equality Impact Assessment has been completed
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Crime & Safety Issues	1. Not applicable
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Environmental Impact	1. Not applicable
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GDPR / Privacy Impact Assessment	1. Indicate whether a Privacy Impact Assessment has been undertaken or any GDPR implications that have been considered based on the recommended approach
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	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Failure to have an updated appropriate Health and Safety Policy	Yellow	The health and Safety Policy is reviewed at regular intervals or when changes to organisation structure or legal requirements. The policy is supported by more detailed, subject specific procedures and guidance notes.	Green
B	Failure to communicate the amendments with employees	Yellow	Communications plan in place including: managers briefing, section on weekly communication and inclusion within training courses	Green

	Background documents Any previous reports or decisions linked to this item
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	Relevant web links Any links for background information which may be useful to understand the context of the report
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