

Bolsover District Council

Safety Committee

6th September 2017

Health & Safety Policy and Arrangements

Report of the Joint Assistant Director Human Resources and Payroll

This report is public

Purpose of the Report

- To seek approval to the attached Health & Safety Policy and a number of Arrangements covering a wide range of health and safety issues which are accessible via the following link - <S:\HR&Payroll\Pub\Health & Safety\Policies for Consultation\Draft H&S Policies for Consultation\Section 3 - Arrangements\Arrangements Consulted On>

1 Report Details

- 1.1 The Council has revised its Health & Safety Policy to ensure compliance with legislation and best practice and this is attached at Appendix A. Part of the policy identifies all organisational responsibilities. These are attached at Appendix B.
- 1.2 Due to the constant changes in health and safety legislation and best practice, the policy is a statement outlining obligations and responsibilities and underneath sits a number of arrangements which demonstrates how the Council will operate in terms of the legislation and the requirements for training, reporting, recording etc.
- 1.3 There are a significant number of arrangements that the Committee is being asked to approve. These are:
 - Accidents
 - Confined Spaces
 - Control of Substances Hazardous to Health (COSHH)
 - Display Screen Equipment (DSE)
 - Drugs & Alcohol
 - Employee Involvement
 - First Aid
 - Induction
 - Health Surveillance
 - Lifting Operations and Lifting Equipment
 - Lone Working
 - Manual Handling
 - New & Expectant Mothers

- Noise
- Personal Protective Equipment (PPE)
- Provision and Use of Work Equipment
- Risk Assessment
- Smoking
- Stress at Work
- Vibration
- Visitors
- Volunteers and Temporary Workers
- Work Experience
- Working Time
- Workplace Inspections

These are available to review on the 'Public' part of the 'S' Drive, the link to which members of the Committee have been provided.

- 1.4 Wide consultation with SAMT, Service Managers and Trade Union colleagues has taken place and feedback received and incorporated into the final draft documents.
- 1.5 There are a number of arrangements that still require finalising prior to consultation and therefore are not included at this stage. These are:
- Asbestos
 - Contractors
 - Driving at Work
 - Mobile Phone Use
 - Sharps & Needlesticks
 - Training
 - Work at Height
 - Workplace Transport Safety

These will be sent to the next Safety Committee for approval.

2 Conclusions and Reasons for Recommendation

- 2.1 The Council recognises its duties and responsibilities as an employer and so far as is reasonably practicable seeks to ensure that all activities delivered by or on behalf of it do not have an adverse effect on the well being or condition of any individual, premise, or the environment.
- 2.2 By ensuring appropriate policies and arrangements the Council ensures it is compliant with all obligations imposed by the Health and Safety at Work (etc) Act 1974 and other relevant legislation.

3 Consultation and Equality Impact

- 3.1 Consultation has been undertaken with management and trade unions prior to submission to this committee and Equality Impact Assessments undertaken as appropriate.

4 **Alternative Options and Reasons for Rejection**

4.1 No alternatives have been considered given the governing legislation and the obligations and requirements placed on the Council.

5 **Implications**

5.1 **Finance and Risk Implications**

There are no specific finance implications in relation the report itself although training in respect of certain arrangements will incur a cost which will be met from appropriate health and safety training budgets.

The risk of not having a policy and arrangements in place is significant and could cause reputational and financial damage to the Council, as well as potential criminal charges being brought.

5.2 **Legal Implications including Data Protection**

Health and Safety requirements are covered by specific legislation, mainly the Health and Safety at Work (etc) Act 1974, as well as other specific pieces of legislation. Data protection issues have been considered where necessary.

5.3 **Human Resources Implications**

These are covered in the arrangements.

6 **Recommendations**

6.1 That the Safety Committee approve the Policy and Arrangements as identified in the report.

6.2 That the Safety Committee agrees to review the outstanding arrangements at its next meeting.

7 **Decision Information**

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input checked="" type="checkbox"/> <i>NEDDC:</i> <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	

District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 Document Information

Appendix No	Title
A	Policy Statement
B	Organisational Responsibilites
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237