

# Cabinet Meeting

## 8 November 2016

<b>Report title</b>	Health and Safety Policy	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Milkinderpal Jaspal Governance	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Mark Taylor, Finance	
<b>Originating service</b>	Corporate Assurance, Health and Safety	
<b>Accountable employee(s)</b>	Jayne Goddard- Mills Tel Email	Corporate Assurance Manager  01902 554567 <a href="mailto:Jayne.goddard-mills@wolverhampton.gov.uk">Jayne.goddard- mills@wolverhampton.gov.uk</a>
	Mark Darmody Tel Email	Health and Safety Lead  01902 552135  <a href="mailto:Mark.darmody@wolverhampton.gov.uk">Mark.darmody@wolverhampton.gov.uk</a>
<b>Report to be/has been considered by</b>	Strategic Executive Board	4 October 2016

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### Recommendation(s) for action or decision:

The Cabinet is recommended to:

Approve the revised Health and Safety Policy.

## **1.0 Purpose**

- 1.1 The Health and Safety Policy has been updated to adopt the principles of best practice set out by the Health and Safety Executive's Framework HSG65. It clearly defines roles and responsibilities at all levels throughout the council and how health and safety will be managed in accordance with the recommended process of plan, do, check and act.
- 1.2 The Statement of Intent has been drafted jointly in the names of the Managing Director and the Leader and this sets out clearly the commitment towards ensuring the health and safety of our employees, customers and partners.
- 1.3 The Cabinet Member for Governance with responsibility for health and safety is identified as a member of the Strategic Health and Safety Board and invited to observe Board meetings and subsequent objectives and performance.

## **2.0 Background**

- 2.1 The council is under a statutory duty to have a health and safety policy under the provisions of the Health and Safety at Work Act 1974. Additionally the council as an employer is required to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- 2.2 It is essential to deliver training at all levels of the organisation and the training proposed to be delivered at leadership and wider leadership level will deliver targeted training in accordance with the responsibilities at a key level in the organisation with responsibilities for health and safety.
- 2.3 To capture assurance on wider health and safety statutory duties directorate specific workshops will identify any gaps and support required at individual service level.
- 2.4 Programmes of training, advice and process transformation can then be implemented.

## **3.0 Progress**

- 3.1 All supplementary policies and operational procedures are also in the process of being reviewed and updated and will be shared on the dedicated and transformed Health and Safety Portal which has recently gone live on the intranet.
- 3.2 Support for managers identifying health and safety needs of their team members has been provided by joint working across Corporate Assurance and Organisational Development. This supports the health and safety policy in terms of responsibilities at all levels of employees throughout the council.

- 3.3 Progress has been successful in strengthening control measures in place to support employees who are working alone in terms of upgrading and the distribution of a device for monitoring location and events in real time with GPS tracking known as Alert.com. Improving accuracy on the monitoring of this contract has identified savings of over £50,000 per annum compared to the original estimate in 2014 when the contract was let.
- 3.4 A new Potentially Violent Persons Register has also recently gone live during 2016 following joint working between the Corporate Assurance Team and ICT. This system will allow authorised employees to access data about individuals who have been identified as posing a potentially violent risk to employees and partners.
- 3.5 A series of workshops is underway initially in Place directorate with plans to roll out to other directorates throughout 2017. The objective is to capture and identify any gaps regarding wider health and safety statutory duties and implement support required at individual service level.
- 3.6 Implementation of the proposed policy strengthens the council's approach to manage health and safety.

#### **4.0 Financial implications**

- 4.1 There are no additional costs associated with implementing the revised policy. It simply reinforces existing responsibilities and duties.
- 4.2 Compliance with the policy will reduce the risk of breaching health and safety legislation and consequent imposition of fines from the Health and Safety Executive or fees for their intervention. Following the introduction of the new sentencing guidelines on 1 February 2016 a council of this size is now classed as a large organisation and fines imposed could run into millions dependent on circumstances. Policy compliance also reduces the risk of compensation claims and costs associated with staff absence arising from workplace incidents.  
[GE/26102016/D]

#### **5.0 Legal implications**

- 5.1 The council is under a statutory duty to comply with the Health and Safety at Work Act 1974 and all current relevant health and safety laws and regulations.  
[Legal Code: TS/26102016/H]

#### **6.0 Equalities implications**

- 6.1 There are no equalities implications as the policy applies to all employees in their respective roles.

## **7.0 Environmental implications**

7.1 There are no environmental implications.

## **8.0 Human resources implications**

8.1 These proposals strengthen the role of the council in law as an employer and supplement existing human resources policies supporting the council and its employees.

8.2 A restructure (effective from 1 November 2016) of the Health and Safety Team within Corporate Assurance has updated roles to support health and safety as proposed in this policy.

## **9.0 Corporate landlord implications**

9.1 There are no corporate landlord implications.

## **10.0 Schedule of background papers**

10.1 Revised Health and Safety.