



Report of: Executive Member for Finance and Performance

Meeting of:	Date	Ward(s)
Executive	26 th November 2015	All

Delete as appropriate	Exempt	Non-exempt
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SUBJECT: Revised Corporate Health and Safety Policy 2015-16

1. Synopsis

1.1 This report seeks approval of a Corporate Health and Safety Policy for 2015-16. The proposed corporate policy is based on the 2014-15 policy, with a number of amendments which are described below in 3.6. The policy was independently reviewed by The Royal Society for the Prevention of Accidents (ROSPA) in August 2013; the findings from that review can be located at Appendix 2.

2. Recommendations

2.1 That the Council's **Corporate Health and Safety Policy** at Appendix 1 be authorised

3. Background

3.1 British Standard (BS) Occupational Health Safety Assessment Series (OHSAS) 18001:2007 requires that top management define and authorise the organisation's health and safety policy and ensure that, it:

- is appropriate to the nature and scale of the organisations health and safety risks;
- includes a commitment to prevention of injury and ill health and continual improvement in health and safety management and performance;
- includes a commitment to at least comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its health and safety hazards;

- provides the framework for setting and reviewing health and safety objectives;
- is documented, implemented and maintained;
- is communicated to all persons working under the control of the organisation with the intent that they are made aware of their individual health and safety obligations;
- is available to interested parties; and
- is reviewed periodically to ensure that it remains relevant and appropriate to the organisation

3.2 The scope of the policy (statement, organisational responsibilities and arrangements) in relation to health and safety within the Council will cover:

- the Council's role as a major employer and the commitment of the senior management team as duty-holders to secure the health and safety of employees and contractors, and those affected by the way the Council delivers services to residents, service users, pupils, and visitors;
- the Council's role as a major purchaser of services from other organisations and as such our role to influence and monitor health and safety standards within those contracted supplier organisations; and
- the Council's role as a landlord where the council is the owner of housing, apartments, land and real estate which is rented or leased to individuals or business and the duty to keep its property portfolio safe and free from health hazards

3.3 As a local authority the Council has a diverse portfolio of services including housing and accommodation, leisure and culture, health and social care, public health, development and planning, highways, waste management and recycling, amenity management, schools and children centres, support to families, public health, consumer advice and protection.

3.4 The policy accords the same duty of care to both employees and non-employees covering residents, service users, pupils, and visitors to safeguard the health, safety and welfare of all.

3.5 Therefore the policy will ensure so far as is reasonably practicable, that adequate provision is made for non-employees, whether young people, people in receipt of care, or other members of the public when visiting or occupying council-owned premises or using Council equipment, or when the Council undertakes activities in the community.

3.6 Changes from the previous Corporate Health & Safety Policy 2014-15 are:

- Section 3: **Organisation** (page 14) – deleted the post holder (Head of Accommodation, Facilities and Corporate Landlord) and Director – Corporate Property Services and replaced with Assistant Director, Operations and Customer Services. (responsibilities remain unchanged – ‘like for like’ transfer).
- Section 4: **Corporate Arrangements** (page 28) – replace with a list of Council arrangements.

4. Implications

4.1 Financial implications:

All of the future actions identified in the revised corporate health and safety policy and improvement strategy can be contained within the existing health and safety budget so long as funding remains on-a-par with the 2014-15 budget commitments.

4.2 Legal Implications:

The Council has a duty to prepare (and, if necessary, revise) a written statement of its general policy with respect to the health and welfare at work of its employees and the organisation and arrangements for carrying out that policy. In addition, the Council must bring such information to the notice of all its employees (Health and Safety at Work, etc. Act 1974 s 2(3)). Such information

should be placed on easily accessible notice boards. In addition, information relating to health, safety and welfare must be given to employees by means of posters and leaflets approved and published by the Health and Safety Executive.

4.3 Environmental Implications:

There are no environmental issues arising

4.4 Equality Impact Assessment:

The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding.

5. Conclusion and reasons for recommendations

- 5.1 By reviewing and amending the policy, and bringing it to the notice of its employees, the Council can demonstrate its compliance with section 2(3) of the Act.

Section 2(3) of the Health and Safety at Work etc. Act 1974 states:

"Expect in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisational arrangements for the time being in force for carrying out that policy, and to bring it to the statement and any revision of it to the notice of his employees."

Appendices

Appendix 1: Corporate Health and Safety Policy 2015-16

Appendix 2: Desktop Review of Health and Safety (ROSPA)

Appendix 3: Barbour Checklist (Corporate Health and Safety Policy)

Background papers: (available online or on request)

Final report clearance:

Signed by:



16 November 2015

Executive Member for Finance and Performance Date

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