



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 29 March 2016</b>	<b>Matter for Decision</b>
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**Title:** **Draft Health and Safety Policy**

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## **1. Introduction**

- 1.1.** The Health and Safety Policy attached at Appendix A is a revision to the policy that was previously approved at this Committee on the 25 March 2014, and is a framework to ensure that the Council meets its statutory duties in relation to health and safety. An Equality Assessment has been carried out for this policy.
- 1.2.** At this Committee's meeting on the 2 February 2015, the Progress Report by Internal Audit was considered and it referred to the importance of ensuring staff had access to this policy.
- 1.3.** Information on health and safety training will also form part of this report.

## **2. Recommendations**

- 2.1.** The Committee approves and adopts the Health and Safety policy.
- 2.2.** The Committee notes the position on health and safety training.
- 2.3.** The Director of Services be given delegated authority, in consultation with the Chair to make any changes to the policy in light of legislation or other changes in circumstances.

## **3. Information**

- 3.1.** The Council has a statutory duty to ensure that its employees, the public (including visitors to the Council's facilities), councillors and contractors are provided with a safe working environment. The examination of hazards, analysis of risks and mitigations to control the risks will be developed from this policy.
- 3.2.** The Policy clearly sets out the Council's Health and Safety Statement of intent, outlining what the Council intends to deliver in terms of health and safety, as well as identifying the roles and responsibilities at all levels and what is expected of them.
- 3.3.** A Health and Safety Group was due to meet on the 23 March with representatives from all service areas, trade unions, property maintenance and the Health and Safety Officer. The items for discussion will be the Health and Safety Policy; fire evacuation; display screen assessment and accident statistics. The Group is to meet every three months.
- 3.4.** A programme of health and safety training has been implemented within the last six months, consisting of:
  - Manual Handling – for relevant staff;

- Sharps training – for relevant staff;
- Fire Warden training was carried out for a number of volunteer staff in September 2015 and also Fire Awareness for potential Fire Warden;
- First Aid at Work training was carried out in October 2015 for Customer Services staff and also refresher training in January 2016;
- A revised health and safety induction programme has been introduced in February 2016; and
- Display Screen Assessments have commenced in a number of service areas.

Further training in the form of health and safety awareness and risk assessments will be programmed in for this financial year.

- 3.5.** The Fire Evacuation plan for this building is currently being finalised. The development of this plan will result in new and revised signage, evacuation routes to be displayed in offices and corridors, and a new assembly point to be constructed near the rear car park. The evacuation plans for other council facilities will then follow on.

There was a fire drill on the 2 March with the evacuation proceeding relatively smoothly. Work is in progress on the use of the in/out boards and making them easier to operate.

- 3.6.** This policy, when approved, will be available on the Councils intranet and also in hard copy for staff without access to email facilities.
- 3.7.** It is the intention that the Statement will be reviewed annually and at that time a report will be made on the performance of health and safety at the Council. This report will cover data monitoring such as accident statistics, and other areas of work such as safety audits, fire safety, progress with e-learning and other training initiatives.

**Background Documents:-**

Report to Policy Finance and Development Committee of 25 March 2014  
 Health and Safety at Work etc Act 1974  
 Managing for Health and Safety (HSG65)

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<b>Implications</b>	
Financial (CR)	No significant implications.
Legal (PE)	Breach of Health and Safety Regulations is a criminal offence and can result in the Council being prosecuted by the Health and Safety Executive and if found guilty being fined or individuals imprisoned.
Risk (PE)	CR4 - Reputational damage. CR6 - Reputation governance. CR7 - Failure to respond to a significant incident.
Equalities (PE)	No significant implications.