

TEWKESBURY BOROUGH COUNCIL

Report to:	Executive Committee
Date of Meeting:	7 June 2023
Subject:	Health, Safety & Welfare Policy Review
Report of:	Environmental Safety Officer
Head of Service/Director:	Director of Communities
Lead Member:	Lead Member for Organisational Development
Number of Appendices:	One

Executive Summary:

Tewkesbury Borough Council recognises its duty under the Health and Safety at Work etc. Act 1974 Section 2(3), to have a written statement of policy which sets out the general intentions, approach and objectives which should be reviewed and updated on a regular basis. The current policy has been reviewed and updated to take account of the new management structure changes which were implemented on 1 April 2023.

Recommendation:

- 1. That the Executive Committee APPROVES the revised Health, Safety & Welfare Policy.**
- 2. That authority be delegated to the Director of Communities, in consultation with the Lead Member for Organisational Development, to make minor changes to the policy including change to management structure and minor typographical changes etc.**

Financial Implications:

None directly from this report

Legal Implications:

Section 2 of the Health & Safety at Work etc. Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

Further to that duty, the Council must prepare, and keep updated, a written statement of their general policy with respect to the health and safety at work of their employees, the organisation, and the arrangements in force for carrying out that policy. The Council must bring the updated policy to the notice of their employees.

The Council must also consult representatives regarding the maintenance of arrangements to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.

Environmental and Sustainability Implications:

None.

Resource Implications (including impact on equalities):

None.

Safeguarding Implications:

None.

Impact on the Customer:

The Health and Safety at Work etc. Act 1974 protects employees and others who may be affected by work activities. This policy sets out how this will be achieved.

1.0 INTRODUCTION

- 1.1 Every employer has a legal duty to have a written Health & Safety policy as required under the Health & Safety at Work etc. Act 1974. The Health, Safety and Welfare policy sets out the Council's aims and objectives and the organisational structure to achieve this requirement.
- 1.2 Tewkesbury Borough Council is responsible for ensuring that health and safety standards are set and maintained. The Council determines the Council's Health, Safety and Welfare Policy and in so doing will ensure that sufficient resources are available to achieve and maintain a high standard of safety proficiency, including provision of any health and safety training, information, safety equipment and clothing, etc. for employees and to monitor and review the health and safety activities of the Council.
- 1.3 This Health, Safety and Welfare Policy sets out a general framework for the organisation and the arrangements for health and safety across the Council. To support this policy and to effectively manage the health and safety risks and issues within the organisation, a series of topic-based health, safety and welfare policies have been developed. These policies, which are held on the Council's intranet, provide the detailed arrangements for effective management of specific health, safety and welfare risks.

2.0 KEY POLICY CHANGES

- 2.1 The Council has an existing overarching Health, Safety & Welfare policy in place which is updated on a regular basis. A further review and update of this policy is required due to the new management structure which was implemented on 1 April 2023 and is detailed within the attached policy. The policy formalises the health and safety responsibilities for managers under this new management structure. Under the new structure Operational Managers have a new job title which is Head of Service and previous Heads of Service also have a new job title which is Director, therefore the policy has been changed accordingly to reflect this.
- 2.2 Tewkesbury Borough Council is organised into three main service groups with the Chief Executive having overall responsibility for the health, safety and welfare of employees whilst at work, and where relevant, members of the public.

- 2.3** Directors are responsible to the Chief Executive for the health and safety performance within their service areas and the implementation of this policy. Each Director will ensure that Heads of Service plan their work programmes with safety in mind and provide the necessary leadership and resources to encourage a positive health and safety culture.
- 2.4** The organisational structure and lines of communication are shown in Appendix 1 of the attached policy and referred to in section 2 of the policy.

3.0 CONSULTATION

- 3.1** The Council recognises the important role of safety representatives and safety groups in consulting with employees on health and safety matters. Staff representatives from the recognised trade unions will form part of these groups. Representatives will be given the necessary time and facilities to enable them to carry out their duties. The Council's Keep Safe Stay Healthy Group will advise the Audit and Governance Committee of health, safety and welfare policy.

4.0 ASSOCIATED RISKS

- 4.1** In the absence of an up-to-date Health, Safety & Welfare policy and associated management system, the Council could be at risk of an increase in accidents/incidents/ill health and or property damage and the associated financial and legal implications.

5.0 MONITORING

- 5.1** The policy will be monitored actively through health and safety auditing systems carried out by the Council's Keep Safe Stay Healthy Group in conjunction with the health and safety advisor or delegated representative.

6.0 RELEVANT COUNCIL PLAN PRIORITIES/COUNCIL POLICIES/STRATEGIES

- 6.1** To support this policy and to effectively manage the health and safety risks and issues within the organisation, a series of topic-based health, safety and welfare policies have been developed. These policies, which are held on the Council's intranet, provide the detailed arrangements for effective management of specific health, safety and welfare risks.

Background Papers: None.

Contact Officer: Environmental Safety Officer

Appendices: 1 – Revised Health, Safety & Welfare Policy.