

**Health & Safety policies for Approval by Committee**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Transformation & OD – Deb Poole
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

1.1 Members are asked to consider the following Health & Safety policies:

Fire Safety  
Manual Handling (revised)  
Accident and Incident Investigation and Reporting  
Display Screen Equipment Policy (revised)  
Contractor Safety & Security  
Lone Working (revised)  
Substance Misuse Policy

These policies incorporate recent changes in legislation and are either new policies or existing policies that have been revised as identified above.

1.2 All of the above Policies have been approved by the Council's Health and Safety Committee and the trade unions.

1.2 As an employer we have a legal duty to have these policies in place for all of our employees. Whilst the Corporate Health and Safety Policy is an overarching policy, there is a requirement to also have specific policies.

**2. RECOMMENDATIONS**

The Committee is asked to **RECOMMEND** to Full Council the approval of the Health & Safety policies listed above.

**3. KEY ISSUES**

**Financial Implications**

3.1 There are no direct financial implications arising from these policies.

- 3.2 However if the Council does not have such policies in place it should be noted that enforcement action could be taken against the council by the Health and Safety Executive as the enforcing authority.

**Legal Implications**

- 3.3 The Council has a legal requirement under the Health and Safety at Work Act, 1974 to ensure health and safety in the workplace.

**Service / Operational Implications**

- 3.5 These policies are applicable to all service areas throughout the council. Appropriate training in respect of these policies will be provided.

- 3.6 Health & Safety policies will be available to all employees on the Orb or in hard copy format where appropriate. All employees are required to undertake a Health & Safety induction, and health & safety policies form part of this induction process.

**Customer / Equalities and Diversity Implications**

- 3.7 A robust Health & Safety approach ensures that the services we provide to our customers are carried out safely, with the needs of all individuals taken into account.

**4. RISK MANAGEMENT**

- 4.1 Whilst the Council has a Health and Safety Policy in place it is recommended that specific policies are written to cover specific risks within the business.
- 4.2 The Council could be subject to prosecution and or investigation by the Health and Safety Executive if the council are found not to have appropriate policies in place. This will have an impact on the reputation of the Council and could also lead to a prosecution.

**5. APPENDICES**

- Appendix 1 - Fire Safety Policy
- Appendix 2 - Manual Handling Policy
- Appendix 3 - Accident and Incident Investigation & Reporting Policy
- Appendix 4 - Display Screen Equipment Policy
- Appendix 5 - Contractor Safety & Security Policy
- Appendix 6 - Lone Working Policy
- Appendix 7 - Substance Misuse Policy

Not applicable

**AUTHOR OF REPORT**

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