

## **CORPORATE SAFETY COMMITTEE – 11TH JANUARY 2006**

**SUBJECT: DRAFT HEALTH AND SAFETY POLICIES – LONE WORKING, DISPLAY SCREEN EQUIPMENT, CONTRACTOR SELECTION, MANAGEMENT AND MONITORING, CORPORATE HEALTH AND SAFETY POLICY, RISK ASSESSMENT AND MOBILE PHONES AND DRIVING.**

**REPORT BY: DIRECTOR OF THE ENVIRONMENT**

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the current position regarding the draft policies on Lone Working, Display Screen Equipment, Contractor Selection - Management and Monitoring, Corporate Health and Safety Policy, Risk Assessment and Mobile Phones and Driving.

### **2. SUMMARY**

- 2.1 Following the agreement of the draft policies on Lone Working, Display Screen Equipment, Contractor Selection - Management and Monitoring, at the Corporate Health and Safety Committee, reports were submitted to Cabinet for their approval.
- 2.2 On review of these reports by the Corporate Management Team, it was decided that these policies should be referred to the HR Strategy Group for further consultation.
- 2.3 Further consultation has occurred, during November, with the HR Strategy Group. No changes were requested to the policies and therefore they were re-submitted to cabinet for approval.
- 2.4 The policies on Lone Working, Display Screen Equipment, Contractor Selection- Management and Monitoring, obtained cabinet approval on 13<sup>th</sup> December 2005 and are now official Caerphilly County Borough Council policies.
- 2.5 Further clarification has been sought from Corporate Management Team and they have confirmed that all Health and Safety Policies must receive consultation via the HR Strategy Group.
- 2.6 The Corporate Health and Safety Unit is currently updating the consultation procedure for Health and Safety Policies in order to reflect this change.
- 2.7 Although the Corporate Health and Safety Committee had agreed the draft policies on Risk Assessment, and the Corporate Health and Safety Policy, it was decided to delay the reports to Cabinet until they had received consultation with the HR Strategy Group.
- 2.8 These policies will be presented to the HR Strategy Group at their January meeting and assuming that no changes are required will be submitted for approval to Cabinet during February.

2.9 A report was presented to the Corporate Management team outlining the position with regard to the policy on Mobile Phones and Driving. The Corporate Management's Team's decision was to endorse the position of the H&S Professionals and to support the existing draft policy. Therefore this policy will be subject to further consultation with the HR Strategy group before being presented to the H&S Committee.

### **3. RECOMMENDATION**

3.1 That the contents of the report be noted.

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Councillor Paul Ford, Cabinet Member  
Health and Safety Professionals Group  
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