



CORPORATE HEALTH AND SAFETY COMMITTEE – 17TH FEBRUARY 2020

SUBJECT: UPDATED HEALTH AND SAFETY POLICIES

**REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE
SERVICES**

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide Health and Safety Committee Members with details of proposed minor updates to Health and Safety policies and to seek approval to implement the revised drafts.

2. SUMMARY

- 2.1 The Authority has in place a number of policies setting out the Authority's approach to managing key health and safety risks. Most policies are currently overdue for review and a programme of policy review has recently commenced.

3. RECOMMENDATIONS

- 3.1 That the updated policies are approved.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the Authority meets its statutory responsibilities under Health and Safety law.

5. THE REPORT

- 5.1 Corporate Health and Safety Policy (Appendix 1)

The policy has been updated to reflect the current organisational structure and once approved will be signed by the Chief Executive. Health and Safety risks that are subject to separate approved CCBC H&S Policies are referenced in the policy but are not specifically covered. A paragraph has been included on contractor management.

- 5.1.1 Lone Working Policy (Appendix 2)

The policy has been subject to minor wording changes only. The policy and corporate management arrangement have been amalgamated into one document for ease of use.

- 5.1.2 Accident Reporting and Investigation Policy (Appendix 3)

The policy has been updated to bring key definitions in line with current HSE and IOSH guidance. The policy and corporate management arrangement have been amalgamated into one document for ease of use.

The accident reporting/investigation form has been updated principally in terms of layout to allow the order to follow in a simpler way. A privacy notice has been developed and a summary privacy notice is included on the form to ensure compliance with GDPR requirements

A near-miss postcard has been introduced to try to encourage near-miss reporting across the Authority. If required this can be used instead of the accident/incident reporting form where no injury has been sustained.

5.1.3 Risk Assessment Policy (Appendix 4)

The policy has been subject to minor wording changes only. The corporate risk assessment form has been updated to a 5 x 5 matrix in line with the IOSH accredited risk assessment training delivered the Health and Safety Training team.

5.1.4 First Aid Policy (Appendix 5)

The policy has been subject to minor wording changes only. A new appendix has been included which is a proforma record of first aid needs assessment which will make it easier for Managers to evidence compliance with the First Aid at Work Regulation 1981 and associated Approved Code of Practice.

5.2 CONCLUSION

The updated policies will help to ensure that CCBC is meeting its legal responsibilities under health and safety legislation and will assist in ensuring there is a robust health and safety framework in place to keep employees and others safe.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

7.1 This report links to the Corporate Health and Safety Policy and all other CCBC Health and Safety Policies listed above.

7.2 Corporate Plan 2018-2023.

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording Health and Safety training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability in a safe environment where the risks are effectively managed.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy whilst at work and able to remain in employment.

Objective 5 - Creating a County Borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed in accordance with the relevant health and safety policy and that health and safety training provided in schools ensures that Managers and employees are aware of the Health and Safety policies and practises that support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety policies and practises promote good health and well-being.

8. WELL-BEING OF FUTURE GENERATIONS

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of Health and Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that Health and Safety training and subsequent practise is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

9. EQUALITIES IMPLICATIONS

9.1 There are no equalities implications

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

12. CONSULTATIONS

12.1 All comments from consultees have been included in the report.

13. STATUTORY POWER

13.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Author: Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services, edmure@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk

Appendices:

Appendix 1 – Corporate H & S Policy
Appendix 2 – Lone Working Policy
Appendix 3 – Accident Incident Policy
Appendix 4 – Risk Assessment Policy
Appendix 5 – First Aid Policy