



CABINET – 1ST MAY 2024

SUBJECT: HEALTH AND SAFETY POLICIES

REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

1.1 The purpose of the report is to seek Cabinet agreement in relation to three updated Health and Safety policies.

2. SUMMARY

2.1 The Council has in place a number of policies setting out its approach to managing key health and safety risks. The Corporate Health and Safety Policy, Display Screen Equipment Policy and Corporate Asbestos Management Plan have all been reviewed as part of a programme of Health and Safety policy reviews.

2.2 These policies have been considered by Corporate Health and Safety Group and all feedback has been included in the attached policies.

3. RECOMMENDATIONS

3.1 Cabinet are asked to approve the Corporate Health and Safety Policy attached at Appendix 1, the Display Screen Equipment policy attached at Appendix 2 and the Corporate Asbestos Management Plan attached at Appendix 3.

3.2 Cabinet are also asked to agree that the approval of revised Health & Safety and HR policies and procedures be delegated to the Cabinet Member for Corporate Services, Property & Highways, the Corporate Director Education & Corporate Services and the Head of People Services. The consultation process will not change and new policies and procedures will continue to be presented to Cabinet for approval.

4. REASONS FOR THE RECOMMENDATIONS

4.1 The recommendation is made to ensure that the Council has in place fit for purpose

policies to effectively manage health and safety risks and to specifically address the risks associated with display screen equipment and with asbestos containing materials (ACM's). These updated policies will assist the Council to meet its statutory responsibilities under Health and Safety law.

- 4.2 The recommended process to agree revised Health & Safety and HR policies and procedures will support the review process.

5. THE REPORT

5.1 Corporate Health and Safety Policy

- 5.1.1 This is the Council's legally required overarching health and safety policy and includes a policy statement which sets out its commitment to managing health and safety.
- 5.1.2 The Corporate Health and Safety Policy (Appendix 1) details the roles and responsibilities at all levels for managing health and safety at work and places responsibilities to ensure that risks are assessed and controlled. The policy also includes a summary of arrangements for key risks.
- 5.1.3 The policy has been subject to minor changes only. The main changes include amendments to responsibilities to clarify some duties plus the addition of specific paragraphs on health surveillance and health and safety training, to reflect their importance in identification and managing work related health and safety issues.
- 5.1.4 The one-page health and safety policy statement remains unchanged.
- 5.1.5 This policy was subject to Trade Union consultation (GMB, Unison, Unite) prior to consultation with the Health & Safety Group and minor amendments suggested as part of the consultation process have been included in the attached policy.
- 5.1.6 Compliance with the policy will enable the Council to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

5.2 Display Screen Equipment Policy

- 5.2.1 Managing work with display screen equipment is a key priority and this updated policy ensures that arrangements consider and minimise the risks to employees.
- 5.2.2 The Display Screen Equipment Policy (Appendix 2) details the roles and responsibilities at all levels for managing work with display screen equipment and places responsibilities to ensure that risks are assessed and controlled.
- 5.2.3 The policy has been reviewed to reflect the opportunities that employees now have work in an agile way and the requirement for employees to complete self-assessments and to adjust workstations in line with guidance. The policy details arrangement for more complex assessments allowing access to competent advice and support. Additional information has been included on the need to review DSE assessments. The policy and corporate management arrangement have been amalgamated into one document for ease of use.

- 5.2.4 This policy was subject to Trade Union consultation (GMB, Unison, Unite) prior to consultation with the Health & Safety Group and minor amendments suggested as part of the consultation process have been included in the attached policy.
- 5.2.5 Compliance with the policy will enable the Council to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and the Display Screen Equipment Regulations 1992 as amended.

5.3 Corporate Asbestos Management Plan

- 5.3.1 Asbestos management remains a key Health & Safety Executive (HSE) priority and this updated policy further tightens CCBC arrangements for assessing and managing the risks. This Corporate Asbestos Management Plan (CAMP) does not cover domestic dwellings (with the exception of communal areas) as these premises are subject to a separate Domestic Asbestos Management Plan.
- 5.3.2 The Corporate Asbestos Management Plan (Appendix 3) has been subject to a variety of minor wording changes to aid clarity and understanding including updates to the appendices and the training needs analysis.
- 5.3.3 The plan has been expanded to include assets not linked to premises that may include asbestos containing materials (ACM's).
- 5.3.4 Specific responsibilities have been allocated to Technical Divisions (Property Services/Maintenance Helpdesk, Infrastructure and Caerphilly Homes) and Premise Managers to progress identified priority asbestos works.
- 5.3.5 Specific responsibilities have been placed on Technical Divisions to update plans and to close out completed tasks on RAMIS with evidence and associated documents such as removal certificates allowing Local Asbestos Management Plans to be kept up to date.
- 5.3.6 Specific responsibilities have been placed on contractors to forward completion information following work on ACM's.
- 5.3.7 This plan was subject to Trade Union consultation (GMB, Unison, Unite) prior to consultation with the Health & Safety Group and minor amendments suggested as part of the consultation process have been included in the attached plan.
- 5.3.8 Compliance with the plan will enable the Council to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012.

5.4 Conclusion

The Council acknowledges the need to have in place clear and documented policies and arrangements to manage health and safety risks. These updated policies set out a clear commitment to managing the specified risks and detail responsibilities and arrangements to protect our employees and others and to comply with legal requirements.

6. ASSUMPTIONS

6.1 No assumptions have been made in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 An Integrated Impact Assessment has not been undertaken as these policies have been reviewed with minor changes incorporated.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications in the report.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications in the report.

10. CONSULTATIONS

10.1 All consultation responses have been taken into consideration when reviewing the policies.

11. STATUTORY POWER

11.1 Local Government Act 1972
Health and Safety at Work Act 1974

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Appendices:

Appendix 1 Corporate Health and Safety Policy
Appendix 2 Display Screen Equipment Policy
Appendix 3 Corporate Asbestos Management Plan