

10 October 2017

Report of

Strategic Director

Author **Carl Free**
01206 506579

Title

Health & Safety Policy 2017/18

Wards
affected

Not Applicable

This report requests the Committee to review the Health & Safety policy for 2017/18 and note a further report will be submitted.

1. Decision(s) Required

- 1.1 The Committee is requested to approve the revised Health & Safety Policy for 2017/18 and to recommend to Council that it be included in the Council's Policy Framework.
- 1.2 To note that a further report will be submitted to the Committee regarding the positive progress of health and safety, work undertaken during 2017 and the Council's future direction for health and safety management.

2. Reasons for decision

- 2.1 The Health & Safety Policy is an integral part of the risk management process. As such it is appropriate to provide an annual report to the Governance and Audit Committee, to assist with the Committee's responsibility for reviewing the effectiveness of risk management.

3. Supporting Information

- 3.1 Colchester Borough Council has general duties under the Health and Safety at Work etc. Act 1974 and specific duties under the Management of Health and Safety at Work Regulations 1999, to ensure that employees, and others who may be affected, can work safely without risk to their safety or health.
- 3.2 Overall responsibility for Health & Safety rests with Cabinet but is primarily managed by the Strategic Director with Health and Safety responsibilities, along with the Corporate Health & Safety Officer and Designated Officers within services, who form the Health & Safety Committee.

4. Policy for 2017/18

- 4.1 The Health & Safety policy sets out the Council's commitment to managing health and safety risks and the individual responsibilities, at all levels of the organisation.

- 4.2 The policy is supported by a set of arrangements that detail what the Council will do in practice to achieve the aims set out in the health and safety policy and successfully manage health and safety.
- 4.3 Both of these documents have been attached at appendices 1 and 2 respectively.

5.0 Summary of Policy outcomes during 2017

- 5.1 Audits of services and arrangements have been continued by the Corporate Health & Safety Officer for 2017. These have been completed for Waste & Recycling Service Services, and Lone Working Arrangements. Action plans have been produced, however there were no significant risks identified. Community Zones and Building Management audits are upcoming.
- 5.2 Following the lone working audit, a new improved lone worker monitoring system was considered and subsequently trialled. There was a very positive response from those who trialled the system and this has now been implemented with devices currently being rolled out to lone workers after training. The new system is a device which utilises GPS tracker and a 24/7 monitored SOS alarm to provide two way communication and assistance as required.
- 5.3 The internal audit of health and safety at Colchester Borough Council provided an opinion of "Substantial Assurance" and this was confirmed in the follow up review.
- 5.4 Fire Risk Assessments for all CBC corporate workplaces are being updated as part of the Corporate Health and Safety Officer's 2017/18 work plan. Premises currently completed have all been considered suitable with good management of fire risks and none identified at a "high" risk level.

6. Proposals

- 6.1 To review and endorse the revised Health & Safety policy for 2017/18 and note a further report will be submitted.

7. Strategic Plan Implications

- 7.1 The failure to adequately identify and manage health and safety issues will affect the ability of the Council to achieve its strategic objectives.

8. Equality, Diversity and Human Rights Implications

- 8.1 Whilst there are no direct equality, diversity or Human Rights implications from this report, the Health & Safety process recognises the requirements of the legislation and controls have been implemented, including the completion of Equality Impact Assessments, to mitigate any impact.

9. Risk Management Implications

- 9.1 The failure to adequately identify and manage health and safety issues may have an effect on the ability of the Council to deliver effect services.

10. Other Standard References

- 10.1 There are no direct Publicity, Financial, Consultation, Community Safety or Health and Safety implications as a result of this report.