

11 October 2016

Report of	Assistant Chief Executive	Author	Hayley McGrath ☎ 01206 508902
Title	Health & Safety Policy 2016/17 & Annual Review		
Wards affected	Not Applicable		

**This report requests the Committee to review the Health & Safety policy for 2016/17 and work undertaken for the period 01 September 2015 to 31 August 2016.**

## 1. Decision(s) Required

- 1.1 The Committee is requested to:
- 1.2 Review and endorse the revised Health & Safety policy for 2016/17.
- 1.3 Consider and comment on the work undertaken during 2015/16

## 2. Reasons for decision

- 2.1 Whilst the Health & Safety policy does not form part of the formal policy framework, it 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 Executive Director – Customer Operations and Partnerships, along with the Corporate Health & Safety Officer and Designated Officers within services, who form the Health & Safety Committee.

## 4. Policy for 2016/17

- 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.
- 4.3 Both of these documents have been attached at appendices 1 and 2 respectively.

## **5.0 Summary of 2015/16**

- 5.1 The internal Health and Safety incident reporting process has been reviewed and updated. This is now a more intuitive on-line form that records near misses as well as incidents. It has been rolled out to all staff and has been well received. Regular summary reports from the system are provided to senior management.
- 5.2 Quarterly audits of services and arrangements have been established by the Corporate Health & Safety Officer for 2016. These have been completed for Bereavement Services, and are programmed for Lone Working Arrangements, Waste & Recycling Service and Corporate Building Management.
- 5.3 A review of the Violence and Aggression policy has been carried out with Parking Services. This has identified a clear process for managing violent or aggressive incidents including post incident support for officers.
- 5.4 A Health & Safety Training Matrix has been produced and agreed by senior management team. This sets out the requirements for training at all level of the organisation.
- 5.5 The Designated Officers have all achieved the IOSH Managing Safely qualification and further training is taking place in November for new Designated Officers and other nominated employees.
- 5.6 Emergency First Aid at Work training is taking place in September for new first aiders required across the Council and as a refresher for current first aiders.
- 5.7 Conflict Management training is taking place in September for Leisure World duty managers as part of improvements for managing violent and aggressive behaviour by customers.
- 5.8 The Construction (Design and Maintenance) Regulations 2015 changes placed more responsibilities on clients. Therefore a 'client duties checklist' has been produced to assist employees managing construction projects

## **6. Proposals**

- 6.1 To review and endorse the revised Health & Safety policy for 2016/17 and consider and comment on the work undertaken during 2015/16.

## **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.