



Report to: Personnel and General Purposes Sub-Committee, 2nd March 2022

Report of: Corporate Director - Planning and Governance

Subject: CORPORATE HEALTH AND SAFETY AND WELFARE POLICY

1. Recommendation

1.1 That the Sub-Committee reviews the draft updated Policy attached at Appendix 1 and approves it.

2. Background

- 2.1 This document has been revised as part of the routine, planned review of the Corporate Health & Safety Policy. The existing Policy was last reviewed and approved by Personnel and General Purposes Sub-Committee in December 2018 and is due to review.
- 2.2 The revision is part of a wholesale review of the health and safety document management system. This system currently is made up of a suite of individual policies, and their corresponding procedures, many of which duplicate significant portions of each document.
- 2.3 Therefore, the decision has been made to combine both policy and procedure into one arrangement document for each subject area, all designed to underpin the overarching Corporate Health & Safety Policy.
- 2.4 The key changes to the Policy are as follows:
- The policy has been renamed the 'Corporate Health, Safety and Welfare Policy' to capture a key aspect of the Council's duties towards welfare, as an employer.
 - The document has been simplified, in terms of structure and language, to increase its transparency and accessibility.
 - There is a clear description of the different roles that groups and individuals within the Council play, in terms of accountability but also continuous improvement.
 - The commitment to a positive culture of health and safety, as a leadership responsibility, is made more explicit.
 - The document adheres closely to the HSG65 system of Plan-Do-Check-Act.
 - The document explicitly references our duties to, and the duties of, workers, councillors, customers, and the public with regards to health and safety.
 - The policy includes a glossary of common terms used – such as 'risk', 'hazard', 'accident' and 'near hit'.
 - The policy includes an index of the health & safety arrangements documents that underpin this policy.

3. Preferred Option

- 3.1 The preferred option is to adopt the revised draft policy attached at **Appendix 1**. This draft has been consulted on with the Corporate Leadership Team, the Corporate Management Team, the Corporate Health and Safety Risk Management Group and the Council's elected member Health and Safety Champion. Feedback from each of those consultees has been considered in arriving at this draft version.

4. Alternative Options Considered

- 4.1 The existing Policy has met the Council's requirements, but this revised draft is preferred as it is considered to be clearer and more accessible, with the changes described in section 2.

5. Implications

5.1 Financial and Budgetary Implications

There are no financial implications identified in the adoption of this revised Policy.

5.2 Legal and Governance Implications

The Council has a wide range of legal obligations including under the Health and Safety Work Act and several other pieces of subsequent legislation.

5.3 Risk Implications

There are no significant risk implications identified in the adoption of this revised Policy.

5.4 Corporate/Policy Implications

Having an overarching corporate policy setting out key responsibilities as well as a set of detailed arrangements documents, managing specific health and safety risks, is a policy approach consistent with Health and Safety Executive recommended practice.

5.5 Equality Implications

There are no specific equality implications identified in the adoption of this revised Policy.

5.6 Human Resources Implications

The Policy will be communicated to staff at all levels in the organisation and supported with training and briefing events.

5.7 Health and Safety Implications

These are set out in the Policy.

5.8 Social, Environmental and Economic Implications

There are no specific implications identified in the adoption of this revised Policy.

Ward(s): All wards
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Background Papers: None