

## **SECTION 1 HEALTH & SAFETY POLICY & OPERATING PROCEDURES**

**EXECUTIVE MEMBER:** Cllr NORMAN WILLIAMS  
**LEAD OFFICER:** LEN GLEED  
**REPORT AUTHOR:** MIKE SHARROCK

**Summary:** Following the appointment of a new Chief Executive and taking into account the review of arrangements and procedures, which need updating periodically, the following Policy and Procedures have been reviewed and consulted via Chief Exec, Corporate Team and presently Joint Consultative Panel (next meeting 21<sup>st</sup> Sept). Any comments or amendments from JCSP will be fed back to Exec on 26<sup>th</sup> Sept meeting.

<b>Recommendation:</b> That the document attached is approved as the reviewed and updated document that replaces the one previously on the intranet.
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**Impact on Delivering Corporate Objectives**      Contributes to our objectives in the well managed Council striving for excellence section of the Corporate Plan

**Impact on other Statutory Objectives (eg Crime and Disorder and LA21)**      Health & Safety law stipulates that “every employer with five or more employees must show it’s arrangements for Health & Safety”. These must be reviewed periodically to allow for changes in management structure or legislation.

**Financial and Human Resource Implications:**      None

**Project and Risk Management**      None

### **Key Decision Status**

- **Financial:**      None  
- **Ward:**      None

**Other Ward Implications:**      None

### **1. INTRODUCTION**

- 1.1 The Councils Safety Policy document held on the intranet has become outdated and has therefore been reviewed taking into account changes in staff i.e. health and safety officer and chief executive, both of which have a key roles in this document. It also includes the fact that we now have safety representatives, which also needed to be included in the policy.
- 1.2 The document attached at appendix A updates and confirms the Council’s commitment to health and safety policy as required by the Health and Safety at Work Act 1974

- 1.3 The Joint Consultative Panel meeting on 21<sup>st</sup> September are also considering the documents and any comments or amendments from JCSP will be fed back to the Executive on 26<sup>th</sup> Sept meeting.

## **2 Recommendations**

- 2.1 That the document attached at appendix A is approved as the reviewed and updated Health document that replaces the one previously on the intranet.

### **List of Appendices**

Appendix A - Section 1 Health & Safety Policy & Operating Procedures Manual (pages 3 to 10)

### **List of Background Documents:**

**List of Consultees:** Chief Exec, Corporate Team, Len Glead, HSE and JCSP.