

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

Tuesday 5th March 2024

Report of the Chief Officer People and Policy

PURPOSE OF REPORT

To enable the Committee to consider and approve a range of amendments and additions to existing policies and procedures.

This report is public.

RECOMMENDATIONS

- (1) That, in consideration of the comments of the Joint Consultative Committee on 21st February 2024, the Committee approve the new policies referred to in this report.

1.0 Introduction

- 1.1 Following the Health and Safety Corporate Review, there was an action to renew all Health and Safety Policies to ensure they are up to date with current Legislation and have sufficient guidance for staff members with specific responsibilities included.
- 1.2 As part of this the proposed following health and safety policies are required:
Health and Safety Objectives 2024-26
Health and Safety Policy Statement
Health and Safety Policy – Roles and Responsibilities
Health and Safety Policy – Systems and Arrangements
Display Screen Equipment Policy and Guidance Document
Audit Policy
Lone Working Policy
Accident Reporting Policy, Accident RIDDOR Guidance Document and Accident Investigation Document

- 1.3 These new policies are presented to the Committee for their consideration.

2.0 Health and Safety Policy inc. Roles & Responsibilities and Systems & Arrangements

- 2.1 Lancaster City Council last reviewed and updated the Health and Safety Policy Statement on 3rd May 2022. The policy statement itself does not reflect the current values of the organisation and does not detail the general statements of what the council aims for in terms of health and safety.

There is a separate Roles and Responsibilities document in place, with the last review date being June 2022. This document does not reflect the current structure of the organisation and does not sufficiently detail the responsibilities of each role.

The organisation does not currently have a systems and arrangements document under the health and safety policy detailing an overview of the main hazards and does not have an employee safety handbook.

2.3 The JCC made comments on the lack of inclusion in the local health and safety representative in terms of their roles and responsibilities. This has been addressed within the updated draft of the roles and responsibilities document.

3.0 **Health and Safety Objectives 2024-26**

3.1 Within the corporate safety review it was noted there is no specific strategy in place for the organisation in terms of aims and objectives for health and safety to measure compliance against.

3.2 The working party which is formed of representatives of various departments within the council, led by Ashley Walker (external consultant) have agreed a set of aims and objectives for the next three years based on issues and non-compliance.

3.3 The new Strategy document cover areas such as:

- Health and safety leadership
- Regulatory compliance and managing risk
- Competence and capability
- Developing a positive health and safety culture
- Business continuity
- Occupational health and wellbeing
- Monitor and review

3.4 The JCC made comments on the lack of inclusion in the local health and safety representative in terms of their roles and responsibilities for the strategy. This has now been addressed within the document.

4.0 **Display Screen Equipment Policy**

4.1 Lancaster City Council last reviewed and updated the DSE Policy in August 2018 and has not been updated since. The policy details how to complete the DSE training within the intranet system although does not detail other procedures to follow. It also does not detail specific roles and responsibilities of employees or line managers. The new policy is in line with regulations, offers guidance and assistance for employees to understand the requirements of a DSE Assessment.

4.2 The new guidance document details the characteristics of a good working station and how it is set up.

4.3 When presenting the updated policy to the JCC there were no comments or concerns raised.

5.0 **Audit Policy**

5.1 Within the corporate safety review it was noted there is no documented audit policy in place for the organisation in terms of the types of audits and inspections completed and by who, by when and what trends are highlighted in terms of non-conformances or good practice. In

terms of completed audits there is a lack of evidence and there is no overview of issues at an SLT level.

5.2 The working party have agreed on a consistent standard for the organisation for the completion of audits and inspections and is generating a full audit schedule.

5.3 When presenting the new policy to the JCC there were no comments or concerns raised.

6.0 Accident Reporting Policy, Accident RIDDOR Guidance and Accident Investigation Guidance

6.1 Lancaster City Council last reviewed and updated the Accident Reporting Policy in August 2018 and has not been updated since. The policy does not detail specific roles and responsibilities of employees or line managers and only includes a link to the reporting webpage. The new policy is in line with regulations, offers guidance and assistance for employees to understand the requirements of reporting accidents.

6.2 The new guidance documents detail what a RIDDOR is and the internal and external reporting requirements in detail. The accident investigation guidance document gives extensive guidance for a manager on how to investigate an accident or incident and the protocols to follow.

6.3 When presenting the updated policy to the JCC there were no comments or concerns raised.

8.0 Options

8.1 The options available to the Committee are to approve the new and revised policies as drafted, to approve the policies with amendments, or not to approve the policies.

However, if substantial changes in respect of any Policy are proposed at the People and Organisational Development Committee meeting, it may be appropriate for consideration of that Policy to be deferred to a future meeting to enable Officers to consider the proposed amendment in more detail and to consult further with the trade unions.

9.0 Conclusions

9.1 Members are asked to consider and accept the Officer recommendations set out above in respect of the new drafted policy documents appended to this report.

RELATIONSHIP TO POLICY FRAMEWORK

The Council is committed to the health safety and welfare of all employees and members of the community we support, and it is considered that the amended policies will raise the standard of the current health and safety practices across the organisation.

CONCLUSION OF IMPACT ASSESSMENT

FINANCIAL IMPLICATIONS

There are no specific financial implications to note with all implications of the implementation of the new and updated policies having been discussed by the Senior Leadership Team.

SECTION 151 OFFICER'S COMMENTS

The section 151 officer has been consulted and has no further comments to add.

LEGAL IMPLICATIONS

The proposed new and updated policies will assist in compliance against the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.

MONITORING OFFICER'S COMMENTS

Terms of reference for this Committee include the development and review of policies in relation to health & safety and welfare.

BACKGROUND PAPERS

Policies Documents for Review

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