

# PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

## HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

18<sup>th</sup> July 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 10<sup>th</sup> July 2024, the Committee approve the new policies referred to in this report.

##### 1.0 Introduction

- 1.1 Following the Health and Safety Corporate Review and appointment of the Senior Corporate Health and Safety Manager, there is an ongoing 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:  
SG02 Risk Assessment Policy  
SG13 Work Equipment Policy

In addition, the following policy has been reviewed and updated:

SG07 Accident, Incident and Dangerous Occurrence Reporting Policy

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

##### 2.0 SG02 Risk Assessment Policy

- 2.1 Lancaster City Council last reviewed and updated the previous version of the Risk Assessment Policy in August 2023. The original policy was insufficient in terms of the guidance provided on how to complete a risk assessment and did not cover the Health and Safety Executive recommended rating scales which was reflected within the current risk assessments within operational teams.

The new version of SG02 (re-written to replace existing versions) also reflects the change in process for risk assessments being recorded within the My Compliance system across all departments.

There is a substantial amount of guidance for:

- Responsibilities for the management of risk assessments
- Definitions
- How to complete the controls strategy
- Communication and consultation of risk assessments

This policy has been re-written to replace existing versions.

## **2.2 JCC Comments**

It was requested that the section relating to Trade Union responsibilities is more detailed. Relevant section elaborated inline with approved Health and Safety approved roles and responsibilities. Amendments made.

## **3.0 SG13 Work Equipment Policy**

3.1 Lancaster City Council last reviewed and updated the Work Equipment Policy in August 2023. The original policy did not detail roles and responsibilities and predominantly focused on risk assessment rather than Provision and Use of Work Equipment Regulations (PUWER) and the management and inspections of work equipment across all departments. The updated policy is in line with the new format and has substantial guidance for staff members, line managers and procurement to understand the regulations and CE marked equipment and how they apply to the council's operations.

This policy has been re-written to replace existing versions.

## **3.2 JCC Comments**

It was requested that the section relating to Trade Union responsibilities is more detailed. Relevant section elaborated in line with approved Health and Safety approved roles and responsibilities. Amendments made.

## **4.0 SG07 Accident, Incident and Dangerous Occurrence Reporting Policy**

4.1 Lancaster City Council last reviewed and updated the Accident, Incident and Dangerous Occurrence Reporting Policy in March 2024. The policy placed responsibility upon Line Managers to complete any RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reports to the HSE. The recently appointed internal Corporate Health and Safety Manager feels it is in the best interest of the Council that such reports are made only by a member of the Health and Safety Team. By reports being made the Health and Safety Team adherence to the reporting requirements will be met as well as ensuring that suitable and sufficient investigations are undertaken with relevant actions agreed and allocated.

Changes made include:

- Line Managers responsibilities moving over to Health and Safety Team responsibilities for the reasons noted above.
- Inclusion under Health and Safety team responsibilities "Advise the Senior Leadership Team of such reports and of any corrective actions required."
- Road traffic collision section amended from reporting through My Compliance to reflected practices of reporting on Bumpcard.

- How to report section now includes “The Health and Safety Team will use the appropriate methods below to report any RIDDOR report.”
- Follow up actions section now includes “All RIDDOR reports must be completed by the Health and Safety Team” and “The Senior Leadership Team will be notified of any RIDDOR reports.”

It is also worth noting that relevant guidance documents SG07A and SG07B relevant to this policy have also been reviewed as per point 4.1.

## 4.2 JCC Comments

It was requested that the section relating to Trade Union responsibilities is more detailed. Relevant section elaborated in line with approved Health and Safety approved roles and responsibilities. Amendments made.

## 5.0 Options

- 5.1 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.

## 6.0 Conclusions

- 6.1 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 direct financial implications arising from this report. As to be expected with any health and safety issue, future implications could occur and these will be reported at the relevant time as appropriate.

### SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no comments to add

**LEGAL IMPLICATIONS**

The proposed new and updated policies will assist in compliance against the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR), Provision and Use of Work Equipment Regulations 1998 (PUWER), The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER),

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comments.

**BACKGROUND PAPERS**

Policies Documents for Review

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