

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

Thursday 10th October 2024

Report of Senior Corporate Health and Safety Manager

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, following consideration of the draft health & safety policies by the Joint Consultative Committee on 30th September 2024, the Committee now 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:

SG16 COSHH Policy
SG17 Manual Handling Policy
SG18 Noise and Vibration Policy
SG33 Personal Protective Equipment Policy
SG37 Working at Height Policy

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

2.0 SG16 COSHH Policy

- 2.1 Lancaster City Council last reviewed and updated the previous version of the COSHH Policy in August 2018. The original policy was insufficient in terms of the guidance provided on COSHH as a whole and did not include any responsibilities or training information.

The new version of SG16 (re-written to replace existing versions) also reflects the change in process for COSHH risk assessments being recorded within the My Compliance system across all departments and clearly outlines definitions, responsibilities and training.

2.2 JCC Comments

Trade Union colleagues reviewed the policies and raised some questions, all questions were addressed, and some minor wording amendments were made within the policies. No further questions or comments were raised by the Joint Consultative Committee.

3.0 SG17 Manual Handling Policy

3.1 Lancaster City Council last reviewed and updated the previous version of the Manual Handling Policy in August 2018. The original policy posed more of a guidance document oppose to a policy. The policy included outdated information on the weight limits individuals could 'carry/lift/move'.

The new version of SG17 (re-written to replace existing versions) now includes all information required for a suitable policy and focuses on individual capabilities whilst including clear definitions, roles and responsibilities, the TILE method and more recent process chart for manual handling operations.

3.2 JCC Comments

Trade Union colleagues reviewed the policies and raised some questions, all questions were addressed, and some minor wording amendments were made within the policies. No further questions or comments were raised by the Joint Consultative Committee.

4.0 SG18 Noise and Vibration Policy

4.1 Lancaster City Council last reviewed and updated the previous version of the Noise and Vibration Policy in August 2018. The original policy was more of a guidance document not defining roles, monitoring or review and lacked information of health surveillance required.

The new version of SG18 (re-written to replace existing versions) now clearly includes responsibilities, definitions, training, health surveillance and monitoring.

4.2 JCC Comments

No questions or comments were raised by the Joint Consultative Committee.

5.0 SG33 Personal Protective Equipment Policy

5.1 Lancaster City Council last reviewed and updated the previous version of the Personal Protective Equipment (PPE) Policy in October 2018. The original policy was insufficient in terms of the guidance provided on PPE with no references to Respiratory Protective Equipment (RPE) and the definitions were vague whilst little information provided on responsibilities.

The new version of SG33 (re-written to replace existing versions) now includes Respiratory Protective Equipment (RPE) and the requirements, definitions, responsibilities, testing, monitoring and review.

5.2 JCC Comments

No questions or comments were raised by the Joint Consultative Committee.

6.0 SG37 Working at Height Policy

- 6.1** Lancaster City Council last reviewed and updated the previous version of the Working at Height Policy in March 2019. The original policy was insufficient in terms of definitions, responsibilities, training, monitoring and review with more of a focus of controls which would normally be expected in a risk assessment.

The new version of SG37 (re-written to replace existing versions) and now includes clear definitions, responsibilities are outlined, risk assessment along with suitable information on controls along with sections on training and how the Council will monitor audit and review such works and the policy.

6.2 JCC Comments

Trade Union colleagues reviewed the policies and raised some questions, all questions were addressed, and some minor wording amendments were made within the policies. No further questions or comments were raised by the Joint Consultative Committee.

7.0 Options

- 7.1** 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.

8.0 Conclusions

- 8.1** 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. Any further training requirements can be met from existing budgets. 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 further comments to add.

LEGAL IMPLICATIONS

The proposed new and updated policies will assist in compliance against the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations 1999, The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR), The COSHH Regulations 2002 (as amended), The Manual Handling Operations Regulations 1992 (as amended), The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, The Control of Noise at Work Regulations 2005, Personal Protective Equipment at Work Regulations 1992, Working at Height Regulations 2005

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and can confirm that adoption of these policies is a function of this Committee.

BACKGROUND PAPERS

Policies Documents for Review

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