

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

Thursday 28th November 2024

Report of the 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 14th November 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:

SG08 Confined Spaces Policy
SG20 Working in Public Areas Policy
SG14 First Aid at Work Policy
SG15 Infection Control Policy

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

2.0 SG08 Confined Spaces Policy

- 2.1 Lancaster City Council last reviewed and updated the previous version of the Confined Spaces Policy in August 2018. The original policy was insufficient in terms of being vague in the overarching legislation which applies. The existing document posed more as guidance/safe system of work document opposed to a policy and lacked full detail of roles and responsibilities across the council.

The new version of SG08 (re-written to replace existing versions) is now a policy and has been formatted in line with all recently reviewed health and safety policies. The rewritten

policy contains detailed references to applicable statutory and regulatory legislation whilst clearly outlining roles and responsibilities.

2.2 JCC Comments

No comments or feedback have been received by Lancaster City Council's internal Health and Safety working party or the Trade Union Working Party. No further questions or comments were raised by the Joint Consultative Committee.

3.0 SG20 Working in Public Areas Policy

3.1 Lancaster City Council last reviewed and updated the previous version of the Working in Public Areas Policy in May 2018. The original policy was insufficient in terms of the content being that, that you would expect from a guidance document or documented safe system of work. The content was vague in its terms and references of legislation, definitions and roles and responsibilities were not clearly defined.

The new version of SG20 (re-written to replace existing versions) is now a policy and has been formatted in line with all recently reviewed health and safety policies. The rewritten policy contains detailed references to applicable statutory and regulatory legislation whilst clearly outlining roles and responsibilities.

3.2 JCC Comments

No comments or feedback have been received by Lancaster City Council's internal Health and Safety working party or the Trade Union Working Party. No further questions or comments were raised by the Joint Consultative Committee.

4.0 SG14 First Aid at Work Policy

4.1 Lancaster City Council last reviewed and updated the previous version of the First Aid at Work Policy in June 2018. The original policy posed more of a guidance document oppose to a policy. The content was vague in its terms and references of legislation, definitions and roles and responsibilities were not clearly defined.

The new version of SG14 (re-written to replace existing versions) is now a policy and has been formatted in line with all recently reviewed health and safety policies. The rewritten policy contains detailed references to applicable statutory and regulatory legislation whilst clearly outlining roles and responsibilities.

4.2 JCC Comments

No comments or feedback have been received by Lancaster City Council's internal Health and Safety working party or the Trade Union Working Party. No further questions or comments were raised by the Joint Consultative Committee.

5.0 SG15 Infection Control Policy

5.1 Lancaster City Council have never had a documented infection control policy. The policy is needed to work in conjunction and co-exist with both the recently approved COSHH Policy (approved October 2024) and the First Aid Policy mentioned above.

The purpose of this policy is to minimise the risk of infection to officers, residents, visitors and contractors and to promote a strong infection prevention and control ethos throughout the council. The policy also aims to promote ownership of infection prevention and control

issues by officers and incorporation of good infection prevention and control practice into all aspects of work that the council undertakes.

5.2 JCC Comments

No comments or feedback have been received by Lancaster City Council's internal Health and Safety working party or the Trade Union Working Party. No further questions or comments were raised by the Joint Consultative Committee.

6.0 Options

6.1 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.

7.0 Conclusions

7.1 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), Construction (Design and Management) Regulations 2015, Confined Spaces Regulations 1997, The Health and Safety (First-Aid) Regulations 1981, Manual Handling Operations Regulations 1992, Control of Substances Hazardous to Health Regulations 2002 (as amended).

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Policies Documents for Review

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