

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

Thursday 6th March 2025

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 Thursday 13th February 2025, 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:

LCC HS Policy Statement 2025
LCC HS Policy - Roles and Responsibilities 2025
LCC HS Policy - Systems and Arrangements 2025
LCC Health Safety Strategy 2024 – 2026
LCC Audit Policy
LCC DSE Policy
SG40 LCC Conflict at Work Policy

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

2.0 LCC HS Policy Statement 2025

- 2.1 The Statement was approved for issue following consultation in March 2024 and is to be reviewed annually.

Some changes have been made throughout the statement. Whilst the content was sufficient it felt sharp and abrupt. Whilst the statement of intent needs to be straight to

the point due to the steer we are taking on a culture shift with regards to health and safety it is felt that officers could better relate if there was a sense of empathy.

The original statement identified refuse and construction activities and whilst these are high risk activities there are other high risks present within the organisation, so we have now generalised the statement referring to risks being present which now considers all departments and services.

The commitments have been elaborated on, and we have removed the references made to 'basing health and safety systems in line with HSG65' – the statement objectives satisfy the objectives that the HSG outlines.

- 2.2 The Policy statement has been approved and signed by Mark Davies, Chief Executive Officer and followed further consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

2.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. No further questions or comments were raised by the Committee.

3.0 LCC HS Policy - Roles and Responsibilities 2025

- 3.1 The Policy was approved for issue following consultation in March 2024 and is to be reviewed annually.

The Policy is still very much sufficient in its content and can continue to be effectively implemented across the organisation.

Minor changes were made. These included Chief Officers responsibilities to include the execution of the policy and not just the preparation and includes a responsibility on how to support staff with regards health and safety.

Some wording amendments have been made to Managers responsibilities. The changes include removing what appeared to be a typing error and reworded subordinates to 'those reporting into them'.

- 3.2 This Policy has followed consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

3.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. No further questions or comments were raised by the Committee.

4.0 LCC HS Policy - Systems and Arrangements 2025

- 4.1 The Policy was approved for issue following consultation in March 2024 and is to be reviewed annually.

The Policy is still very much sufficient in its content and can continue to be effectively implemented across the organisation.

Some wording amendments and elaborations have been made along with some inclusions.

Accidents and incidents – It is now documented that the Health and Safety team will report any event to the HSE under RIDDOR. This is in line with the amendments made to the accident reporting policy. The references made to external investigations has been amended to now read as ‘further investigation’.

Asbestos – Now includes a section stating that queries are to be raised with the Property Group – Compliance Team.

Competence – References to the Health and Safety Consultant have been removed and elaboration made to the subject matter experts, now including fire, gas, electric and lifts.

DSE – An inclusion has been made to ensure that any actions identified are adequately addressed and resolved in a timely manner.

Electrical - Now includes a section stating that queries are to be raised with the Property Group – Compliance Team.

Emergency Procedures and Planning – Now includes reference to the Resilience and Community Safety team.

Fire – Removed wording that Lancashire County Council complete fire risk assessments. Inclusion that identified actions arising from completed FRA’s are included in a planned programme. Removed that a non-technical assessment is undertaken and included that queries are to be raised with the Property Group – Compliance Team.

Gas – Now includes queries are to be raised with the Property Group – Compliance Team.

Information, Instruction and Training – contact details updated to reflect those of Chelsie Gladstone

Additional sections were included to capture ‘Visitors’ and ‘Sources of Information’. Both added sections are titled as such.

- 4.2 This Policy has followed consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

4.3 JCC Comments

The Policy was presented to the Joint Consultative Committee.

It was suggested by the Committee that we include hyperlinks into policies and procedures referenced within this Policy, but it has been decided that at present it is in the best interests of the council not to include to avoid any possibility of broken link chains.

The Committee suggested that we include within the first aid section who is responsible for first aid box checks, this was considered and has been included and now aligns with the first aid policy of being the responsibility of a nominated person.

5.0 LCC Health Safety Strategy 2024 – 2026

- 5.1 The strategy was approved for issue following consultation in March 2024 and is to be reviewed annually.

The strategy is still very much sufficient in its content and continues to be effectively implemented across the organisation.

Some minor wording amendments and very brief elaborations have been made during the Policy review.

The frequency of the Health and Safety committee meetings has been amended from monthly to every 2 months. Top Management amended to Senior Management. Section 3.2 elaborated to include the following statement “and other relevant and applicable regulations”

- 5.2 This strategy has followed consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

5.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. No further questions or comments were raised by the Committee.

6.0 LCC Audit Policy

- 6.1 The Policy was approved for issue following consultation in February 2024 and was to be reviewed annually. It is now suggested that this Policy is reviewed every other year.

The Policy is still very much sufficient in its content and can be effectively implemented across the organisation.

Some minor wording amendments, exclusions and very brief elaborations have been made during the Policy review.

Approval body requirements has been reworded to Approved Bodies. Trade Union roles and responsibilities have been elaborated on. The removal of quality references of non-conforming products. The types of audits and frequencies across the organisation is now fully reflective within the policy.

- 6.2 This Policy has followed consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

6.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. No further questions or comments were raised by the Committee.

7.0 LCC DSE Policy

- 7.1 The Policy was approved for issue following consultation in March 2024 and was to be reviewed annually. It is now suggested that this Policy is reviewed every other year.

Section 3.0 has now been placed into hierarchal order. There have been inclusions with the roles and responsibilities to include **Line Managers** - Where actions are identified ensure that they are adequately addressed and resolved in a timely manner. **The health and safety team** - Undertake and complete Level 2 assessments, providing a report and recommending necessary actions, where required, **Trade Union Representatives** – included full trade union representatives and safety representative’s responsibilities.

- 7.2 This Policy has followed consultation with internal colleagues and Trade Union Colleagues. No comments have been received.

7.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. A repeated word was highlighted within Section 10, this has now been removed.

8.0 SG40 LCC Conflict at Work Policy

- 8.1 This is a new corporate Policy that has been developed following incident reporting of conflict at work situations which have been investigated and trends analysed. It is deemed necessary for the development and implementation of such Policy. The Policy has been developed in line with regulations and consultation with customer facing teams.

The purpose of this policy is to minimise the risk of future occurrences to support our customer facing teams in feeling and being safe whilst undertaking their working activities into all aspects of work that the council undertakes.

- 8.2 This Policy has followed consultation with internal colleagues and Trade Union Colleagues. Comments received regarding escalation to the Police and safe retreat. The comments have been reviewed, considered and included.

8.3 JCC Comments

The Policy was presented to the Joint Consultative Committee. The Committee asked the Senior Health and Safety Manager if this policy also needed to include references to elected members. The Committee was informed that this policy can only be applied to council employees and that separate guidance on personal safety for elected members is being presented to Council Business Committee on Thursday 20th February 2025.

- 8.4 Note - Council Business Committee reviewed and approved personal safety for elected members guidance document on Thursday 20th February 2025.

9.0 Options

- 9.1 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.

10.0 Conclusions

- 10.1 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 will 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 Deputy s151 Officer has been consulted and has no further comments.

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 Health and Safety (Display Screen Equipment) Regulations 1992, The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR).

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Policies Documents for Review

Contact Officer: Chelsie Gladstone

Telephone: 01524 582174

E-mail : cgladstone@lancaster.gov.uk