

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

HEALTH & SAFETY POLICY DEVELOPMENT REVIEW

Thursday 10th July 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 Wednesday 25th June 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:

- **SG22:** Safety Training for Staff
- **SG23:** Transport and Driving at Work Policy, including Managing Occupational Road Risk
- **SG36:** Safe Means of Access and Egress

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

2.0 SG22: Safety Training for Staff

2.1 The previous policy was last updated in August 2018 and has not been effectively managed or implemented.

2.2 This policy has been comprehensively rewritten to replace previous versions, reflecting the current training programs and the organisation's commitment to continuous improvement.

2.3 A Health and Safety Training Policy is essential to:

- Ensure the well-being of employees
- Maintain legal compliance
- Promote operational efficiency

2.4 Under the Health and Safety at Work etc. Act 1974, employers are mandated to provide necessary information, instruction, training, and supervision to ensure the health and safety of employees. Non-compliance can result in significant fines, legal action, and reputational damage.

2.5 Comprehensive health and safety training equips employees with the knowledge to identify and mitigate workplace hazards, reducing the likelihood of accidents and occupational illnesses. This proactive approach not only safeguards employees but also minimises downtime and associated costs.

2.6 Implementing this policy will enhance productivity and morale while cultivating a safety-first culture within the organisation.

2.7 The draft of this policy has been consulted with trade union colleagues. All points have either been included and or addressed/noted. All comments discussed in the trade union meeting 11th June 2025 and confirmed to all via email.

2.9 JCC Comments

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

3.0 SG23: Transport and Driving at Work Policy, Including Managing Occupational Road Risk

3.1 The previous policy was last updated in August 2018 by the Health and Safety team and was subsequently rewritten by the former Transport Manager. The resulting documents were contradictory and lacked a cohesive approach between the Transport and Health and Safety teams.

3.2 This policy has been restructured to merge and replace previous versions, developed collaboratively by the Corporate Health and Safety Manager, Service Safety & Depot Manager, and the Transport Manager. It now accurately reflects the hazards associated with our fleet and related operations.

3.3 A Driving at Work Policy is crucial for organisations whose employees drive as part of their job responsibilities. This policy ensures:

- Legal compliance
- Promotion of safety
- Enhancement of operational efficiency

3.4 As an organisation, we are legally obligated under the Health and Safety at Work etc. Act 1974 to ensure the health and safety of our employees, which includes work-related driving activities. This duty extends to all vehicles used for work purposes, including company-owned, leased, or employee-owned vehicles (often referred to as the "grey fleet").

3.5 Driving for work is statistically one of the most hazardous activities employees undertake. Approximately a third of all road traffic incidents involve someone driving for work purposes, leading to significant numbers of fatalities and injuries annually. Implementing a Driving at Work Policy helps identify and mitigate risks associated with factors such as driver fatigue, vehicle condition, and time pressures.

3.6 This structured policy promotes a culture of safety, ensuring that employees are aware of safe driving practices and the importance of vehicle maintenance. It also provides guidelines on managing distractions, such as mobile phone use and pre-use checks, which are significant contributors to road accidents.

3.7 The draft of this policy has been consulted with trade union colleagues. All points have either been included and or addressed/noted. All comments discussed in the trade union meeting 11th June 2025 and confirmed to all via email.

3.8 JCC Comments

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

4.0 SG36: Safe Means of Access and Egress

4.1 The previous policy was last updated in October 2018 and has not been effectively managed or implemented.

4.2 This policy has been comprehensively rewritten to replace previous versions.

4.3 A Safe Access and Egress Policy is vital for ensuring the safety and well-being of everyone within a workplace. This policy outlines procedures and standards to guarantee that individuals can enter and exit work areas safely, both during regular operations and emergencies.

4.4 The Health and Safety at Work etc. Act 1974 mandates that employers ensure, so far as is reasonably practicable, the provision and maintenance of safe means of access to and egress from the workplace. This duty extends to ensuring that all entry and exit points are free from hazards and are maintained in a safe condition.

4.5 Additionally, the Workplace (Health, Safety and Welfare) Regulations 1992 require that traffic routes, including access and egress points, are suitable, sufficient, and kept free from obstructions.

4.6 Implementing this policy will help prevent accidents, particularly slips, trips, and falls, which represent a significant percentage of workplace incidents. It will also ensure that emergency exits are clearly marked, unobstructed, and known to all occupants, facilitating swift evacuation and reducing the risk of injury or fatalities.

4.7 The draft of this policy has been consulted with trade union colleagues. All points have either been included and or addressed/noted. All comments discussed in the trade union meeting 11th June 2025 and confirmed to all via email.

4.8 JCC Comments

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

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. 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 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 etc. Act 1974, the Management of Health and Safety Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, Provision and Use of Work Equipment Regulations 1998 (PUWER), Personal Protective Equipment at Work Regulations 1992, Control of Substances Hazardous to Health Regulations 2002 (COSHH), Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), The Work at Height Regulations 2005, Control of Major Accident Hazards Regulations 2015 (COMAH), Road Traffic Law.

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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