

HEALTH AND SAFETY POLICY UPDATE

1. RECOMMENDATIONS

- 1.1 To note the updated Health and Safety Policy for the organisation which has been reviewed by EMT.

2. INTRODUCTION

- 2.1 The Council's Health and Safety Policy has been reviewed and updated to reflect the recent changes to Service structures, and changes to senior management in the Council.
- 2.2 Under the Health and Safety at Work Act. etc 1974 organisations (with more than 5 employees) must have a policy on how they will manage health and safety – 2(3) ... *“it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements ... and to bring the statement and any revision of it to the notice of all the employees.”*
- 2.3 The Policy update has been led on by the Corporate Health and Safety Manager, and reviewed by the Service Manager of Human Resources, and Executive Head of Financial & Corporate Services.

3. BACKGROUND

- 3.1 The previous Health and Safety Policy was updated in 2018 and due to changes in Service structures, and with the Leisure Centres being managed by Freedom Leisure from 2021 an update is required. It is good practice to review the Policy every year, or sooner if there have been significant changes to the structure of the organisation.
- 3.2 The overall purpose of the Policy is to demonstrate in writing the commitment of the Council to health, safety and welfare matters and the prevention of occupation injuries and ill health so far as is reasonably practicable.
- 3.3 Section 2 of the Policy details the Roles and Responsibilities for health and safety in the Council and details that EMT shall “Lead on the health and safety culture for the Council”, and “Provide strategic direction and oversight of health and safety policies and actions plan’s”. The section goes on to detail that Senior Managers shall “Ensure that health and safety policies and procedures are adhered to within their Service area”.
- 3.4 In order to successfully imbed good health and safety management practices across the organisation the Health and Safety Policy needs to be communicated out to all employees and non-employees (contractors). It is proposed that this be achieved through use of a Health and Safety Newsletter, noticeboards and by using a focused Policy Statement held on ForestNet pages and the Council Website.

- 3.5 The Policy notes that for Performance Management “there is no single reliable measure which can be used to confirm how well health and safety across the organisation is performing. Therefore we must monitor, review and report on a number of safety elements in order to successfully deliver health and safety performance”. The Corporate Health and Safety Team will take quarterly reports to EMT detailing accidents, incidents and near misses, and comment on trends within services and projects being undertaken by the team. There will be regular feedback from the three Safety Panels where formal consultation is undertaken with the workforce and Unions. In addition to this is the Operations Union meetings, and the Employee Side Liaison Panel where consultation takes place.
- 3.6 The health and safety arrangements in the Council support the work undertaken for the New Forest District Council Corporate Plan 2020 – 2024.
- 3.7 It is proposed to have hyperlinks embedded in the final document to assist those reading/ navigating it.

4. FINANCIAL IMPLICATIONS

- 4.1 None. No significant changes to the current practices being considered.

5. CRIME & DISORDER IMPLICATIONS

- 5.1 There are none.

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 There are none.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1 No new requirements or issues identified.

8. DATA PROTECTION IMPLICATIONS

- 8.1 No new requirements or issues identified.

9. EMT COMMENTS

EMT reviewed the updated Health and Safety Policy and agreed for it to be taken forward to Employee Side Liaison Panel and HR Committee.

10. EMPLOYEE SIDE COMMENTS

- 10.1 Employee side requested that reference was made within the document to other sources of support in particular relating to Mental Health and wellbeing of employees.

11. Appendix:

- 1. Health and Safety Policy;*

For further information contact:

Spencer Scott
Corporate Health & Safety Manager
023 8028 5435
Spencer.scott@nfdc.gov.uk

Background Papers:

“None”.