

**Report to:** EXECUTIVE CABINET

**Date:** 27 November 2019

**Executive Member/  
Reporting Officer:** Cllr Allison Gwynne – Neighbourhoods, Community Safety and Environment  
Emma Varnam – Assistant Director, Operations and Neighbourhoods

**Subject:** CORPORATE HEALTH AND SAFETY POLICY

**Report Summary:** The Corporate Health and Safety Policy has been reviewed and amended to comply with our duty under section 2(3) of the Health and Safety at Work (etc) Act 1974.

**Recommendations:** That the Health and Safety Policy be taken to Employee Consultation Group for comments and approval and then subsequently adopted by the Council.

**Corporate Plan:** Living Well – Improving the wellbeing for our population

**Policy Implications:** There is a legal duty on employers to have a Health and Safety Policy. Failure to have such a policy in place is a breach of section 2(3) of the Health and Safety at Work (etc) Act 1974

**Financial Implications:  
(Authorised by the  
statutory Section 151  
Officer & Chief Finance  
Officer)** There are no direct financial implications.

**Legal Implications:  
(Authorised by the  
Borough Solicitor)** There is a legal duty on employers to have a Health and Safety Policy under section 2(3) of the Health and Safety at Work (etc) Act 1974.

**Risk Management:** The failure to have an appropriate Health and Safety Policy would impact on the safety of employees, service users and members of the public who may be affected by the Council's undertakings, and could result in accidents, injuries, increased absence levels, adverse publicity, civil claims and prosecution.

**Access to Information:** The background papers relating to this report can be inspected by contacting Sharon Smith, Head of Public Protection

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## **1. INTRODUCTION**

- 1.1 Employers have a duty, under section 2(3) of the Health and Safety at Work (etc) Act 1974, to have a documented policy regarding the health and safety at work of their employees, which is reviewed appropriately.
- 1.2 A Health and Safety Policy should comprise three main sections:
  - The Statement of Intent
  - Organisation, which is a summary of the organisational responsibilities for managing health and safety, and;
  - Arrangements, how health and safety is actually being managed.
- 1.3 The Policy should be brought to the attention of employees along with any changes made.
- 1.4 The Policy is intended as the overarching health and safety policy for the organisation and must be supported in any service or school specific arrangements which may be put in place.
- 1.5 The existing Health and Safety Policy has not been reviewed since 2009 and does not accurately reflect the arrangements which the Council currently has in place for managing Health and Safety.
- 1.6 The Policy has now been reviewed and amended, with a draft attached in **Appendix 1** for adopting by the Council.

## **2. SUMMARY OF MAIN CHANGES**

- 2.1 The format of the Policy document has been edited to include all the health and safety arrangements within one section.
- 2.2 The Statement of Intent has been amended to document a commitment to the policy and its implementation by all the Directors in addition to the Chief Executive.
- 2.3 Organisational responsibilities for managing Health and Safety have been updated to reflect the structural changes which have taken place since the previous policy review. It will be clear to anyone reading the policy what their responsibilities in relation to health and safety are, and where other duties lie.
- 2.4 The Health and Safety Arrangements section concisely outlines what the Organisation actually does in order to effectively manage health and safety and includes reference to the appropriate legislation.

## **3. RECOMMENDATION**

- 3.1 As set out at the front of the report.