



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Environment Overview and Scrutiny Committee

28 September 2021

**Report of:** Councillor Dr Peter Moseley  
Cabinet Member for Commercial and Operations



## Health and Safety Policy

This report presents the updated Health and Safety Policy. This updated policy ensures compliance with the Council's legal duties and covers the period 2021-23. The Council's Health and Safety Policy is its statement of intent and commitment to managing any risk that may arise from its undertakings.

### Report Author

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Corporate Priority:	Decision type:	Wards:
<b>A high performing Council</b>	<b>Administrative</b>	<b>All Wards</b>

<b>Reviewed by</b>	Carol Drury	10 September 2021
<b>Approved by:</b>	Gary Smith (Strategic Director, Commercial and Operations)	13 September 2021
<b>Signed off by:</b>	Councillor Dr Peter Moseley (Cabinet Member for Commercial and Operations)	14 September 2021

### Recommendation (s) to the decision maker (s)

**It is recommended that Members of the Environment Overview & Scrutiny Committee:**

- 1. Endorse the appended Health and Safety Policy for the period 2021-23.**
- 2. Give comments or feedback to assist with the content and direction of the policy.**

## **1 The Background to the Report**

- 1.1 The policy is the Council's statement of intent and details how it will manage health and safety and comply with relevant legislation, this includes the arrangements for ensuring sufficient resourcing and the duties and responsibilities of officers for implementing the policy.

## **2 Consultation and Feedback Received, Including Overview and Scrutiny**

- 2.1 Feedback on the content and structure has been received from the Corporate Management Team and incorporated into the policy.
- 2.2 Whilst health and safety monitoring falls under the remit of the Governance and Audit Committee, Health and Safety policy falls under the remit of the Environment Overview & Scrutiny Committee. Feedback received from the Members of the Environment Overview and Scrutiny Committee will be considered for inclusion in the Health and Safety Policy prior to its publication and dissemination across the Authority.
- 2.3 In addition, the draft policy has been shared with the Chairmen of both the Governance and Audit Committee and, given the relevance to staff and working practices, the Employment Committee.

## **3 Available Options Considered**

- 3.1 The requirement for the Authority to have a Health and Safety Policy is determined by statute therefore no other options are available for consideration.

## **4 Preferred Option**

- 4.1 To note the contents of the policy and give any feedback to assist the senior management to continue to maintain robust health and safety arrangements for the Council.

## **5 Reasons for the Recommendation (s)**

- 5.1 There is a legal requirement to create and maintain a Health and Safety Policy and to set out formally the arrangements for the management of risk.

## **6 Next Steps – Communication and Implementation of the Decision**

- 6.1 Following the inclusion of any feedback from this Committee the update to the Health and Safety Policy will be communicated to all departments and relevant Senior Officers and made available online.

## **7 Financial Implications**

- 7.1 The actions arising from the Policy will be resourced from existing and established budgets that are approved by Council on an annual basis.

**Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance and s151 Officer**

## **8 Legal and Governance Implications**

- 8.1 The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. As a minimum the Council should have processes and procedures required to meet the legal requirements, including;  
A written health and safety policy (if you employ five or more people).

Assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities - and record the significant findings in writing (if you employ five or more people). Any risk assessment must be 'suitable and sufficient'.

Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.

Access to competent health and safety advice.

Providing employees with information about the risks in your workplace and how they are protected;

Instruction and training for employees in how to deal with the risks.

Ensuring there is adequate and appropriate supervision in place.

Consulting with employees about their risks at work and current preventive and protective measures.

**Legal Implications reviewed by: Mandy Braithwaite, Legal Executive**

## **9 Equality and Safeguarding Implications**

- 9.1 Whilst Health and Safety requirements are necessary to manage risk, the Authority is mindful of its responsibilities under the Equality Act 2010. Therefore, due regard will be paid (where practicable) to any reasonable adjustments required by staff and Members in the delivery of their duties. No adjustment that would risk the safety of an employee, elected Member or contractor could be considered and therefore officers would work to ensure all suitable alternative options were explored to provide an equitable outcome for all.

## **10 Risk and Mitigation**

- 10.1 Risk has been considered as part of this report and any specific high risks are included in this report.

## **11 Community Safety Implications**

- 11.1 None identified.

## **12 How will the recommendations support South Kesteven District Council's declaration of a climate emergency?**

- 12.1 There are limited implications for the Council's declaration of climate emergency, however the increased procurement and disposal of PPE needed to operate throughout the pandemic does provide a small increase in the Council's carbon footprint.

## **13 Other Implications (where significant)**

- 13.1 None identified.

## **14 Background Papers**

## **15 Appendices**

- 15.1 Appendix A: Health and Safety Policy