

Appointments and Staffing Committee

Thursday, 14 November 2024

Report of the Portfolio Holder of Environmental Sustainability, Recycling and Waste

Health and Safety Policy

Exempt Information

None.

Purpose

To update members regarding the updated Corporate Health and Safety Policy September 2024. The reviewed policy can be found in Appendix 1.

Recommendations

It is recommended that:

1. The Appointment and Staffing Committee recommend to Cabinet that the policy is formally approved for immediate implementation.

Executive Summary

The Health and Safety Policy has been reviewed and updated, and approved by the Health and Safety Working Group, and has been subject to consultation with the Corporate Management Team and our recognised Trade Unions.

The main updates to the existing policy include:

Updated foreword

Inclusion of the new Chief Executive's name.

Clarification of specific roles and responsibilities for

- Leader, cabinet and elected members
- Member Lead
- Housing landlord health and safety lead
- Health and safety champion
- Directorate health and safety champions
- Asset management
- Minor wording changes

Options Considered

Not applicable.

Resource Implications

There are no ongoing resource implications for implementing the updated policy.

Legal/Risk Implications Background

Not having legally compliant health and safety policies exposes the organisation to a greater risk of Employment Tribunal claims.

Equalities Implications

An updated Community Impact Assessment is attached to this report.

Environment and Sustainability Implications (including climate change)

None.

Background Information

None.

Report Author

Steve Langston- Health and Safety Manager

Hannah Peate- Assistant Director Environment, Culture and Wellbeing

Anica Goodwin- Deputy CEO and Executive Director Organisation

List of Background Papers

Community Impact Assessment

Community Impact Assessment

| Part 1 – Details | | |
|---|--|---|
| What Policy/ Procedure/ Strategy/Project/Service is being assessed? | Updated Health and Safety Policy | |
| Date Conducted | 25/10/24 | |
| Name of Lead Officer and Service Area | Assistant Director Environment, Culture and Wellbeing- Hannah Peate | |
| Commissioning Team (if applicable) | | |
| Director Responsible for project/service area | Executive Director Organisation | |
| Who are the main stakeholders | Environment, Culture and Wellbeing Regeneration and Growth | |
| Describe what consultation has been undertaken. Who was involved and what was the outcome | CMT Health and Safety Working Group TULG Managers Portfolio Holder | |
| Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc) | | |
| What are you assessing? Indicate with an 'x' which applies | A decision to review or change a service | <input type="checkbox"/> |
| | A Strategy/Policy/Procedure | <input checked="" type="checkbox"/> Yes |
| | A function, service or project | <input type="checkbox"/> |
| What kind of assessment is it? Indicate with an 'x' which applies | New | <input type="checkbox"/> |
| | Existing | <input type="checkbox"/> |

| | | |
|--|--|---|
| | Being reviewed | <input checked="" type="checkbox"/> Yes |
| | Being reviewed as a result of budget constraints / End of Contract | <input type="checkbox"/> |

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.
Update conducted to the Corporate Health and Safety Policy

Who will be affected and how?

The whole workforce is affected and this policy provides clarity on roles and responsibilities

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

New and Expectant Mothers Procedure

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

| Impact Area | Yes | No | Reason (provide brief explanation) |
|--------------------------------|-------------------------------------|-------------------------------------|--|
| Age | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Disability | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Gender Reassignment | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Marriage and Civil Partnership | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Pregnancy & Maternity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | New and expectant mothers specifically mentioned under section 4.17 and covered through the relevant procedure referenced. |
| Race | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Religion or belief | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

| | | | |
|---|-------------------------------------|-------------------------------------|--|
| Sexual orientation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Sex | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Gypsy/Travelling Community | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Those with caring/dependent responsibilities | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Those having an offending past | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Children | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Vulnerable Adults | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Families | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Those who are homeless | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Those on low income | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Those with drug or alcohol problems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Drugs and Alcohol referenced under section 4.5 Occupational Health referenced in the policy and available for colleagues. |
| Those with mental health issues | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Occupational Health referenced in the policy and available for colleagues. |
| Those with physical health issues | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Occupational Health referenced in the policy and available for colleagues. |
| Social inclusion Please include refugees and asylum seekers, | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Health and Wellbeing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Having an up-to-date policy in place ensures staff wellbeing and support is recognised. Occupational Health referenced in the policy and available for colleagues. |
| Climate Change | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

| Impact Area | Details of the Impact | Action to reduce risk |
|-------------|-----------------------|---|
| All | As above | No mitigation or further measures are considered necessary or appropriate other than those detailed in Part 5, and covered through ongoing review of relevant procedures. |
| | | |
| | | |

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

| Impact (positive or negative) identified | Action | Person(s) responsible | Target date | Required outcome |
|--|--|--|-------------|---|
| Positive | Outcomes and Actions entered onto Pentana and now included in the quarterly performance report | AD Environment, Culture and Wellbeing. | Ongoing | Considered by CMT, Scrutiny and Cabinet |
| Positive | Areas positively impacted and covered in the CIA and through the H&S policy specifically. | AD Environment, Culture and Wellbeing | ongoing | Ongoing through policy reviews |
| | | | | |
| | | | | |

Date of Review (If applicable)annually.....

Appendices

Appendix 1 Updated Health and Safety Policy

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