

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CORPORATE SUPPORT COMMITTEE ON 18 JANUARY 2022

SUBJECT: Health & Safety Policy

REPORT AUTHOR: Neil Williamson, Environmental Health Team Manager
DATE: 23 December 2021
EXTN: 01903 737676
AREA: Technical Services

EXECUTIVE SUMMARY:

It is a legal requirement for all businesses, including Arun District Council to have in place a health and safety policy.

The existing Health and Safety Policy: Organisation and Responsibilities was adopted on 13 March 2019. This report proposes a revised policy for consideration and adoption. The updates are chiefly administrative in nature, reflecting changes to the Council's structure and postholders.

The revised Policy is attached and is recommended for adoption.

RECOMMENDATIONS:

The Committee is request to:

1. Agree to adopt the Health and Safety Policy Organisation and Responsibilities; and
2. Delegate authority to the Group Head of Technical Services to make future amendments to the Policy

1. BACKGROUND:

It is a legal requirement for all businesses, including Arun District Council, to have in place a health and safety policy, which sets out how health and safety will be managed by the organisation.

The Council has a three-part health and safety policy which sets out our approach. The Interim Chief Executive James Hassett signed the Council's Health and Safety Policy Statement in November 2021, which sets out the organisation's aims and commitment to health and safety, and is part one.

Part two of the Policy is the Organisation and Responsibilities and sets out who does what to achieve the aim. The current organisation and responsibilities section of the policy was adopted by Full Council on 13 March 2019. This section has become outdated due to changes in the Council's structure and key postholders.

This report proposes a revised part two policy for consideration and adoption. The revisions are chiefly administrative in nature, reflecting changes to the Council's structure and postholders. The Policy relates to the Council's own work activities and premises.

The revised part two Policy was supported by the staff health and safety panel at its meeting on 10 November 2021 and the Unison Staff Consultation Panel on 15 December 2021.

Part three of the Policy includes all the Council's health and safety procedures and no changes are proposed to this approach.

It is recommended that the revised Health and Safety Policy: Organisation and Responsibilities is adopted to ensure a robust approach to health and safety is maintained.

It is also recommended that provision to make future amendments to the Policy taking account of changes to personnel, structures, legislation and best practice is delegated to the Group Head of Technical Services.

2. PROPOSAL(S):

1. That the Health and Safety Policy Organisation and Responsibilities is adopted
2. Delegate authority to the Group Head of Technical Services to make future amendments to the policy

3. OPTIONS:

1. Amend and adopt the Health and Safety Policy Organisation and Responsibilities
2. Do not adopt the Health and Safety Policy Organisation and Responsibilities
3. Do not delegate authority to make amendments to the Policy to the Group Head of Technical Services

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		
Staff health and safety panel 10 November 2021	X	
Unison Staff Consultation Panel 15 December 2021	X	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:

YES	NO

(Explain in more detail at 6 below)		
Financial		X
Legal	X	
Human Rights/Equality Impact Assessment	X	
Community Safety including Section 17 of Crime & Disorder Act	X	
Sustainability		X
Asset Management/Property/Land	X	
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

Failure to maintain a current health and safety policy means that Arun District Council will not meet its legal obligations under health and safety legislation and creates a potential risk to employees and others who use our services if we do not set out clearly how we will manage health and safety.

7. REASON FOR THE DECISION:

Adopting the health and safety policy means that Arun District Council will meet its legal obligations and have in place appropriate arrangements for managing health and safety.

Delegating authority for updates will help ensure the Policy is kept up to date and remains relevant.

8. BACKGROUND PAPERS:

Health & Safety Policy Organisation & Responsibilities January 2022

Equality Impact Assessment

[Meeting of Full Council 13 March 2019](#)

[Publication scheme - current published Policy](#)