

Arun District Council

REPORT TO:	Corporate Support Committee – 12 October 2023
SUBJECT:	Health and Safety Policy
LEAD OFFICER:	Karl Roberts, Director of Growth
LEAD MEMBER:	Councillor Francis Oppler, Chair of Corporate Support
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: Improving the wellbeing of Arun by ensuring robust arrangements are in place for health and safety to protect our employees and others who may be impacted by the work of the organisation.	
DIRECTORATE POLICY CONTEXT: The Council's Health and Safety Policy Statement requires annual review of both the Policy Statement and the Organisation and Arrangements section. This Policy review has been carried out by Environmental Health who have organisational responsibility for corporate health and safety, acting as the Competent Person, providing advice and guidance on issues relating to health and safety, with specific responsibility for reviewing the Health and Safety Policy.	
FINANCIAL SUMMARY: No additional expenditure has been identified as a result of this report.	

1. PURPOSE OF REPORT

- 1.1 To seek adoption of the revised Health and Safety Policy: Organisation and Responsibilities.

2. RECOMMENDATIONS

- 2.1 That the revised Health and Safety Policy: Organisation and Responsibilities is adopted.
- 2.2 That authority is given to the Group Head of Technical Services to make minor and administrative amendments to the Policy.

3. EXECUTIVE SUMMARY

- 3.1. It is a legal requirement for all businesses, including Arun District Council to have in place a health and safety policy.
- 3.2. The current Health and Safety Policy: Organisation and Responsibilities was adopted on 18 January 2022. 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.

- 3.3. The revised Policy is attached at Appendix 1 and is recommended for adoption.

4. DETAIL

- 4.1. 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.
- 4.2. The Council has a three-part health and safety policy which sets out our approach. The Interim Chief Executives signed the Council's Health and Safety Policy Statement (Part One) in July 2023, which sets out the organisation's aims and commitment to health and safety.
- 4.3. The Organisation and Responsibilities is Part Two of the Policy and sets out who does what to achieve the aim. The current Part Two section of the policy was adopted by the Corporate Support Committee on 18 January 2022, with minor amendments made in September 2022, under delegation by the Group Head of Technical Services.
- 4.4. Part Two has been updated to reflect changes in the council structure and services area activities, following review via a safety management programme task issued to service managers in August 2023.
- 4.5. Additionally, the terms of reference for the Staff Health and Safety Panel, which were approved by the Panel on 10 May 2023, have been updated.
- 4.6. Content has also been updated in relation to driving licence checks. Previously Committee had resolved for these to be carried out annually, however the most recent driving documents check carried out in October 2022 did not identify any significant concerns, and it is recommended that these are no longer carried out annually, and instead are repeated at a risk-based frequency, as is the case with other topic areas. This approach will ensure that the corporate health and safety resource is focused for the greatest benefit, freeing up capacity to look at other topic areas.
- 4.7. The revised Part Two Policy is provided at Appendix 1 to this report.
- 4.8. Part three of the Policy includes all the Council's health and safety procedures and no additional changes are proposed to this approach.
- 4.9. It is recommended that the revised Part Two Policy is adopted to ensure that the organisation has an update date policy document, which supports a robust approach to managing health and safety.
- 4.10. It is also recommended that provision to make minor amendments to the Policy taking account of changes to personnel, structures, legislation and best practice is delegated to the Group Head of Technical Services.

5. CONSULTATION

- 5.1. Consultation on the proposed Part Two Policy has taken place with the Staff Safety Panel Members, including Unison, and no adverse comments were received.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. Not to update the Policy. This is a risk to the organisation as there is a legal requirement to prepare and revise a policy as often as may be necessary.
- 6.2. Not to delegate minor changes to the Group Head of Technical Services, would prevent the organisation from making simple changes to the Policy necessary to keep the document current, without the need to refer to committee.

7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1. There are no direct financial implications as a result of this report.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. An up to date Safety Policy ensures the organisation meets its obligations under health and safety legislation and clearly sets out the arrangements for managing health and safety.

9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1. The Legal and Governance implications are set out in the report.

10. HUMAN RESOURCES IMPACT

- 10.1. There are no human resource impacts from the proposals.

11. HEALTH & SAFETY IMPACT

- 11.1. Keeping the health and safety policy updated is not only an important legal obligation but it ensures that the arrangements and responsibilities are appropriate for effective management of health and safety, and that these are clearly communicated to all parties, to ensure that health and safety risks are suitably managed.

12. PROPERTY & ESTATES IMPACT

- 12.1 There are no direct impacts to property and estates from the proposals

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1. An EIA has been carried out and is provided at Appendix 2 to this report. The Policy includes specific arrangements for employment of children and young persons, health surveillance, and risk assessment arrangements for new and expectant mothers.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1. There are no direct impacts for climate change and the environment.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1. There are no direct adverse impacts for crime and disorder.

16. HUMAN RIGHTS IMPACT

- 16.1. There are no direct adverse impacts for Human Rights.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1 There are no direct adverse impacts for Freedom of Information and Data Protection

CONTACT OFFICER:

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BACKGROUND DOCUMENTS:

Appendix 1 – Revised Health and Safety Policy: Organisation and Responsibilities

Appendix 2 – Equality Impact Assessment

[Agenda and Minutes - Corporate Support Committee - 18 January 2022](#)