

Board/Committee:	Policy and Organisation Board
Date of meeting:	30 September 2024
Title:	Revised Corporate Health and Safety Policy.
Author:	Ian Rickman/Andy Leigh
Status:	For Decision

Purpose

This report introduces a revised and updated Health and Safety Policy for comment and approval.

Recommendation

That the Board approves the Health and Safety Policy and delegates authority to the Chief Executive to make any minor amendments.

1.0 Background

1.1 Under Section 2(3) of the Health and Safety at Work etc Act 1974 every employer (subject to certain exemptions) must have a written statement of their general policy with respect to health & safety at work of their employees. This policy must detail the organisation and arrangements that are in force for carrying out that policy and the policy once approved must be brought to the notice of all employees.

1.1 etc There is specific guidance from the Health and Safety Executive which details how a safety policy should be set out and the basic information it should contain.

The existing Gosport Borough Council Health and Safety Policy was signed by the previous Chief Executive in August 2021 and is now out of date for that a number of other reasons. In 2023, a new electronic Health Safety Management System “PRIME” was introduced to help manage Health and Safety within the organisation, there have also been significant organisational changes and changes to responsibilities, all of which need to be reflected in a revised Health and Safety Policy.

In December 2023, the Internal Audit Team carried out a review of Health and Safety at GBC which highlighted the currency policy was out of date and the agreed action was that a revised and updated policy be put in place with the content updated to reflect the current organisation and arrangements detailed within it by April 2024.

2.0 Report

The Corporate Health and Safety Officer has worked with other officers within the Council to produce a revised and updated Corporate Health and Safety Policy, which can be seen at Appendix A. This has been carried out following the Health and Safety Executive’s guidance around written Safety

Policies and current legislation.

The purpose of this report is to present a revised Health & Safety Policy to the Board for approval. Once signed by the Leader and Chief Executive , the revised Health and Safety Policy will be published and brought to the attention of all employees.

3.0 Risk Assessment

3.1 Without an up to date written Health and Safety Policy, the Council is at risk of formal action by the Health and Safety Executive, which would result in both financial and reputational damage. The Council would also have increased liability and risk of civil claims from employees if they were injured whilst at work. There would also be safety implications, in that, an up to date Health and Safety Policy which complies with the law is the foundation of any organisation's Safety Management System. It also sets out amongst other things the Councils Organisation and Arrangements for safety.

4.0 Conclusion

The Council needs to have in place an up to date adopted Health and Safety Policy that complies with the legislation and guidance.

Financial Services comments:	<i>None</i>
Legal Services comments:	<i>None</i>
Equality and Diversity:	<i>None</i>
Climate Change implications:	<i>None</i>
Crime and Disorder:	<i>None</i>
Service Improvement Plan implications:	<i>None</i>
Corporate Plan:	<i>None</i>
Risk Assessment:	<i>Contained within the Report</i>
Background Papers:	<i>None</i>
Appendices:	<i>Appendix A – Draft Health and Safety Policy</i>
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