

East Herts Council Report

Council

Date of Meeting: 03 March 2020

Report by: Head of Human Resources and Organisational Development

Report title: Health and Safety Core Policy, Statement of Intent and Organisation and Responsibilities

Ward(s) affected: N/A

Summary

RECOMMENDATIONS FOR (Council):

(a) That the Health and Safety Core Policy Statement of intent and the Health and Safety Core Policy Organisation and Responsibilities Section be approved and adopted.

1.0 Proposal(s)

1.1 The Health and Safety at Work. Etc Act 1974 requires employers of five or more people to have a written health and safety policy statement. It should be specific to their business, setting out their general policy for protecting the health and safety of their employees at work, their organisation and arrangements for putting the policy into practice.

2.0 Background

2.1 The Health and Safety Statement of Intent is East Herts Council as an organisation affirmation that it will comply with the Health and Safety at Work Act through the way we work and behave, all our people and stakeholders will be protected from

risks of occupational injury or ill health

- 2.2 It is signed by the Leader of the Council, the Chief Executive and the Head of Human Resources and Organisational Development.
- 2.3 The Organisation and Responsibilities section specifies responsibilities and behaviours for members, senior management and employees that demonstrate commitment to Health and Safety.
- 2.4 It specifies lines of accountability and the responsibilities for tasks, duties and operational areas that fall within their service.
- 2.5 The core policies provide the overarching policy which sits above the many health and safety procedures and policies. Full Council is responsible for approval of these core policies and responsibilities set out. The Health and Safety policies and procedures which sit below the core are reviewed and approved by the Safety Committee.

3.0 Reason(s)

- 3.1 Policy has been reviewed and updated to reflect organisational changes. The main changes are to job titles. The statement of intent has also been updated to include reference to the separate Quarterly Health and Safety report now being produced for HR Committee (previously elements were covered in the general HR reports). This quarterly report is also reported to Leadership Team, the Executive and to Safety Committee to ensure sufficient monitoring and awareness of Health and Safety.
- 3.2 There are no changes resulting from amended or new regulations or legislative changes.
- 3.3 Both of the core policies have been reviewed by the

Leadership Team, the Safety Committee and the Leader who have recommended approval by full Council.

4.0 Options

N/A – the core policies have been reviewed in line with the three year cycle set and it is a statutory requirement to have written Health and Safety Policy Statement.

5.0 Risks

5.1 Breach of Health and Safety at Work Etc. Act 1974.

5.2 Reputational damage caused by poor policy or practice and unclear allocation of responsibilities.

6.0 Implications/Consultations

None

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

Yes – as described in the report

Human Resources

Yes – Health and Safety is part of the Human Resources and Organisational Development Service

Human Rights

No

Legal

No

Specific Wards

No

7.0 Background papers, appendices and other relevant material

None

Contact Member

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