

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 12th September 2013

CONTACT OFFICER: Kevin Gordon Assistant Director Professional Services
(For all enquiries) (01753) 875213

WARD(S): All

REPORT TITLE : **REVISED HEALTH & SAFETY POLICY AND ACTION PLAN**

1 **Purpose of Report**

To introduce the changes made to the Councils existing Health & Safety Policy and Action Plan.

2 **Recommendation(s)/Proposed Action**

The Employment and Appeals Committee approve the issue of the revised Health and Safety Policy.

3 **Community Strategy Priorities**

The Councils Health & Safety Policy contributes to the safe delivery of services to Sloughs residents, visitors and users of services.

• **Being Safe, Feeling Safe**

4 **Other Implications**

(a) Financial

None

(b) Risk Management

By ensuring that the Health & Safety Policy is fit for purpose and that the Action Plan is targeted at actual risks, the Council will be able to effectively manage the risks to its staff, residents, visitors and users of services.

(c) Human Rights Act and Other Legal Implications

The Health & Safety at Work Act 1974 requires that the Council's Health & Safety Policy is periodically reviewed and amended as necessary.

(d) Equalities Impact Assessment

An Initial Screening Assessment has been carried out. The proposal has been determined as having a neutral impact.

(e) Workforce

Following the approval of revised Policy staff will be advised of the amendments. Health & Safety training courses will be updated accordingly.

5 **Supporting Information**

The current Health & Safety Policy has been in place since July 2011. Periodically the Policy must be reviewed to ensure that it is still relevant and fit for purpose. A review was undertaken and two themes were identified that have led to the amendments:

- Some of the wording in the existing Policy was vague; therefore to avoid any confusion the roles and responsibilities for staff at all levels have been made much more explicit.
- Some areas within the Policy created 'double-handing' whereby managers were being asked to carry out the same task in two different ways. This has now been removed.

The Council has had a Health & Safety Action Plan in place for a number of years. There has been a steady improvement in the way the Council manages its health and safety risks. In line with the amendments to the Health & Safety Policy, the revised Health & Safety Action Plan now includes explicit targets for managers.

6 **Comments of Other Committees**

The Corporate Consultative Forum approved the documents on the 25th July 2013 subject to further clarity in when risk assessments need to be reviewed. (Those amendments have been made in the attached Policy.)

7 **Conclusion**

The Health & Safety Policy has been updated to ensure that all staff and managers are clear about their roles and responsibilities; this should lead to the continued improvement in how the Council manages its risks to staff, residents, visitors and users of services.

8 **Appendices Attached (if any)**

Draft Health & Safety Policy
Health & safety Action Plan 2013 – 2014.