

---

**Revision of Corporate Health and Safety Policy**

**Purpose of report**

1. The local authority is required by the Health and Safety at Work Act 1974 to set out its policy on health and safety.
2. The policy statement should set out a statement of intent from the most senior person(s); should set out the organisation that exists to carry out the policy; and make reference to the detailed arrangements for specific risks.
3. It is the responsibility of the Head of OH&S to keep this policy under review and to revise wherever necessary.
4. This paper outlines the latest revisions to the policy for consideration and agreement by Staffing Policy Committee.

**Main considerations**

5. The changes in this revision are principally to reflect changes to the senior management structure. Wording has been amended to refer to the new Chief Executive post and to the Corporate Leadership Team, as the respective parties with primary responsibility for the health and safety of employees and others affected by the work undertakings of the local authority.
6. In addition, the opportunity has been taken to streamline the responsibilities set out for each of the roles of:
  - Cabinet and Portfolio holder
  - Chief Executive
  - Directors and the Director of Public Health specifically
  - Heads of Service and the Head of Occupational Health and Safety specifically
7. The detailed arrangements for the management of risk in regard to specific work tasks and settings are set out in policy/guidance documents that can be found on [HR Direct](#). Each of these sections is kept under review by the H&S team and they are updated as and when necessary due to changes in legislation or HSE guidance, or because of any internal accident or liability history.
8. At this stage there are no significant changes to these parts of the corporate policy.

**Consultation**

9. The amendments to this policy were reviewed and agreed by JCC on 9 December 2020.

**Recommendation**

10. That Staffing Policy Committee review the changes outlined in this report and agree the revised Health and Safety Policy (attached at appendix 1)
11. Following agreement at Staffing Policy Committee the updated policy will be brought to the attention of all managers and employees.

**Kate Blackburn**  
**Director Public Health**

---

**Report author:**  
Paul Collyer – Head of Occupational Health and Safety