

# Report

**Subject** : Revised Council Health and Safety Policy  
**Report to** : The Cabinet  
**Date** : Wednesday 01 October 2008  
**Author** : Safety Adviser  
**Cabinet Member for Resources:** Councillor Tony Thorpe

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**1. Report Summary:**

1.1. The Cabinet is requested to consider and formally approve the final draft of a revised council Health & Safety Policy which updates the previous policy and takes into account the recent changes in the council's management structure and the appointment of a new Chief Executive.

**2. Revised Health and Safety Policy**

2.1. Under the provisions of the Health & Safety at Work etc Act 1974 the council has a duty to prepare, and as often as may be appropriate revise, a written statement of its general policy with respect to health and safety at work of its employees and the organisational arrangements for carrying out the policy.

2.2. The council's existing Health and Safety Policy is out of date and in need of revision to reflect recent changes in the council's management structure and the appointment of a new Chief Executive. These changes are necessary to ensure the proper management of health and safety, and clarity of roles and responsibilities for the duration of the life of the Council, pending the creation of the unitary council for Wiltshire in April 2009.

2.3. A revised Health and Safety Policy has been drafted to take into account such changes. The main revisions to the existing policy are:

- The deletion of references to the Directors.
- The reallocation of the Directors health and safety responsibilities mainly to Service Unit Heads.
- The deletion of references to the council's Safety Manual which has been replaced by a revised Health and Safety section on the council's Intranet.
- The clarification of responsibilities for key areas of health and safety such as fire and emergency procedures, the control of asbestos and the management and prevention of legionella.



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- 2.4. The revised Health and Safety Policy has been through a consultation process involving the Corporate Management Team, the Trade Unions, the Portfolio Holder for Resources and others who have been designated as having particular responsibilities under the policy.
- 2.5. The final draft of the Health and Safety Policy, which is attached, takes into account the views of all those consulted.
- 2.6. The Health and Safety policy is supplemented with health and safety information contained in the Health and Safety section of the council's intranet which has recently been extensively updated.
- 2.7. When approved the revised Health and Safety Policy and the supplementary information contained in the Health and Safety section of the council's Intranet will be brought to the attention of all employees.

**3. Options for consideration:**

- 3.1. The Cabinet have the option of approving the final draft of the policy which is attached or referring it back for amendment in which case it is recommended that they delegate authority to the Head of Environmental Services to make the necessary changes on their behalf and agree them with the Portfolio Holder.

**4. Consultation Undertaken:**

- 4.1. The revised Health and Safety Policy has been through a consultation process involving the Corporate Management Team, the Trade Unions, the Portfolio Holder for Resources and others who have been designated as having particular responsibilities under the policy.

**5. Recommendations:**

- 5.1. It is recommended that the Cabinet approve the final draft of the council's revised Health and Safety Policy

**6. Background Papers:**

- 6.1. The revised policy is based on the council's existing Health and Safety Policy and supplementary health and safety information which may be found in the Health and Safety section of the council's Intranet

**7. Implications:**

- Financial** : None in respect of this report, all H&S activity contained within the policy can be met from existing budgets.
- Legal** : Dealt with in the report
- Human Rights** : Dealt with in the report
- Personnel(POD)** : consulted
- Community Safety** : N/A
- Environmental** : N/A
- ICT** : N/A
- Equality and Diversity** : N/A
- Council's Core Values** : The revised policy will enable the council to provide and maintain safe and healthy working conditions its staff and other people who may be affected by its activities.
- Wards Affected** : N/A