



Chester-le-Street
District Council

Report to: Council

Date of Meeting: 28th February 2008

Report from: Health and Safety Manager

Title of Report: Corporate Statement of Health and Safety Policy

Agenda Item Number:

1. Purpose and Summary

- 1.1 The purpose of the report is to submit to Council a revised Statement of General Policy Health and Safety at Work that reflects the changes made to the Corporate structure including the Housing Stock Transfer and formation of Cestria Community Housing. This statement is attached as Appendix A.
- 1.2 In summary the Statement of General Policy Health and Safety at Work proposes:
- A broad statement of intent.
 - An organisational structure for fulfilling the statement of intent.
 - Outline arrangements for meeting the requirements of current health and safety legislation.
 - Commitment from senior officers and Elected Members.
- 1.3 Members approve the statement with the effective date of the forthcoming Housing Transfer

2. Consultation

- 2.1 Consultation has been through the Corporate Management Team for outline approval of the Statement of General Policy Health and Safety at Work.
- 2.2 Within the body of the Statement of General Policy Health and Safety at Work there is provided the mechanism for consultation on all other matters having an affect on health and safety including provision of written service area health and safety policy pertaining to activities of respective directorates.

3. Corporate plan and Priorities

- 3.1 Priority 1 will be supported by providing a safe and healthy working environment with safe access to services for our customers.
- 3.2 Priority 2 will be supported by ensuring service providers, internal and external, are competent to deliver their service.
- 3.3 Priority 3 will be supported by ensuring that, in meeting the decent homes standard that none of our tenants are exposed to unacceptable levels of risk.
- 3.4 Ensuring our partners are competent to undertake the necessary work in a safe manner will aid the regeneration of the District and support Priority 4.
- 3.5 Compliance with health and safety duties will aid compliance with section 17 of the Crime and Disorder Act and will ensure that our services do not encourage crime and support Priority 5

4. Implications

4.1 Financial and Value for Money Statement

Current budget addresses necessary financial provision. The proposals will assist in the continued development of robust Health and Safety policies and proposals. As such the report proposals will ensure value for money.

4.2 Local Government Reorganisation Implications

The proposals have no significant implication in terms of Local Government Reorganisation.

4.3 Legal

The Council, as the employer, has a statutory duty to prepare and as often as may be appropriate revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees.

4.4 Personnel

This Statement of General Policy Health and Safety at Work will compliment policies already adopted by Council including for example Discipline and Grievance.

4.5 Other Services

Health and Safety impacts on all activities of the Council, our partners, contractors, service users and members of the community, adoption of this Statement of General Policy Health and Safety at Work will support their

continued safety.

4.6 Diversity

Adoption of this Statement of General Policy Health and Safety at Work will support Equality and Diversity by not disadvantaging smaller employers or contractors.

4.7 Risk

Risk implications cannot be determined from the report presented, there are several areas that have the potential to incur loss including the failure to comply with statutory duty and subsequent prosecution on indictment can result in unlimited fine.

Specific corporate standards, guidance and associated training will enable risk to be determined more comprehensively.

Risk arising from civil claims at common law, employee or public liability, will be better defended if this Statement of General Policy Health and Safety at Work is approved.

4.8 Crime and Disorder

Under section 17 of the Crime and disorder Act 1998 it is a requirement that the Council through their acts or omissions do no encourage acts of crime or disorder. Adoption of this Statement of General Policy Health and Safety at Work will support this requirement.

4.10 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are accurate, timely, consistent and comprehensive. The council's Data Quality Policy has been complied with in producing this report.

4.11 Other Implications

Communication:

Of the Statement of General Policy Health and Safety Work will be through the Health and Safety Management Group, supported by Corporate and Directorate induction programmes and training.

E- Government:

Efficient government will be supported by ensuring access to this Policy and corporate standards approved by CMT via the intranet.

Procurement:

Selection and control of contractors will be rationalised and will be developed to address all necessary areas requiring vetting to determine competency, quality and best value.

Sustainability:

Compliance with duties under the Construction Design and Management Regulations 2007 require Designers to design safely and consider the environmental impact of materials used in construction and during the lifetime of the end product and ultimately it's disposal. Selection of competent contractors will support this process.

Monitoring and Review:

This has been identified within the body of the Statement of General Policy Health and Safety at Work and will be developed as part of the Auditing process.

5. Background ,Position Statement and Option Appraisal

- 5.1 Health and Safety Management in recent years has been an integrated part of Organisational Development in Resources Directorate. Previously it did not have a Director that embraced the service. Health and Safety is now positioned within the responsibilities of the Director of Corporate Services which represents a further improvement in responsibility structure.
- 5.2 The Large Scale Voluntary Transfer and formation of Cestria Community Housing has significantly altered the structure previously in place. This revised version of the Corporate Statement of Health and Safety Policy better reflects those changes.
- 5.3 In view of these changes it is necessary for the council to amend its Statement of General Policy to reflect structural changes within the organisation. Appendix 1 provides the amended statement with the structural changes made within the flowchart incorporated within that document. No other changes are made. The effective date of the revised policy will be the date of the Housing Service Transfer.

6. Recommendations

- 6.1 That the Statement be approved with an immediately effective date.

7. Background Papers/ Documents referred to

- 7.1 Corporate Statement of Health and Safety Policy

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DATE OF REPORT: 18th February 2008
VERSION NUMBER: 2.0 February 2008

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Appendix A



Chester-le-Street
District Council

Statement of General Policy

Health and Safety at Work



January 2008

**APPENDIX A
CHESTER LE STREET DISTRICT COUNCIL**

STATEMENT OF GENERAL POLICY

HEALTH AND SAFETY AT WORK

1. Statement of Intent

- 1.1 Chester Le Street District Council (the Council) accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees and that activities undertaken by the Council will be performed in a way that will protect the health and safety of its staff, customers, service users and the general public.

2. Organisation

- 2.1 The Council exercises the statutory duties and powers that affect the Authority as an employer, including the provisions of the Health and Safety at Work etc. Act 1974 and associated Regulations.
- 2.2 The responsibility for determining the Council's health and safety policy rests with Elected Members as part of the streamlined committee arrangements.
- 2.3 The Chief Executive carries out the statutory role of the Head of Paid Service for the Council. The post holder manages and leads the Corporate Management Team of Directors and other appointees in achieving the strategic policy and service objectives determined by the Council.
- 2.4 The Chief Executive has responsibility for ensuring the Council's policy on health and safety at work is effectively implemented across the Council. In the absence of the Chief Executive, a nominated member of the Corporate Management Team will undertake responsibility.
- 2.5 The Directors of Development, Resources and Corporate Services are responsible for applying the Council's health and safety policy within their respective areas and for the provision of a written service area health and safety policy pertaining to the activities of their respective departments.
- 2.6 The Health and Safety Team is responsible for providing professional advice, assistance and support on all occupational health and safety matters including: preparation of corporate health and safety policy, training, risk assessment, accident investigation, audit and other relevant matters.
- 2.7 The Council recognises for this policy to work, active participation by the Council's employees is required. The Council therefore fully endorses the formation of a Health and Safety Management Group incorporating representatives from employees, management and elected members to represent the whole of the Authority to assist in developing corporate standards and monitoring the Health and Safety Management system and will provide the necessary funding, facilities and training to fulfill those duties.

- 2.8 All other Senior Officers and persons having supervisory duties are required to, as part of their normal duties, accept responsibility for ensuring that the intent of the health and safety policy is followed in the area of their service provision and in accord with their departmental service area health and safety policy.
- 2.9 Employees have a statutory duty to exercise personal care and responsibility towards themselves and others, and to co-operate with the Council in the execution of this policy.
- 2.10 Directors shall, in any case of inability to implement required health and safety policy provisions, arising from lack of resources, raise the matter with the management team and prepare a report for Council.

3. **Arrangements**

- 3.1 The Council will, so far as is reasonably practicable, or otherwise, take all reasonable steps to meet its statutory obligations in respect of health and safety at work, paying particular attention to the provision and maintenance of:
- 1) all workplaces under the Council's control in a condition that is safe and without risks to health, and means of access to and egress from these places that is safe and without such risks;
 - 2) plant, equipment and systems of work that are safe and without risks to health;
 - 3) arrangements to ensure the safety and absence of risks to health in relation to the use, handling storage and transport of articles and substances;
 - 4) such information, instruction, training and supervision as is necessary to ensure the safety at work of all employees;
 - 5) a working environment for employees that is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work;
 - 6) systems for ensuring the health and safety of all its staff, service users, contractors and general public;
 - 7) adequate first aid facilities;
 - 8) procedures for reporting accidents, injuries, dangerous occurrences and industrial diseases;
 - 9) procedures for undertaking risk assessments;
 - 10) adequate procedures, protective and preventative, for dealing with serious and imminent danger i.e. fire, bomb threat;
 - 11) procedures for dealing with lone working and violent incidents;
 - 12) procedures for consulting appointed representatives on matters having affect on health and safety.

- 3.2 Service area health and safety policy statements and associated procedures will detail the above arrangements in sufficient depth to meet the needs of individual service areas and will be monitored by the Health and Safety Team and service area management.
- 3.3 Employees will only be directed by and accept work from competent line management or other authorised persons.
- 3.4 A copy of this statement will be available to all existing staff. New starters will be issued a copy as part of their induction process.
- 3.5 This statement will be reviewed following any changes to statutory requirements, organisation or arrangements that have an affect on its operation, in any event not more than annually.

This Statement of General Policy was approved by the Council on

28th February 2008

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We fully support and are committed to implementing the Council's Statement of Health and Safety at Work and encouraging positive attitudes and behaviour by all staff towards health and safety.

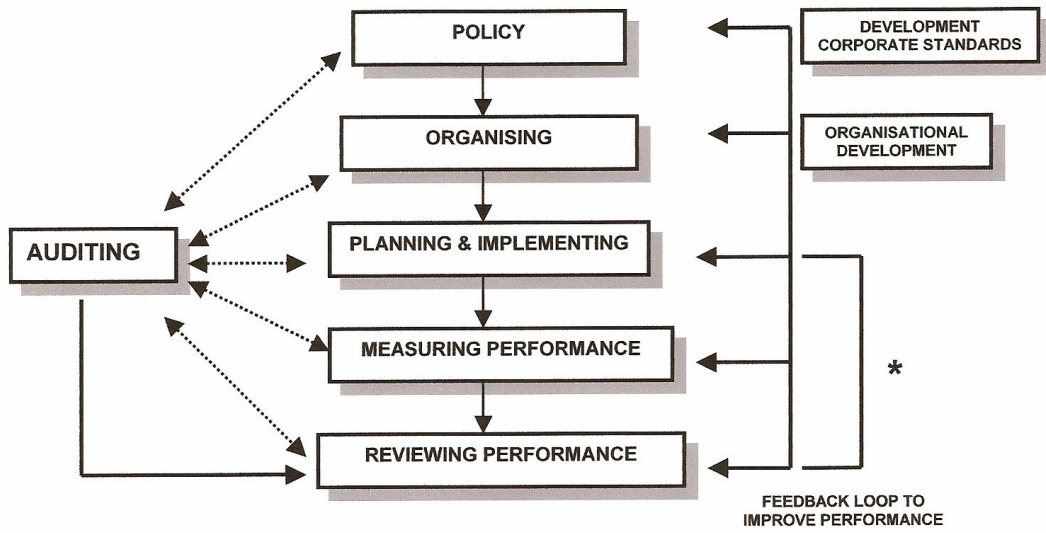
Signed

Chief Executive

Leader of the Council

Dated 28th February 2008

HEALTH & SAFETY MANAGEMENT



LEGEND

- * DEVELOP TECHNIQUES – PLANNING MEASURING/REVIEWING PERFORMANCE
- INFORMATION LINK
- CONTROL LINK
- └─▶ PERFORMANCE IMPROVEMENT

HEALTH & SAFETY MANAGEMENT IN PRACTICE

