

SALISBURY CITY COUNCIL

Report

Subject : Revised Health and Safety Policy
Committee : Finance and Governance
Date : 13 January 2020
Author : Annie Child, City Clerk

1. Report Summary:

1.1. This report introduces a revised Health and Safety (H&S) Policy.

2. Background:

- 2.1. The Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and those that may be affected by the council's activities including the general public.
- 2.2. Since 2016 Salisbury City Council (SCC) has been working with a local Health and Safety consultancy, [What No Safety](#), to improve the overall management and delivery of its health and safety responsibilities across the whole of the Council operations.
- 2.3. Part of this work has been to revise the Health and Safety Policy and ensure it is adopted by the Council. The policy represents the framework for all H&S activity. It set out the roles and responsibilities and is designed to ensure effective H&S management.
- 2.4. The policy's sets out the Council's commitment to H&S, roles and responsibilities plus safety arrangements and procedures.
- 2.5. The Council follows the '*plan – do – check*' model of H&S management as described by the [Health and Safety Executive](#).
- 2.6. The policy will be shared with the Unison and Unite unions with whom SCC has a trade union agreement.
- 2.7. The extant H&S Policy adopted in 2011 is shown at Annex B for comparison.

3. Health and Safety Activity:

- 3.1. In 2016 What No Safety supported SCC to undertake an H&S audit of its services and operation. As a result of this audit new procedures were introduced, ways of working changed and new equipment procured where needed.
- 3.2. The audit is due to be refreshed in early 2020, once again supported by, What No Safety and details of this audit will be provided to this committee in due course. The Council is also developing a suite of H&S related key performance indicators to ensure that it management of H&S is robust and well documented.
- 3.3. The Council holds quarterly H&S Staff Meeting in accordance with current H&S legislation at which current issues, changes in legislative and any issues or concerns are considered.

4. Recommendation:

It is recommended that the Committee:

- 4.1. Note the H&S related activity being undertaken by the Council as shown above
- 4.2. Approve the revised Health and Safety Policy as shown at Annex A.

5. Wards Affected: All

6. Background Papers: New Health and Safety Policy (Doc 76686). Extant Health and Safety Policy (Doc 54045)

7. Implications:

- 7.1. **Financial:** In 2019/2020 the budget for Health and Safety activity was £15,000 with spend forecast of approx. £10,000. It is proposed to be £10,000 in 2020/2021.
- 7.2. **Legal:** Nil in relation to this report
- 7.3. **Personnel:** As shown in the revised policy
- 7.4. **Environmental Impact:** The policy considers environmental management, as shown at para 3.15 of the new policy.
- 7.5. **Equalities Impact Statement:** Nil in relation to this report.