



## Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Ethical Governance & Personnel Committee 1 October 2020

Wards affected: All wards

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### Health and Safety Policy and Management System

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Report of Director (Corporate Services)

#### **1. Purpose of report**

- 1.1 To present a revised Health, Safety and Welfare Management System and Policy.

#### **2. Recommendation**

- 2.1 That Members approve the revised Health, Safety and Welfare Management System (attached as Appendix 1).
- 2.2 That Members approve the revised Health, Safety and Welfare Policy and statement, which forms part the management system (attached as Appendix 2).

#### **3. Background to the report**

Health, Safety and Welfare Management System

- 3.1 HBBC's commitment to effective and successful health and safety management forms part of council's vision to create a place of opportunity through its three priorities, People, Places and Prosperity. In order to achieve that vision we need effective health and safety management arrangements to ensure the well-being of our employees and service users, which will minimise losses (both financial and reputational) to our council from ill health and injury.
- 3.2 The proposed Health, Safety and Welfare Management System sets out a framework to control and continually improve how we manage health and safety across the council. The system is underpinned by the HSE model of

'Plan-Do-Check-Act' on a continuing cycle to ensure that the council is controlling health and safety risk effectively. This is illustrated below.

3.3 The focus for this report is upon the 'Planning' stage as we need to establish written policies and standards to support the effective delivery of the management system. At this stage the Health and Safety Officer will also undertake a legislation and risk review to ensure that all health and safety documents produced are legally compliant.



### Health, Safety and Welfare Policy and statement

3.3 The Health, Safety and Welfare policy and statement sets out the council's strategic intent in how we are going manage health and safety across the council, along with clearly defined roles and responsibilities for all staff. In order to deliver the policy, the council will follow the Management System, which will contain health and safety documents such as policies, written procedures, risk assessment checklists which will form part of the Health and Safety Manual (currently being updated and located on the intranet).

### Health and Safety Plan

3.4 The next stage is to draft a Health and Safety Plan based upon the council's highest areas of risk which provides us with a focus for delivery. This is important given the volume of work required to be undertaken in this area. The plan will include tasks such as: inspections, audits, training and the revision of policies and procedures. It is proposed to present the plan and the outcome of the legislative and risk review at a later SLT meeting. Once approved, the plan will be monitored on a regular basis so that the senior team can oversee the delivery of the management system.

#### **4. Exemptions in accordance with the Access to Information procedure rules**

4.1 Open session.

#### **5. Financial implications []**

5.1 None arising from the report.

#### **6. Legal implications []**

6.1 Set out within the report.

#### **7. Corporate Plan implications**

7.1 In order to achieve that vision of the plan we need effective health and safety management arrangements to ensure the well-being of our employees and service users, so that we minimise losses (both financial and reputational) to our council from ill health and injury.

#### **8. Consultation**

8.1 The attached documents will be presented at the next Statutory Safety Committee.

#### **9. Risk implications**

9.1 None.

#### **10. Knowing your community – equality and rural implications**

10.1 N/A

#### **11. Climate implications**

11.1 N/A

#### **12. Corporate implications**

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications

- Voluntary sector
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Background papers: None.

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