

Corporate Policy and Resources Committee

Date of meeting : 03/06/2024

Title	Spelthorne's Corporate Health and Safety Policy (2024-2026)
Purpose of the report	To make a recommendation to Policy and Resources
Report Author	Karine Codd, Principal Health, Safety, and Insurance Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a committee decision.
Recommendations	Committee is asked to: <ul style="list-style-type: none"> To adopt the corporate Health and Safety Policy To authorise the Chief Executive to agree minor variations to the adopted health and safety policy.
Reason for Recommendation	Members are asked to endorse the Council's Health and Safety Policy to safeguard the health, safety and welfare of staff, its members, contractors , volunteers, visitors, and members of the public.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Review of the current Health and Safety Policy 	<ul style="list-style-type: none"> To ensure we comply with statutory regulations
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> To adopt the revised Policy 	<ul style="list-style-type: none"> To review and update the current policy and present to the relevant parties for approval.

1.1 This report seeks the formal adoption of the Council's Health and Safety Policy (2024-2026).

2. Key issues

2.1 Spelthorne Borough Council is committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by our activities. We will take all reasonably practicable steps to achieve this commitment, to

comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation.

2.2 Where the organisation has five or more employees the organisation must write down within a policy how health and safety will be managed within the organisation.

2.3 The overall Health and Safety Policy is supplemented by specific policies and procedures where applicable. Our health and safety documentation includes risk assessments, monitoring checklists, instructions, and written procedures as necessary.

Our documentation is based on legal requirements, guidance from enforcing authorities and established industry standards.

2.4 The Council has set down how it will manage and control any such risks in its health and safety policy (**Appendix 1**).

The policy (**Appendix 1**) has been re-formatted to include a front page with index and slight changes in the content. The number of changes throughout the policy have been made to reflect some changes in the way we deliver and monitor health and safety.

2.5 This has also allowed us to compact this policy from 25 pages to 19 pages.

2.6 The Health and Safety Policy has been circulated to Management Team and Group Heads. Responsibility for health and safety also extends to Members, it is therefore appropriate that they should formally adopt the policy recommended to them by Officers.

3. Options analysis and proposal

3.1 **Option one** (the recommended option) – Members endorse the Council’s Health and Safety Policy (2024-2026) (**Appendix 1**).

3.1.1 As a public and member led organisation, members are signing up to the Council’s commitment to safeguard the health, safety and welfare of staff, members, and the public.

3.1.2 Further, to agree that the Chief Executive approves any minor variations required to be made to the adopted Health and Safety Policy without its referral back to Committee.

3.2 **Option two** – Members ask for amendments to the policy.

3.3 **Option three** – Members do not adopt the policy.

4. Financial management comments

There are no financial implications outside the existing budget.

5. Risk management comments

5.1 A health and safety policy is the general approach to health and safety and explains how the employer will manage health and safety in our business. It clearly says who does what, when and how.

6. Procurement comments

6.1 N/A

7. Legal comments

7.1 Legal Team (G.legal@spelthorne.gov.uk) had no immediate comments.

8. Other considerations

8.1 N/A

9. Equality and Diversity

9.1 The implementation of controls to protect health, safety and welfare by their nature considers people's specific needs and diversities.

10. Sustainability/Climate Change Implications

10.1 The implementation of the policy has no impact on sustainability or climate change issues.

11. Timetable for implementation.

11.1 Immediate – Spelthorne's Health and Safety Policy has already been consulted internally across the organisation.

12. Contact

12.1 Karine Codd, Principal Health, Safety, and Insurance Officer
(01784 446270); k.codd@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 – Corporate Health and Safety Policy (2024-2026.)