

BROMSGROVE DISTRICT COUNCIL

EXECUTIVE CABINET

10th July 2007

HEALTH AND SAFETY AT WORK – REVISION OF LONE WORKING AND RISK ASSESSMENT PROCEDURES

Responsible Portfolio Holder	Councillor R. D. Smith
Responsible Head of Service	Ms. J. Pitman

1. SUMMARY

1.1 Bromsgrove District Council has a legal duty to determine, produce, implement and revise it's Health and Safety at work policy, including the arrangements that it must have in place to manage specific activities and hazards.

The Council's Lone Working and Risk Assessment Policy and Procedures form part of the specific arrangements, have been revised and the documentation amended.

2. RECOMMENDATION

2.1 The recommendation is that the revised Lone Working and Risk Assessment Policy and Procedures are approved in order that they can become part of the arrangements for health and safety at work within the Council's Health and Safety at work Policy.

3. BACKGROUND

3.1 The Health And Safety At Work Act 1974 require any organisation that employs five people or more to determine, produce, implement and revise a written Health and Safety Policy which should contain –

- 1) A Statement of intent
- 2) The organisation of health and safety at work – people and duties
- 3) The Arrangements (Policy's and Procedures) for health and safety at work

The management of health and safety at work framework, as detailed in the HSE document 'Successful Health and Safety Management' –HSG65, includes the same requirement and details how an organisations

management systems and procedures should include health and safety at work.

The Council's Lone Working and Risk Assessment Policy and Procedures form part of the specific arrangements that the Council has to have in place as part of its health and safety at work management system.

4. FINANCIAL IMPLICATIONS

- 4.1 The revision of the two Policy and Procedure documents has been made by the Council's Health and Safety Advisor.

The only other cost will be in copying and distributing the revised documents. Any questions regarding the practical implications of the revisions can be dealt with by the Council's Health and Safety Advisor and the new documents will form part of the resources that will be examined at future relevant health and safety training courses.

5. LEGAL IMPLICATIONS

- 5.1 By undertaking the revision of the two documents we have met our legal requirements under –

- The Health and Safety At Work Act 1974
- The Management of Health and Safety At Work Regulations 1999 (revised) – as detailed in the HSE publication HSG 65.

In addition, by undertaking the revisions and updating our documentation where necessary, the Council will be able to demonstrate that it is managing health and safety at work competently to the HSE, who are currently evaluating our health and safety management provision as part of the Chancellor's and Deputy Prime Minister's initiatives and targets to reduce work related accidents and ill health costs.

6. CORPORATE OBJECTIVES

- 6.1 The Council's corporate objectives of continuous improvement of our service provision and quality of our procedures and policy's have been met by the revision of these two very important documents.

The revision identified and defined the specific health and safety at work arrangements that we required to meet our legal requirements, as previously outlined, and incorporated them in the new documentation.

7. RISK MANAGEMENT

- 7.1 The failure to manage health and safety at work effectively and to meet our legal requirements increases the risk of financial penalties being imposed by the courts because of a failure to comply with Statute law. The Council would have to meet any penalties imposed from within its own financial resources.

In addition, the threat of civil action against the Council is greater than in the past because of the 'claim culture' that has developed since the introduction of the new Civil Procedure rules. We have in place the required insurance to deal with any claims but the cost of this provision could rise substantially in line with the number of claims that are made by the council.

By revising and updating these two documents we will have met our legal requirements, reduced the risk of injury to the Council's employees and satisfied the HSE, who monitor our health and safety at work provision.

8. CUSTOMER IMPLICATIONS

- 8.1 Once the Policy is approved, staff will be briefed. The Policies will assist Managers in completing Risk Assessments and Safe Systems of Work.

9. OTHER IMPLICATIONS

Following the approval of the meeting, staff will be briefed. The Policies will assist Managers in carrying out risk assessments and safe systems of work and produce local policies for their Service.

Procurement Issues None
Personnel Implications See body of report
Governance/Performance Management Improved Staff Health & Safety
Community Safety including Section 17 of Crime and Disorder Act 1998 None
Policy These are the Corporate Policies in which individual Service Policies can be drawn as required
Environmental None
Equalities and Diversity No impact

10. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	YES
Acting Chief Executive	YES
Corporate Director (Services)	YES
Assistant Chief Executive	YES
Head of Service	YES
Head of Financial Services	YES
Head of Legal & Democratic Services	YES
Head of Organisational Development & HR	YES
Corporate Procurement Team	YES

11. APPENDICES

- Appendix 1 **Lone Working Policy and Procedures**
Appendix 2 **Risk Assessment Policy and Procedures**

12. BACKGROUND PAPERS

Health & Safety at Work Act 1974.
Management of Health & Safety at Work Regulations 1999

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