

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE COMMITTEE MEETING

24th November 2020

Report Title	Health, Safety & Wellbeing Policy	
Report Author	Jamie Scarborough, Senior Health & Safety Advisor, Jamie.Scarborough@kettering.gov.uk	
Future Northants Programme	Corporate	
Future Northants Programme Lead	Martin Cox	
Date of final endorsement by Joint Implementation Boards	04/11/20	
Date of final endorsement by Joint Implementation Executives	11/11/20	

List of Appendices

Appendix A – West Northamptonshire Council Health, Safety & Wellbeing Policy

1. Purpose of Report

- 1.1. The Health and Safety at Work Act requires employers of more than 5 people to have a written health and safety policy in place. This policy is usually signed by the Chief Executive as the responsible person for ensuring health and safety is managed within the workplace. Democratic policy indicates that this policy needs to be approved at full council and it is good practice for the Leader to co-sign the policy.

2. Executive Summary

- 2.1. The policy includes a short statement of the council's intentions with regards to ensuring health and safety is managed for employees, service users, visitors and anyone else who may be affected by its operations. This is supported by an arrangement section which identifies key roles and activities required to ensure the aims of the policy statement can be met.
- 2.2. Introduction of this policy will ensure we are able to react in a time of crisis e.g. a pandemic. This is a key part of assuring employees and Trade Unions that

the council recognises and accepts its statutory responsibility to provide safe and healthy working conditions.

- 2.3. The policy will be made available online and will be reviewed and amended to reflect any changes to legislation.

3. Recommendations

- 3.1 It is recommended that the West Shadow Executive Committee:

a) Approve the Health, Safety & Wellbeing policy.

- 3.2 This is a legal requirement under the Health and Safety at Work Act 1974 (HASAW Act).

4. Report Background

- 4.1 Each sovereign council currently has their own policy signed off by full council. This policy combines best practice and legal requirements from these into a fit for purpose policy for each new unitary council.

5. Issues and Choices

- 5.1 The policy statement is based on the requirements of the Health and Safety at Work Act 1974 General Duties.
- 5.2 The arrangements section follows the HSE model of good practice outlined in HS(g)65 using Plan, Do, Check, Act.

6. Implications (including financial implications)

6.1 Resources and Financial

- 6.1.1 There are no resources or financial implications arising from the policies.

6.2 Legal

- 6.2.1 This is a legal requirement under the Health and Safety at Work Act 1974.

6.3 Risk

- 6.3.1 Not having a health and safety policy in place would be a breach of the Health and Safety at Work Act 1974 and could result in prosecution and fine by HSE enforcement.

6.4 Consultation

- 6.4.1 This policy has been developed in consultation with relevant Officers and Trade Union representatives from all sovereign councils and has been approved by those involved.

6.5 Consideration by Overview and Scrutiny

- 6.5.1 These policies have not been reviewed by the Overview and Scrutiny Committee.

6.6 Environmental Impact

- 6.6.1 There are no environmental impacts arising from the policies.

6.7 Community Impact

- 6.7.1 This policy covers the impact of council activities on any persons who may be affected by the councils undertaking.

6.8 Equalities

- 6.8.1 An EQIA has been completed and there is no negative impact.

7. Background Papers

- 7.1 Health and Safety at Work Act 1974:
<https://www.hse.gov.uk/legislation/hswa.htm>
- 7.2 Managing for Health and Safety, HS(g)65:
<https://www.hse.gov.uk/pubns/books/hsg65.htm>