

	<h2>General Functions Committee</h2> <h3>19 March 2018</h3>
<p style="text-align: right;">Title</p>	<p>Corporate Health and Safety Policy</p>
<p style="text-align: right;">Report of</p>	<p>Head of Safety, Health and Wellbeing</p>
<p style="text-align: right;">Wards</p>	<p>None</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 – Corporate Health and Safety Policy – Part C Section 15; Display Screen Equipment. Appendix 2 - Corporate Health and Safety Policy – Part C Section 21; Lone Working (to follow) Appendix 3 - Corporate Health and Safety Policy – Part C Section 22; Working Remotely</p>
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<h2>Summary</h2>
<p>This report summarises amendments to Part C of the Corporate Health and Safety Policy. The arrangements reviewed are directly related to agile working and the review has been carried out to ensure they are fit for purpose for the upcoming accommodation moves. The changes made do not alter the emphasis and approach of the arrangements and concentrate on providing clearer guidance to managers to assist in managing H&S risks and guidance to staff on working safely.</p>

<h2>Recommendation</h2>
<ol style="list-style-type: none"> 1. That the General Functions Committee approve the revisions to the Corporate Health and Safety Policy, Part C Sections; 15, 21 and 22, be approved and; 2. That the Head of Shaw be instructed to publicise the revised arrangement in accordance with paragraph 1.8

1. WHY THIS REPORT IS NEEDED

- 1.1 The Health and Safety at Work etc. Act 1974 requires the Council to produce and keep up to date a policy document on health, safety and welfare.
- 1.2 The Corporate Health Safety and Welfare Policy consists of three parts:
 - A general statement.
 - The organisation, which sets out responsibilities
 - Arrangements, which are the procedures to bring the policy into effect.
- 1.3 These revisions have been undertaken to introduce updated guidance on the management of risks associated with remote and lone working as well as safe working guidance for staff. As the council moves towards a more agile workforce, with its future accommodation plans, the implementation of these revised arrangements will ensure the risks are effectively managed and that staff have access to guidance on how to work safely.
- 1.4 **Display Screen Equipment** – The use of DSE has been known to cause or contribute to illnesses known as Musculoskeletal Disorders (MSDs), and can contribute to eye strain, headaches and unhealthy levels of stress. For this reason, it is important to make sure that equipment is suitable, and that people know how to use it properly. The key revisions of the arrangement are:
 - The introduction of web-based DSE training and self-assessment tool to enable staff to recognise risks, understand the correct way to set up a workstation and carry out assessments wherever DSE activities are being carried out. The system also enables managers to effectively manage any risks identified during the assessments.
 - The introduction of clearer guidance on the safe use of DSE, including new technologies and the increased use of portable devices
- 1.5 **Lone Working** - Many of the council's employees work alone, either all the time, or as a part of their working day. This gives workers flexibility and autonomy and allows for more efficient service delivery. If it is not carefully managed, however, lone working can place staff in a more vulnerable position. The revised arrangement explains some of the hazards and the steps that managers should take to protect staff. The key revisions to the arrangement are:
 - Clearer guidance on the type of risks to be considered when carrying out risk assessments.
 - More comprehensive guidance to staff on managing their own health and safety when working alone
- 1.6 **Working Remotely** – Advances in technology together with more flexible working arrangements have led to changes in the way staff work. The number of staff who work away from traditional workplaces and workstations to work from home and in varying work places is increasing. The arrangement has been revised to include more information on remote working and includes references

to other relevant arrangements, such as Display Screen Equipment and Lone Working. There is also more comprehensive guidance to managers and staff on managing the risks associated with remote working. The key changes to the arrangement are: -

- A simplified self-assessment form for remote workers.
- Improved guidance to staff and managers on identifying and managing risks
- Practical guidance on how to control some generic risks.

1.7 This Arrangement will be incorporated into the Corporate Health and Safety Policy. Delivery Unit management must establish procedures to implement this arrangement throughout their service.

1.8 The new arrangement will be communicated to Delivery Units by their Safety Champions and will be published on the council's intranet.

2. REASONS FOR RECOMMENDATION

2.1 The Health and Safety at Work etc. Act 1974 requires the council to produce and keep up to date a policy document on health and safety

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 N/A

4. POST DECISION IMPLEMENTATION

4.1 The policy will be implemented by Directors through their H&S Champions, who will ensure an implementation plan is developed at their service H&S groups. Professional support will be provided by the CSG Safety Health and Wellbeing team.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

5.3 Social Value

5.3.1 N/A

5.4 Legal and Constitutional References

5.4.1 Section 2 (3) of the Health and Safety at Work etc Act 1974 provides that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”

5.4.2 The council has various legal duties held under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.3 [The Health and Safety at Work etc. Act 1974](#) places duties on employers, employees and the self-employed. The Council has a duty to protect the health, safety and welfare of all its employees wherever they work and this includes providing them with a safe work environment, suitable equipment and suitable instruction, information and training. [The Management of Health at Safety at Work Regulations 1999](#) requires the employer to manage health and safety risks resultant from its activities. This requires the council to ensure that suitable risk assessments have been undertaken for remote workers and control measures introduced.

5.4.4 The General Functions Committee’s Terms of Reference are outlined in [Article 7 – Committees, Forums, Working Groups and Partnerships](#), which states that the Committee is responsible for health and safety matters.

5.5 Risk Management

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

5.6 Equalities and Diversity

5.6.1 The council’s Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet’s reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.

5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

5.7 **Corporate Parenting**

5.7.1 This report has no direct or indirect impact on children in care

5.8 **Consultation and Engagement**

5.8.1 The report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

5.8 **Insight**

5.8.1 N/A

6 **BACKGROUND PAPERS**

6.1 N/A