



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Health and Safety Policies and Procedures
Date:	19 June 2014
Reporting Officer:	Ronan Cregan, Director of Finance and Resources, ext 6184
Contact Officer:	Emma Eaton, Corporate Health and Safety Manager, ext 3223

1	Relevant Background Information
	<p>The purpose of this report is to request that the Strategic Policy and Resources Committee consider and approve the following draft health and safety policies and procedures:</p> <ul style="list-style-type: none">• Health and Safety Policy• Health and Safety Responsibilities Code of Practice <p>These documents have been consulted upon through the Council's Health and Safety Committees, JNCC and CMT.</p>

2	Key Issues
	<p><u>Health and Safety Policy</u></p> <p>There is a statutory requirement for the Council to have a Health and Safety Policy in place and to review it on an on-going basis. As part of a recent audit of Corporate Health and Safety arrangements a new Health and Safety Policy (Appendix 1) has been drafted.</p> <p>The key changes include:</p> <ul style="list-style-type: none">• Reference to the Council's revised governance and assurance arrangements for health and safety• References to the Council's health and safety risk management processes• Reference to the role of the Committee in approving / endorsing the policy• Reference to the nominated health and safety director. <p>It is proposed that once the Policy is approved it will be communicated to employees through the Team Brief and Interlink and to other interested stakeholders through the Publications page on the Council website. It will also be added to Notice Boards and included at all Corporate Health and Safety training.</p>

	<p><u>Health and Safety Responsibilities Code of Practice</u></p> <p>The Council's Health and Safety Responsibilities Code of Practice has also been revised (Appendix 2) which has clarified health and safety reporting lines and roles and responsibilities.</p> <p>The changes include:</p> <ul style="list-style-type: none"> • senior management responsibilities under the Corporate Manslaughter Act • the emerging health and safety assurance framework of the Council. <p>It is proposed that once the Code of Practice is approved, the roles and responsibilities will be communicated to employees through the Team Brief and Corporate Health and Safety training courses. Tailored training will be organised for Senior Managers and Elected Members and it is also proposed to re-issue the Employee Health and Safety handbook to staff.</p>
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3	Resource Implications
	<p><u>Financial</u> None</p> <p><u>Human Resources</u> There will be a time requirement to communicate these changes but as far as possible this will be incorporated into existing communication opportunities including the Team Brief and annual health and safety refresher training.</p> <p><u>Assets and Other Implications</u> None</p>

4	Equality and Good Relations Implications
	The Health and Safety Policy has been equality screened and no impacts on Section 75 categories have been identified (see Appendix 3)

5	Recommendation
	The Committee is requested to consider this report and approve the draft Health and Safety Policy and Health and Safety Responsibilities Code of Practice.

6	Decision Tracking
	Ronan Cregan, Director of Finance and Resources, ext 6184

7	Key to Abbreviations
	JNCC – Joint Negotiating and Consultative Committee CMT – Corporate Management Team

8	Documents Attached
Appendix 1 – Draft Health and Safety Policy	
Appendix 2 – Draft Health and Safety Responsibilities Code of Practice	
Appendix 3 – Equality Screening template for Health and Safety Policy	