

POLICY, FINANCE AND ADMINISTRATION COMMITTEE

2 MARCH 2011

REPORT OF HEAD OF REGULATORY SERVICES

HEALTH & SAFETY POLICIES

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to seek approval for the following policies:

- Control of Substances Hazardous to Health - COSHH (new policy)
- First Aid at Work (new policy)
- Infectious Diseases in the Workplace (new policy)
- Manual Handling (new policy)
- Personal Protective Equipment (new policy)

The content of the policies is summarised below.

2.0 RECOMMENDATIONS

2.1 It is recommended that the policies be approved with immediate effect

2.2 That the Head of Regulatory Services has delegated authority to amend the policies in line with Health & Safety legislation and best practice guidance

3.0 KEY ISSUES

3.1 Control of Substances Hazardous to Health (COSHH) policy

The Council will ensure the health risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled.

3.2 First Aid at Work policy

The Council's policy is to ensure that appropriate first aid arrangements are in place for staff and visitors. This includes providing sufficiently trained employees for the Council's business needs and maintaining an adequate supply of first aid equipment.

3.3 Infectious Diseases in the Workplace policy

This Council's policy has been developed in order to minimise the risk of infectious diseases spreading in the workplace through effective prevention and management. The policy seeks to ensure that employees are aware of the issues related to infectious diseases at work and provides guidelines for managers and others on minimising the risk of employees contracting diseases through work and on dealing with infections if contracted.

3.4 Manual Handling policy

This policy aims to take all reasonable steps to reduce health and safety risks to employees from manual handling. The policy aims to ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable.

3.5 Personal Protective Equipment policy

The policy will aim to provide and maintain suitable personal protective equipment when there are risks to health & safety of employees that cannot be controlled by other means.

4.0 POLICY AND CORPORATE IMPLICATIONS

4.1 The policies will apply to all staff across the Council

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 Any financial implications will be met from existing budgets

6.0 LEGAL IMPLICATIONS/POWERS

6.1 No direct implications although the policies reflect good practice and comply with current health and safety legislation.

7.0 COMMUNITY SAFETY

7.1 There are no direct community safety implications.

8.0 EQUALITIES

8.1 There are no direct equality issues

9.0 RISKS

9.1 Breaches of Health and safety law gives the courts considerable scope for punishing offenders and deterring others. For example, a failure to comply with an improvement or prohibition notice, or a court remedy order, carries a fine of up to £20 000, or six months' imprisonment, or both. Unlimited fines and in some cases imprisonment may be imposed by higher courts.

10.0 CLIMATE CHANGE

10.1 There are no climate change implications.

11.0 CONSULTATION

11.1 The Safety Committee and Joint Staff Working Group have been consulted and support the approval of the policies.

12.0 WARDS AFFECTED

12.1 All Wards are affected, as the Policies relate to all Council staff and the work they carry out.

Contact Officer: Sarah Burton
Date: 15th February 2011
Appendices : Appendix A : Control of Substances Hazardous to Health - COSHH (new policy)
Appendix B : First Aid at Work (new policy)
Appendix C : Infectious Diseases in the Workplace (new policy)
Appendix D : Manual Handling (new policy)
Appendix E : Personal Protective Equipment (new policy)

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