

AGENDA

STAFF COMMITTEE

MONDAY, 10 JUNE 2019

2.00 PM

**COUNCIL CHAMBER, FENLAND HALL,
COUNTY ROAD, MARCH, PE15 8NQ**

Committee Officer: Linda Albon
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- 1 Appointment of the Chairman for the Municipal Year
- 2 To receive apologies for absence.
- 3 Appoint a Vice-Chairman for the Municipal Year
- 4 Previous Minutes (Pages 3 - 4)

To confirm and sign the minutes of the meeting 25 March 2019.
- 5 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified.
- 6 To receive members' declarations of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in Planning Matters in respect of any item to be discussed at the meeting.
- 7 Equal Opportunities Policy (Pages 5 - 24)

The purpose of this report is to inform the Staff Committee of the Council's new Equal Opportunities Policy.

8 Corporate Annual Health & Safety Report 2018/19 (Pages 25 - 38)

To provide the Staff Committee with an overview of the Council's Corporate Health & Safety Annual Report 2018/19.

9 Corporate Health and Safety Policy 2019 (Pages 39 - 48)

The purpose of this report is to inform the Staff Committee of the Council's new Corporate Health and Safety Policy.

10 Items which the Chairman has under item 5 deemed urgent

Thursday, 30 May 2019

Members: Councillor C Boden, Councillor Bristow, Councillor J Clark, Councillor M Cornwell, Councillor Mrs J French, Councillor D Mason, Councillor S Tierney and Councillor F Yeulett

STAFF COMMITTEE



MONDAY, 25 MARCH 2019 - 2.30 PM

PRESENT: Councillor Mrs M Davis (Chairman), Councillor R Butcher (Vice-Chairman), Councillor S Clark, Councillor A Hay, Councillor P Murphy and Councillor D Oliver

APOLOGIES: Councillor Mrs V Bucknor and Councillor D Connor

OFFICERS IN ATTENDANCE: Linda Albon (Member Services & Governance Officer), Sam Anthony (Head of HR and OD), Peter Catchpole (Corporate Director and Chief Finance Officer), Dan Horn (Head of Housing & Neighbourhood Services), Neil Krajewski (Deputy Chief Accountant) and Nick Harding (Head of Shared Planning)

S14/18 PREVIOUS MINUTES

The minutes of the meeting of 12 November 2018 were confirmed and signed.

S15/18 NEW ALCOHOL AND DRUGS AT WORK POLICY

Sam Anthony presented to the Committee the proposed new Alcohol and Drugs at Work Policy.

Members made comments, asked questions and received responses as follows:

- Councillor Hay noted the statement on Appendix 2 that the Council “would not necessarily have the jurisdiction to test contractors” and asked if this could be built into their contracts. Sam Anthony advised that this could be done with future contracts but in the case of existing contractors, the Council could either seek to test them or have them removed from the premises if suspected of being under the influence of drugs and/or alcohol.
- Councillor Hay asked if there had been a previous policy. Sam Anthony advised there had been a substance misuse policy but this was based on observed behaviour, whereas the testing process responds to a legitimate concern and provides fact. Other local authorities in the area have adopted a very similar policy so it was felt appropriate for the Council to revise its policy.

The Staff Committee noted the policy and approved the adoption of the new Alcohol and Drugs at Work Policy.

S16/18 PROPOSAL FOR CCTV SHARED SERVICE - SHARED CCTV MANAGER

Dan Horn presented the report regarding the proposal to create one CCTV manager for the new shared CCTV service for Peterborough City Council and Fenland District Council.

The Staff Committee approved the restructure proposed as set out in Appendix A of the confidential report.

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

S17/18 IMPLEMENTATION OF NATIONAL PAY SPINE CHANGES

Sam Anthony presented the report regarding the Council's proposed new pay spine and grading boundaries, which the Council is required to implement as a result of agreed changes to the national pay spine.

Members made comments, asked questions and received responses.

The Staff Committee noted the information contained within the confidential report and approved the implementation of the recommended new pay spine and grading boundaries shown at Appendix 3 to the confidential report.

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

S18/18 REQUEST FOR FLEXIBLE RETIREMENT

Nick Harding provided the Committee with an overview of an employee's request for flexible retirement and the considerations around recommendations.

Members made comments, asked questions and received responses.

The Staff Committee agreed to:

- **note the confidential report, and**
- **approve the flexible retirement request (subject to recruiting a backfill).**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

3.05 pm

Chairman

Agenda Item No:	7	
Committee:	Staff Committee	
Date:	10 June 2019	
Report Title:	Council's Equal Opportunities Policy 2019	

Cover sheet:

1 Purpose / Summary

The purpose of this report is to inform the Staff Committee of the Council's new Equal Opportunities Policy.

2 Key issues

- The Equality Act 2010 Public Sector Equality Duty (PSED) places wide ranging and proactive duties upon the Council through the Public Sector Equality Duty (PSED). In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not; and
 - Foster good relations between people who share a protected characteristic and those who do not.
- The equality duty covers the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.
- In addition to the PSED, further specific duties require the production of equality objectives; that we understand how the Council's functions impact on the people; and for the Council to publish equality information annually setting out the progress it has made in the previous 12 months.
- The broad purpose of the equality duties is to integrate consideration of equality and good relations into the day-to-day business of public authorities and the Council must consider how it can pro-actively and positively contribute to this throughout its service delivery and employment functions. However In addition to greater equality for customers and employees the PSED also makes good business sense as it can lead to services that are more appropriate to the user, and services that are more effective and cost-effective. This can lead to increased satisfaction with public services.
- Meeting equality duties requires knowledge, understanding and systems embedded throughout the Council to ensure the duties are delivered as required throughout Council functions. To support this work the council adopted its first Equality Policy in 2011 to set out our commitment to equality, how we will deliver our equality duties, and how we organise ourselves to do this. This policy has been useful to help staff to

understand our approach and what is expected of them. It has also helped our customers to understand our responsibilities and how we are addressing them.

- Significant progress has been made since then to develop knowledge and processes and deliver against legislative requirements. A new policy is required and has therefore been produced to reflect our current position and approach. The Equal Opportunities Policy 2019 is attached at Appendix 1.
- This policy has received input from the Traveller & Diversity Manager, Head of HR&OD and the Councils Equality Service Champion group.

3 Recommendations

It is recommended that Staff Committee consider the policy and approve its adoption.

Wards Affected	All
Portfolio Holder	Councillor Tierney, Portfolio Holder for Equalities
Report Originator and Contact Officer	David Bailey - Traveller and Diversity Manager dbailey@fenland.gov.uk 01354 622451 Sam Anthony - Head of HR & OD santhony@fenland.gov.uk 01354 622268

**COMPREHENSIVE
EQUAL
OPPORTUNITIES
POLICY
2019**

Documents prepared by Fenland District Council can be made available in alternative formats and/or translated upon request. For more information please contact the Council's Traveller & Diversity Manager:

Telephone – 01354 622451

E-mail – diversity@fenland.gov.uk

You can also contact us by;

Main switch board – 01354- 654321 or;

Fax on 01354 606919

Minicom number 01354 622213.

Information about this policy and the Council's approach to equal opportunities is also available on our website [http// www.fenland.gov.uk](http://www.fenland.gov.uk).

EQUAL OPPORTUNITIES POLICY

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Introduction

Fenland is a diverse, multicultural district. The Council recognises and values the diversity of its workforce and all people and communities in the district, and is committed to meeting the reasonable and appropriate needs of all of our residents and employees.

True equality is more than simply identifying the different communities that are represented in Fenland. It is about ensuring we understand the needs of residents from a range of diverse backgrounds and enable our diverse community to thrive. In doing this we will not only meet our legal equalities requirements; we will also meet our inclusive vision for the district:

“To improve quality of life for people living in Fenland”

The Council wants to be a district of opportunity, where people enjoy living in clean, green and cohesive neighbourhoods, as part of a community where they are able to reach their maximum potential in a safe, healthy and prosperous environment.

The Council recognises that to achieve this vision it needs to provide services that are tailored to people’s actual needs, by treating people differently where necessary to ensure fairness, equity, and equality of outcomes.

The Council also recognises respects and values diversity within its workforce as a key asset and resource in enhancing and maximising our performance to effectively understand and meet the diverse needs of its service users.

The objectives that the Council and local partner organisations aim to achieve are:

- Eliminate unlawful discrimination, harassment and victimisation;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not;
- Ensure we have a robust and accurate evidence base of equality information relating to our workforce and the community;
- Ensure equality related evidence is embedded into the decision-making process and forms an integral part of the evidence base for strategy and project development and delivery.

Purpose

The purpose of this Comprehensive Equality policy is to ensure that we have clearly outlined to our customers, employees and partners:

- How Fenland Council will realise its vision;
- Individual roles and responsibilities;
- What we understand by equality and diversity in Fenland Council;
- The standards the Council seeks to achieve and by when;
- Mechanisms for demonstrating progress and achievements;
- Mechanisms for feedback, learning and involvement.

Statement of Commitment

The Council believes that valuing diversity means actively recognising the strengths, talents and needs of individuals and all communities. This requires our nurturing the potential of our employees and maximising opportunities for all our customers and partners in order that they can make their unique contribution to quality of life across the district. As a major employer and key service delivery agency, the Council is uniquely placed to realise its vision and goals for people who live and work in Fenland.

The Council aims to ensure that promoting equality is central to all officers' work, including the development and implementation of policies, strategies, partnerships, projects and all working arrangements. Members have an overview and scrutiny role over this via reports to Cabinet, Staff and Overview & Scrutiny Committees as well as meetings with the Councils Corporate Management Team.

All Services will ensure that actions to promote equality in service provision are included in their business planning, including developing equal access to services, and carrying out equality action planning, target setting and equality monitoring.

The Council realises that to achieve its vision, it is essential that it recognises the reality of discrimination experienced by many communities, groups and individuals.

We will ensure that our own organisation is accessible and productive for its customers, employees and partners, generating an environment where all contributions are valued.

The Legal Framework

In formulating this Policy, the Council recognises and values the important role it has to play in complying with legislation and supporting associated Codes of Practice, in defining discrimination to help develop mechanisms to prevent and stop inappropriate practices. The Council embraces existing and scheduled legislation (examples listed below) as presenting opportunities for realising its vision of making positive difference to our customers, employees and partners.

The relevant legislation includes:

- The Human Rights Act 1998;
- The Equality Act 2010.

The Equality Act 2010 encompasses the following protected characteristics:

- Age;
- Disability;
- Gender reassignment;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Race;
- Religion or belief;
- Sex/ Gender;
- Sexual Orientation.

Public Sector Equality Duty (Section 149 of the Equality Act 2010) applies to public bodies and others carrying out public functions. It supports good decision making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective; accessible to all; and which meet different people's needs.

The Equality Duty is supported by general and specific duties; these require public bodies to publish annually relevant, proportionate information demonstrating their compliance with the Equality Duty; and to set themselves specific, measurable equality objectives.

Policies and Procedures

In order to ensure that the Council maintains regard for this legislation and duty, all policies, procedures and practices will be subject to review in order to assess their impact on achieving and contributing to equality and diversity objectives.

To ensure that equality and diversity matters are considered as part of mainstream service development, all reports include a formal consideration of Equalities and Community Cohesion implications. These are considered and evaluated before any policy or procedure is adopted.

Reviewing policies

Priority will be given to new policies and procedures. We will regularly review our policies and practices to ensure that they continue to reflect our objectives and current legislation. This policy framework will be reviewed annually or as otherwise required. Our policy and procedure on maintaining Dignity at Work will be periodically reviewed to support the management of equality and diversity.

Employment and Recruitment of Staff

Employees Role and Responsibilities

The Council is committed to maintaining equality and fairness of treatment in all their dealings with both employees and the public. The Council's code of conduct sets out expected standards of behaviour for its workforce. Any deliberate act of discrimination or serious breach of the Comprehensive Equality Policy by employees will be considered as an act of gross misconduct and will result in disciplinary action, and possible dismissal.

The contribution and conduct of the Council's workforce is critical to achieving the aims of this policy. The actions and behaviours of all employees determine equality of access and outcome to its services and this results in how our customers perceive the Council.

To enable employees to project the appropriate attitudes, behaviours and actions the Council has developed values and behaviours (core competencies) that apply to all employees. All employees are given guidance on these and must adhere to them at all times.

In addition the Intranet and website pages have been updated to reflect latest guidance for employees.

Every employee has the right to be treated with dignity whilst at work. The council does not tolerate harassment or bullying. An employee who believes that their dignity at work has been breached has the right to make a complaint under the Council's Dignity at Work Procedure.

This includes the reporting of racist incidents. The council takes all such complaints seriously and will carry out an investigation. And if appropriate refer any identified Hate Crime to the Police to investigate and take further action

Each employee is responsible for ensuring their actions and decisions comply with the requirements of equality legislation. Equality and diversity forms a mandatory part of the council's induction programme. Training and e-learning is available to provide further information on acceptable and unacceptable behaviour to ensure this. Where employees are conducting formal assessments of equality impacts for their services' proposals and decisions, advice and guidance and coaching is available.

Recruitment and selection

When recruiting and selecting employees, we will seek to ensure that there is the widest possible response to advertised vacancies. To this end, we will take appropriate steps to ensure that members of underrepresented groups are aware that the Council is an employer that welcomes their application and is one that values and respects diversity. Accordingly, recruitment sources will be made aware of this and the Council's job advertisements will make clear that the Council is an equal opportunities employer. We will also take reasonable steps to bring advertisements to the attention of under-represented groups.

Recruitment and selection processes are of crucial importance to the promotion of equality and diversity and these processes must be carried out according to objective, job-related criteria which are based on ability to do the job and result in appointments which enable the Council to perform our duties successfully with due regard to our commitments and the Public Sector Equality Duty.

We will ensure that the Council's commitments within this Policy will be undertaken during appraisals and the management of performance, commensurate with the responsibilities of the post.

The Council aims to:

- Nurture and build a diverse and representative workforce, which at all levels broadly represents the community it serves, enabling it to better meet the service needs of all our communities.
- Treat all employees and applicants for employment fairly and ensure they are not discriminated against because of their age, disability, gender reassignment, marriage and civil partnership, salary level, pregnancy and maternity, race, nationality, ethnic origins, religion or belief, gender, sexual orientation and social background;
- Regularly review its recruitment and selection procedure to ensure fair access to all jobs. People will be selected on merit, based only on their skills, abilities, experience and qualifications to carry out the duties and responsibilities of the post for which they have applied;
- Be positive about disability and regularly review our commitment. We guarantee to interview any candidate with a disability who on the basis of their application appears able to meet the essential requirements of the role/ job that they are applying for;
- Provide fair access to training and development opportunities;
- Have due regard to equal pay legislation;
- Support employees who wish to use a mode of dress dictated by ethnic/ cultural background and religious beliefs. However, where corporate clothing is used or provided or where the wearing of any apparel may conflict with health and safety regulations or this policy, the relevant Head of Service may need to impose restrictions;
- Consider and reasonably adapt organisational requirements or existing practices where they are contrary to employees' cultural and religious needs/or where these can be reasonably adjusted to meet the needs of employees with disability;

- Provide a range of equality and diversity training and development to support staff deliver the Council's services to all parts of the community.
- The Council's People & Development Strategy addresses specific areas for development around workforce equality outcomes and awareness.

Disciplinary procedures and raising concerns at work

In monitoring employment practices, the Council will look at how the disciplinary procedures and raising concerns at work procedures are applied. In matters of discipline, due account will be taken of cultural background and any specific needs employees might have in relation to ensuring effective communications, as appropriate.

If an employee considers that she/he has been discriminated against in relation to recruitment, selection, training, promotion or the application of conditions of service, she/he should raise the issue using the Council's grievance procedure. The individual may still have the right to refer her/his case to an Employment Tribunal.

All forms of unlawful or otherwise unjustifiable discrimination by employees will not be tolerated. An employee who discriminates against job applicants, employees or service users unlawfully or otherwise unjustifiably will be committing an offence under the disciplinary procedure. In such cases, the matter will be referred to the Council's Disciplinary Policy. In addition, employees need to be aware that they may be held personally responsible by the victim, under the law, civil liability, for any such discriminatory acts.

If any employee has a concern relating to the operation of this policy they should discuss the issue with a member of the Human Resources team. This can informally resolve the matter and does not preclude them from instigating the Council's grievance procedure if this does not resolve all.

It is a condition of employment that all employees adhere to this policy.

Service Delivery

The Council provides direct services, provides grants, and regulates funds and commission's services. In all these roles and activities the Council is committed to fair and equitable access to service whether they are delivered directly by Council employees, in partnership with other agencies or indirectly through external contract, funding or commissioning arrangements. All services of the Council will take steps to ensure that Council functions and policies are carried out in a way that complies with statutory requirements, minimises adverse impact on any section of the community and meets the needs of all local people (as appropriately as possible).

The Council aims to:

- Ensure equal access, fair treatment and appropriate provision to the whole community regardless of age, disability, gender reassignment, marriage and civil partnership, salary level, pregnancy and maternity, race, nationality, ethnic origins, religion or belief, sex, sexual orientation, social background and any other reason not connected to entitlement and availability;
- Provide quality services designed to meet a wide range of different needs in the community and regularly review them to ensure that we do not/have not disadvantaged our customers;
- Provide appropriate services, adapting these to meet the needs of the whole community promoting equal access to services, including producing clear information about how to access our services (for example, in different languages and large print) to ensure equality of outcome;
- Provide and publicise clear information on how customers can comment, compliment or complain about the services they have received and respond efficiently to complaints received;
- Ensure that wherever practicable, all services and buildings are accessible.

In addition the Council will:

- Assess organisational, services and individual requirements to achieve compliance with legislation;
- Respond to reports of victimisation, discrimination and/or harassment in accordance with its Dignity at Work Policy;
- Ensure that all Council functions and policies are carried out in a way that complies with statutory requirements, minimises adverse impact on any section of the community and meets (as appropriately as possible) the needs of all local people.

Procurement

The Council will ensure that the procurement of goods, services and facilities is undertaken in line with the commitments set out in this Comprehensive Equality Policy.

We will ensure that relevant guidance is provided to all services in our Procurement Guidance and establish procedures to ensure that providers from diverse communities have a fair and equal opportunity of competing for Council contracts.

All contracts awarded will be made to companies/organisations that can demonstrate that they comply with the ethos and legislative requirements of this policy.

Consultation

As part of the Council's Corporate Business Plan commitment the Council will consult with and actively listen to our customers, partners, community groups and stakeholders (including employees) on all aspects of developing policies and strategies including this Comprehensive Equality Policy.

Community Leadership

Work with partners in the statutory, third and faith sectors.

Development of the Fenland Diverse Communities Forum is intended to provide a single source of research and intelligence, across the district, to support people in undertaking analysis of local equalities needs and potential impact of decisions and services across the district.

As a community leader we will:

- aim to be a model of good practice in our approach to Equal Opportunities and encourage others to do likewise in order to see equality of opportunity as a core element of a healthy and harmonious community;
- use our powers under the Local Government Act 2000 to promote equality in our district;
- consult widely and work with others to promote equality of opportunity in all elements of life in the communities that make up our district;
- value the contribution of voluntary and community groups and consult and support local organisations who represent the views of Fenland citizens;
- support and work with organisations such as the Citizens Advice Bureau, One Voice4 Travellers, National Romani Rights Association, Peterborough Race Equality Council, Cambridge Human Rights & Equality Support Service, Rosmini Centre, Ferry Project, ACCESS, Wisbech Interfaith Forum and other local groups to promote equality and challenge discrimination;
- challenge negative stereotyping and the use of discriminatory and insulting language and behaviour by promoting positive images in all our publications;
- encourage voluntary and community organisations to adopt the principles of this Comprehensive Equal Opportunities Policy so far as appropriate in each individual case; assist voluntary and community groups in seeking grant funding or other support from the Council, to develop policies and practices to ensure that the statutory requirements are met;
- work to enhance local democracy and accountability to ensure the needs of our local population are met and that they are actively encouraged to engage in the democratic process;
- continue to work to achieve the recommendations of the Macpherson Report and build into our equality action plan targets for implementation;

In particular we will:

- tackle the special problems and discrimination that may be experienced by ethnic groups locally;
- promote awareness that Hate Crime e.g. racism is a crime and encourage people to report racist incidents to the Police or at a Community Reporting Centre;
- record and investigate all racist incidents reported to us in accordance with an agreed procedure;
- work to implement equality standards by setting and achieving targets in our action plans (linked to our Service Plans);
- take up external funding opportunities to pursue equality objectives in regeneration, community support and social inclusion;
- take prompt action to remove offensive, obscene or racist graffiti;
- acknowledge that racist, homophobic and other hate crime based on discrimination, prejudice or stereotyping is a community safety issue;
- ensure that community safety issues are fully considered in all our functions in accordance with the Crime and Disorder Act 1998.

The measurement will be aided by:

- Using the census as a base, develop a profile of the community containing district facts and figures. This document will be further informed by information from the Cambridgeshire County Council's Research and Analytical Service;
- Joint Strategic Needs Assessment is an analysis of the health and social care needs of the district. Where the data is available, this is broken down into analysis of needs by protected characteristics and ethnic groups;
- Interviews with a representative sample of Fenland residents and seek their views on living in Fenland. This data can be broken down by protected characteristics to tell us how people from different equalities groups feel about their neighbourhood and the services provided by partner services;
- The data collected being used to better inform the development of key strategies and plans;
- The Council's People & Development Strategy's, which contains key equalities information relating to the people employed by the council. A principle aim of the strategy's is for the council's workforce to reflect the local community of which it serves;
- Monitoring recruitment and selection, training and other personnel procedures, and measuring change in the composition of the workforce.
- Collecting and analysing information to check that the Council's employment policies and practices are fair and prevent discrimination;
- Reporting the results of employment monitoring, including the Gender Pay Gap report, on an annual basis;
- Developing the use of efficient and confidential monitoring systems to analyse and evaluate how effectively services meet the needs of the district's diverse community. This will include monitoring information about use and non-use of services together with reviewing allocations of service ensuring equal access.

Who has responsibility?

The Council takes its responsibilities for equality of opportunity and diversity very seriously and recognises that discrimination can only be effectively eliminated in partnership with employees, service users and our external partners.

- The Chief Executive has overall responsibility for ensuring this policy is carried out;
- The Corporate Management Team is responsible for coordinating a strategic approach to the management of equality and diversity and will nominate a lead officer;
- Directors are responsible for ensuring that equality and diversity issues are mainstreamed within business plans and delivery of the services for which they have executive responsibility;
- Heads of Service are responsible for ensuring that arrangements are in place to ensure effective day-to-day delivery of services and management of employees with due regard to the council's equality and diversity objectives;
- All employees have a responsibility to carry out their duties in accordance with this Equality Policy, the associated core competencies and statutory requirements;
- The Cabinet, Staff Committee and elected Members of the Council will promote, support and uphold this policy in all their dealings with employees, partners and our external customers.

Standards and Monitoring

Monitoring and evaluation

We will examine and regularly review employment policies, practices, procedures and decision-making criteria to assess their impact and to ensure that they do not discriminate unlawfully or otherwise unjustifiably, either in principle or in their operation, utilising an Equality Impact Assessment process. In undertaking this, regular monitoring of the workforce, applicants for employment and retention rates will be carried out in order to establish baseline data and gain evidence as to whether the policies work effectively. We aim to achieve full representation relative to the local population at all grades and in all areas of employment. When a new policy or initiative is planned an Equality Impact Assessment will be undertaken, which we will use to determine how we can best promote equality through the new policy/initiative.

We will need to continue to show due regard has been given to equalities consideration in our decisions, service provision and employment practices, as currently, as per wider Equalities legislation.

Corporate guidance has been developed to ensure that the Council meets its requirements under the Equality Act and Public Sector Equality Duty, and positions itself as effectively as possible to meet the needs of groups with protected characteristics in our communities wherever feasible, and progress against this undertaking is reviewed quarterly by the Equality Service Champions Group.

We also will review our workforce monitoring data to ensure it is as up to date and comprehensive as possible, by raising awareness through publicity to encourage all employees to make sure information recorded on the councils computerised HR system is full and accurate.

A performance framework for equality is established through the Council's Service Champions Equality Network and covers all aspects of the Council's work.

Monitoring and evaluation

We will examine and regularly review service delivery policies, practices, procedures and decision-making criteria to assess their impact and to ensure that they do not discriminate unlawfully or otherwise unjustifiably, either in principle or in their operation, utilising a Customer (Equality) Impact Assessment process. When a new policy or function is planned an Assessment will be undertaken, which we will use to determine how we can best promote equality through the new initiative.

Annual Equality Report

We will publish annually a public report on the outcome of our Equal Opportunities monitoring which forms part of the Annual Equality Report.

We will review the arrangements for the collection and publication of monitoring data in accordance with Codes of Practice and guidelines.

Data Protection

We undertake to ensure that information derived from monitoring will be treated in confidence, in accordance with the provisions of the General Data Protection Act 2018.

Community Impact (EQUALITY) Assessments

The Council has developed guidance on the "Community (Equality) Assessment Process" and this is delivered by equality service champions who cover all areas of the Councils work.

The Council is committed to undertaking Community (Equality) Impact Assessment of all existing and proposed policies, procedures, practices and functions before they are adopted to highlight any possible disproportionate adverse impact on any particular sections of the community. If identified then the Council will then take any reasonable action required to eradicate or minimise this impact if unavoidable.

Screening and Community (Equality) Impact Assessments (EQIA)

All our policies and functions for relevance to our commitment to promote equality and a timetable and corporate mechanism for carrying out Community (Equality) Impact Assessments for those policies and functions that is relevant. This includes annually revisiting all.

Comments Compliments and complaints

We will positively encourage customer comments regarding our services and maintain clear, transparent, fair and sensitive procedures for dealing with complaints.

The Council's complaints procedure may be used by members of the public who are dissatisfied with the behaviour or actions of Council staff, the extent or non-provision of a service, or the manner in which it is provided.

We will undertake comprehensive equality monitoring of comments and complaints received and ensure equal access to the Council's complaints procedure.

As a partner, influencer and enabler, The Council shall:

Highlight the needs and requirements of people facing discrimination. Take a strategic lead in challenging discriminatory policies and practices. Enter into agreements and partnerships that actively promote equality and social inclusion.

Discrimination

Types of discrimination

There are different types of discrimination – associative, direct, indirect, perceptible, harassment, third party harassment, victimisation and institutional. The definitions of discrimination we have used within this policy are detailed below.

Direct discrimination consists of treating a person less favourably on the grounds of any protected characteristics, than others are or would be treated in the same or similar circumstances.

Indirect discrimination consists of applying a provision, criterion or practice, which although applied equally to e.g. both sexes or all racial groups etc. has the effect of excluding, penalising or treating less favourably a particular group, causing a detriment to those unable to comply and which cannot be justified.

Associative discrimination occurs when someone is directly discriminated against because they are associated with another person who possesses a protected characteristic.

Discrimination by perception occurs when someone is directly discriminated against because others think that they possess a particular protected characteristic.

They do not necessarily have to possess the characteristic, just be perceived to have the characteristic.

Victimisation is where a person is treated less favourably than another because she/he has brought proceedings, given evidence, or raised a complaint covered by the legislation.

Harassment is unwanted conduct which has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Everyone has the right to access our services free from harassment or bullying and to be treated with dignity. All allegations of harassment or bullying will be taken seriously and dealt with promptly and sympathetically, utilising multi-agency arrangements where appropriate.

Consultation

We welcome the support for promoting equality and diversity in employment from our staff, the trade unions, Staff Committee, residents and service users and recognise the important role that they can play in achieving the objectives of this policy.

We will therefore consult at every stage of introducing measures to implement this policy, including the procedures for the regular monitoring and review of its operation. In addition to consulting our own employees, we will also consult members of our community to establish how we are judged externally as an employer.

CONTACTING US

Traveller and Diversity Manager

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Customer Services Team

Telephone: 01354 654321

Email: 3cs@fenland.gov.uk

Human Resources Team

Fenland District Council, Fenland Hall, County Road, March, Cambs, PE15 8NQ

Telephone: 01354 622267

Fax: 01354 622259

Minicom: 01354 622213

E-mail: hr_atyourservice@fenland.gov.uk

UNISON

Unison Office, Fenland District Council, Fenland Hall, County Road, March, Cambs, PE15 8NQ

Telephone: 01354 654321(Ext 6712)

E-mail: gwilde@fenland.gov.uk

Website: <https://www.unison.org.uk/get-help/services-support/there-for-you>

Management, Trade Union and Staff Partnership (MTSP)

Telephone: 01354 622365 or 01354 622284

E-mail: ckemp@fenland.gov.uk or aharrison@fenland.gov.uk

OTHER USEFUL CONTACTS

Occupational Health

Human Resources Team
Fenland Hall, County Road, MARCH,
Cambridgeshire
Telephone: 01354 654321

⇨ Health promotion services to employees
of Fenland District Council

Police

March: 01354 652561
Wisbech: 01945 474444
Whittlesey: 01733 202222
Chatteris: 01480 455186

⇨ Racial incident or hate crime reporting -
dial 999 in an emergency

Traveller & Diversity Manager

Fenland District Council, Fenland Hall
County Road, MARCH,
Cambridgeshire
Telephone: 01354- 622451

⇨ Advice on racial harassment and hate
crime reporting

Equality and Human Rights Commission

FREEPOST RRLG-GHUX-CTR
Arndale House, Arndale Centre
Manchester, M4 3AQ

⇨ Information, publications and advice on
equality

by telephone or textphone via our
helplines:

Telephone: 08456 046 610
Textphone: 08456 046 620

CHESS

62-64 Victoria Street, Cambridge, CB3
3DU
Telephone: 01223 462615

⇨ Advice, information, assistance to promote
racial equality and good relations between
different racial and ethnic groups

Citizens Advice Bureau

9 Church Mews, WISBECH, PE13
1HL
Telephone: 01945 475658

Fenland District Council Staff Employee Assistance Programme

www.advantageengagement.com/1667/login or 0800 243 458 (Fenland Employees
only) and quote the organisation name.

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AGENDA ITEM NO. 8

Staff Committee

Date	10 June 2019
Title	Corporate Health & Safety Annual Report 2018/19

1. PURPOSE/SUMMARY

To provide the Staff Committee with an overview of the Council's Corporate Health & Safety Annual Report 2018/19.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council's health and safety performance during the period April 2018 – March 2019.

The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance) and a review of the progress with the Health and Safety Action Plan.

2. KEY ISSUES

Through proactive and robust health and safety codes of practice and procedures, the Council has seen continued performance in health and safety, with key areas such as:

- The total number of work-related injuries remains low with 19 recorded during the year.
- There was one 'reportable accident' which required reporting to the Health and Safety Executive (HSE).
- The total number of lost days through work-related injuries was 26 days.
- The ongoing delivery of the Council's health and safety training programme, with 106 staff receiving corporate health and safety training.
- A programme continues to review/update Council health and safety Codes of Practice, to ensure they are suitable and sufficient for use.
- Progress of the Health and Safety Action Plan (to 31 March 2019) and a summary of the work planned for 2019/20.

3. RECOMMENDATION(S)

That Staff Committee:

- Note the Council's performance within this report for the 2018/19.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Cllr Chris Boden – Leader of the Council and Finance Portfolio Holder
Report Originator	David Vincent Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530
Contact Officer(s)	David Vincent - Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530 Sam Anthony - Head of HR & OD Email: santhony@fenland.gov.uk Tel: 01354 622268 Peter Catchpole – Corporate Director Email: petercatchpole@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A

Corporate Health and Safety Annual Report

2018/2019



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Corporate Health and Safety Annual Report

2018/2019

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2018/19 and of its intentions with regard to health and safety for the year 2019/20. It demonstrates that Fenland District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 350 employees (full, part-time and casual) which equates to 271.93 full time equivalent employees in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continues with East Cambridgeshire District Council in providing support for health and safety and emergency planning functions.

1.1 Progress against the Health and Safety Action Plan 2018/19

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2018/19, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.99 compared to 4.19 for the previous year.
- Health and Safety training was delivered to a total of 106 staff.
- Audits were completed for six services/teams to assess their compliance with legal and Council requirements.
- A Health Surveillance programme continues to be provided to staff identified through a risk assessment basis.
- A summary of actions planned for 2019/20 is listed in Section 5 of this report.

2. KEY ACTIVITIES

2.1 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing COP review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

- Control of Substances Hazardous to Health (COSHH)
- Misuse of Alcohol and Drugs at Work Policy
- Fire Safety
- Noise at Work
- Driving at Work
- Electrical Safety.

2.2 Training

Health and safety training needs are identified in a number of ways including springboards, regular one to ones, team meetings and through the Council's Health and Safety Panel. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees. The following health and safety training was delivered during the year.

Course Type	Numbers Trained	Comment
Conflict Management	13	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Fire Warden	15	Knowledge of fire precautions, practical use of fire extinguishers and methods for evacuating staff in the event of a fire.
Use of Evacuation Chairs	12	Knowledge and practical use of emergency evacuation chairs for removing disabled persons from buildings in an emergency.
Manual Handling	18	Training in correct manual handling techniques to reduce risks of an injury.
Stress Management	11	Knowledge in the causes of stress in the workplace, how to assess the risks and the control measures to use.
Telephone Bomb Threats	20	Training in dealing/responding to telephone bomb threats.
First Aid at Work (3 days)	3	Competence to become a qualified First Aider.
Emergency First Aid at Work (1 day)	4	First aid training for low risk environments e.g. business centres.
AED Defibrillator	10	Training in the use of defibrillator to restart a person's heart.

Training is also supported by on the job training within all service areas, but in particular at the higher risk BASE site and the Wisbech Port. Training at the BASE is delivered in a number of ways including 'Tool Box Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training and reversing assistant training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

2.3 Health and Safety Emergencies

2.3.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained as Fire Wardens. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six monthly no-notice fire evacuation drill to test response and procedures.

2.3.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Fenland Hall and the BASE, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres and the Wisbech Shop, staff are trained in Emergency First Aid at Work, which is a one day training course with re-qualification every three years.

In addition to the above training, annual re-refresher first aid training is provided.

Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	6	-
BASE	5	2
Business Centres	2 (Boathouse)	1 (Boathouse) 1 (South Fens)
Shop (Wisbech)	-	1

2.4 Meetings of Health and Safety Groups

The Council has in place two health and safety groups to ensure that there is a corporate approach to relevant issues. The Health and Safety Panel meets quarterly which is chaired by a Corporate Director, and comprises the Head of Human Resources, Health and Safety / Emergency Planning Manager, and 10 workplace "health and safety champions" including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

The BASE Health and Safety Group deals more directly with issues relating to the BASE and meets on a quarterly basis.

2.5 Occupational Health

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on two yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The table below shows a breakdown of the teams that health surveillance is provided to, which will commence again in July 2019.

Team	Notes
CCTV	Night workers
Refuse & Cleansing	Fleet Drivers
Marine Services	Task Related
Street Scene	Fleet Drivers
BASE Vehicle Workshop	Task Related
Others	Fleet Drivers

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Benchmark Hunts DC 2017/18**	Benchmark Cambs City 2017/18**
Contact with machinery	0	2	0	0	0	1	0
Struck by moving object	3	7(1*)	3	0	2	8	2
Strike by moving vehicle	4(1*)	2	3	0	1	1	0
Strike against Fixed object	6(1*)	3	3	1	3	6	2
Slip, trip, fall same level	9	5(1*)	5(1*)	8	6(1*)	9	8
Lifting & handling injuries	2	5(1*)	8	3	4	4	6
Injured by an animal	0	0	1	2	0	6	0
Fall from height	1	0	0	0	0	0	0
Physical Assault	0	0	0	1	0	0	0
Contact with electricity	0	1	1	1	0	1	0
Burns/scalds	0	2	0	0	0	1	0
Contact with hazardous substance	1	0	0	0	0	0	0
All other kinds & unspecified	4	4	2	3	3	20	6
Total	30(2*)	31(3*)	26(1*)	19	19(1*)	57(3*)	24(3*)
Incident Rate per 100 FTE employees	7.5	9.4	7.9	4.19	6.99	9.9 **Data not unavailable for 2018/19	**Data not unavailable for 2018/19

*RIDDORS (reportable injuries)

Key points to consider from the figures presented in the above table are:

- The total number of accidents has remained low over the past year with a total of 19 accidents recorded. The largest cause of accidents were “slips/trips” with six recorded, followed by “manual handling” with 4 incidents recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent), and shows a slight increase to 6.99 compared with 4.19 for the previous year.

3.2 Accident Totals by Service

Corporately the number of accidents reported by employees and agency staff within each service is set out in the following table:

Service	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19
Communities, Environment Leisure & Planning	24	26	23	17	15
Growth & Infrastructure	3	4	0	0	1
Policy & Governance	0	1	2	1	0
People, Finance & Customer	3	0	1	1	3
Total	30	31	26	19	19

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 15 reported accidents during the year.

3.3 Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees

Type	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Hunts DC 2017/18**	Cambs City 2017/18**
RIDDOR Accidents	2	3	1	0	1	3	3

***Data not unavailable for 2018/19*

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). There was one accident (over seven day injury) involving a member of staff that was reportable to the HSE during the year as a result of a slip/trip.

Where RIDDOR accidents due occur they are subject to an internal investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

3.4 The number of employee working days lost due to accidents

Type	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19
Number of work -related days lost	55	122	402	11.5	26

The number of days absent from work as a result of an accident whilst at work has shown a slight increase over the past year to 26 days (although it remains low), this was for one member of staff as a result of slip/trip/fall.

3.5 Accidents involving Members of the Public

Type	2014/15	2015/16	2016/17	2017/18	2018/19	Hunts DC 2017/18**	Cambs City 2017/18**
Public	3	4(1*)	1*	0	3(2*)	23	4

*RIDDOR **Data not unavailable for 2018/19

Injuries involving members of the public have remained low over the past few years; with three recorded during the past year, two of which were 'reportable' to the HSE. Over the past five years, the majority of these injuries predominately involve slips and trips occurring on Council properties or land. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

3.6 Work Related Ill-Health Days Lost

Lost working time statistics through ill health are gathered and produced separately via the Human Resources team.

3.7 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. Slips, trips and falls' followed by 'manual handling' injuries are the biggest contributors to our accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2019

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2018/19 and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

5. HEALTH AND SAFETY ACTIONS FOR 2019/20




In 2019/20 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with East Cambridgeshire District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2019/20 is provided below:

- Supporting the HSE 'Helping Great Britain Work Well' strategy.
- Revision of the Corporate Health and Safety Policy.
- Revision of the Council's Contractor Management Code of Practice.
- Production of a Slips Trips and Falls Code of Practice.
- Delivery of a corporate health and safety training programme.
- Development of a Health and Safety training course for Elected Members.
- Coordinate delivery of a health surveillance programme across the Council.
- Development of e-learning health and safety training courses.
- Undertake audits/inspections of individual services/teams/buildings.
- Update intranet based health and safety information for staff use.

Appendix 1 - Health and Safety Action Plan for 2018/19

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2019)			
Action	Progress	Status	Target Date
Development and delivery of a Telephone Bomb Threat training course for all Customer Access staff	Training course developed and delivered to Customer Access staff. Training will continue to be delivered during 2019/20 to new staff as required.	Completed.	December 2018
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year, refer to Section 2 of this report for further details.	Completed	Ongoing
Undertake audits in line with the Council's health and safety audit programme.	Audits were completed for: <ul style="list-style-type: none"> Housing & Community Support Refuse & Cleansing ARP Policy & Governance Customer Access Communications & Reprographics 	Completed	Ongoing
Review and update the Council's code of practice on Control of Substances Hazardous to Health (COSHH).	Revised COSHH code of practice guidance introduced including risk assessment template.	Completed.	March 2019
Review and update the Council's on Misuse Alcohol and Drugs at Work Policy.	Revised Policy fully revised and updated which includes support for staff but also incorporates 'Cause Testing' for alcohol and drugs at whilst at work.	Completed and will be formally implemented in June 2019.	June 2019
Review and update the Council's code of practice on Fire Safety.	Revised Fire Safety code of practice guidance introduced to comply with legislation requirements.	Completed.	February 2019

Progress Against Action Plan (to March 2019)

Action	Progress	Status	Target Date
Review and update the Council's Driving at Work code of practice and procedures.	Revised guidance/procedures introduced for staff who drive at work, covers commercial vehicle drivers and other staff who drive on council business e.g. attending meeting, training courses etc.	Completed.	Jan 2019
Review and update the Council's code of practice on Noise at Work.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2018
Development of an Electrical Safety code of practice.	Draft document produced which details roles and responsibilities, legislation requirements and testing periods for electrical installations and equipment.	Completed.	March 2019
Update and improve intranet based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing

AGENDA ITEM NO.9	
Staff Committee	
Date	10 June 2019
Title	Corporate Health and Safety Policy 2019

1. PURPOSE/SUMMARY

The purpose of this report is to inform the Staff Committee of the Council’s new Corporate Health and Safety Policy

2. KEY ISSUES

By law under the Health and Safety at Work etc Act 1974, if an employer employees five or more people they must have a written health and safety policy.

The policy contains the statement of general policy on health and safety at work and details the organisation and arrangements in place for putting that policy into practice.

The policy statement should be regularly reviewed and possibly revised in the light of experience, or because of operational or organisational changes.

This Council Health and Safety Policy document is based on the Health and Safety Executive (HSE) ‘Managing for Health and Safety’ (HSG 65), which is the HSE’s model for health and safety management ‘Plan-Do-Check-Act’.

Our current Health and Safety Policy was last reviewed in August 2017, and has now been reviewed and updated to ensure that it is fit for purpose as a strategic over-arching policy document for the 2019 version.

The following sections are detailed within the Policy:

- Health and Safety Policy Statement. This policy statement should be displayed within all our premises where staff work e.g. Fenland Hall, BASE and business centres etc.
- Organisation – this section describes the principal responsibilities for health and safety within the Council, this includes Elected Members, Chief Executive, Corporate Management Team, Health and Safety Panel, Heads of Service, Managers, Corporate Health and Safety Manager, facilities and premise managers and staff etc.
- Arrangements – this describes the health and safety documentation and procedures. These are based on three basic levels, namely Corporate (Codes of Practice), Service documentation (procedures and guidance) and Local documentation (requirements unique to a site or service).

3. RECOMMENDATION(S)

That the Staff Committee approve this revised policy, which has been previously presented to the Corporate Management Team and the Health and Safety Panel.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Cllr Chris Boden – Leader of the Council and Finance Portfolio Holder
Report Originator	David Vincent Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530
Contact Officer(s)	David Vincent - Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530 Sam Anthony - Head of HR & OD Email: santhony@fenland.gov.uk Tel: 01354 622268 Peter Catchpole – Corporate Director Email: petercatchpole@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A



Health and Safety Policy

Issue Status: Draft
Date of Issue: June 2019
Revision Date: June 2021

Health and Safety Policy Statement

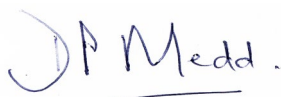
Fenland District Council recognises that good health and safety management supports the delivery of our Services for the people of Fenland. As part of the overall risk management process and culture, good health and safety management will help reduce risk of injury and loss; help promote a healthy workforce and help protect all who are affected by the Council's services.

Fenland District Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, as far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe places of work, safe environments, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The District Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted as its model for its health and safety management systems the HSE's "*Managing for Health and Safety*" (HSG 65) and will measure its health and safety management systems against this model. The District Council will monitor and review the effectiveness of these systems.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The District Council will endeavour to consult on significant health and safety issues with the workforce including trade union(s) in good time to enable staff to express their views on health and safety issues. All staff must actively support the District Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.



Paul Medd
Chief Executive

Date: June 2019

1. Organisation of People and Responsibilities

The principal responsibilities for health and safety in Fenland District Council (FDC) are set out below. These responsibilities are determined according to level of accountability and responsibility within the organisation according to the following definitions:

- **Policy makers;** include Elected Members, Chief Executive and direct reports, including Corporate Directors;
- **Planners;** include Heads of Service; and
- **Implementers;** include Line Managers and Supervisors.

Members of the Cabinet and other Elected Members shall:

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities;
- Monitor, via reports, the overall performance of the Council's health and safety management systems; and
- Promote a positive health and safety culture in FDC.

The Chief Executive shall:

- Take overall responsibility for health & safety across the Council, and lead in setting corporate policy and direction.

The Corporate Management Team (CMT) shall:

- Provide strategic direction and oversight of corporate health and safety strategies and policies;
- Establish strategies to implement policy and integrate these into the general activities of the Council;
- Agree plans for improvement and reviewing progress to develop the organisation and the policy;
- Authorise new or revised codes of practice or procedures;
- Ensure that health and safety performance is regularly reviewed; and
- Take responsibility for co-ordinating health and safety arrangements to ensure a one team approach.

Each Corporate Director shall:

- Be accountable for ensuring that their Services comply with corporate health and safety policy; and
- Establish and additional local policies, management organisation and procedures necessary to ensure safe service delivery.

Each Head of Service shall:

- Ensure the service has adequate professional advice to enable them to comply with the legal and corporate standards applicable to the operations of the service;
- Ensure the development of health and safety documentation for their service that meet, as a minimum, the requirements of the law, as well as corporate codes of practice and standards;
- Ensure sufficient resources are allocated to meet health and safety obligations throughout the service;
- Monitor health and safety performance throughout their service;
- Review health and safety performance annually and provide a summary of that review for the Health and Safety Panel;
- Develop, as part of Service Planning, suitable health and safety plans that aim to meet corporate objectives and improve health and safety performance;
- Ensure staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;
- Ensure that health and safety training programmes are in place and monitored.

Line Managers and Supervisors shall:

- Implement corporate and team Health and Safety codes of practice, standards and procedures as applicable in their area of responsibility;
- Ensure all staff and others comply with the requirements of their team's health and safety documentation as well as any local health and safety requirements;
- Ensure that all work related hazards are identified and suitable and sufficient risk assessments are undertaken;
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it;
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems; and
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.
- Ensure health and safety is an item on employee's 1:1s and Springboard meetings.

Corporate Health and Safety Manager shall:

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999;
- Prepare and publish FDC's health and safety codes of practice and guidance;

- Advise on identifying hazards, assessing risks and identifying suitable means of control;
- Maintain the procedures for recording, reporting, investigation and analysis of accident, incidents and the cases of ill-health;
- Provide appropriate advice and support to managers;
- Maintain up to date with legislation and best practice knowledge;
- Liaise with nominated health and safety champions from Services;
- Undertake performance measurement in health and safety;
- Raise matters of serious health and safety concern with the nominated Corporate Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies;
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety;
- Audit the health and safety management system.

The Health and Safety Panel

The Health and Safety Panel is the senior health and safety decision making body in the Council and meets quarterly. The members of the Panel are managers / officers / safety representatives from their service and are “health and safety champions” within their service. The Panel discusses and agrees policy, codes of practice and strategy documentation and monitors health and safety performance across all services.

The Health and Safety Panel shall:

- Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice; taking into account statutory requirements.
- Share experience and best practice in health and safety, and inform corporate strategy and code of practice development from a service perspective.
- Ensure that appropriate management information systems and assurance processes are in place to monitor health and safety performance.
- Ensure that consistent arrangements are in place to manage key health and safety risks to the District Council.

Health and Safety Panel Members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy;
- Identify hazards, assess risks and identify suitable means of control;
- Liaise with managers on all aspects of health and safety;

- Ensure effective communications across the service on health and safety issues;
- Assist in development of service level policy and procedures as applicable;
- Monitor incidents to promote prevention measures; and
- Provide escalation route from operational teams to relevant specialists.

Employees shall:

- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act;
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed on them;
- Remedy any unsafe situation within their competence or report such to their manager or supervisor in the first instance, who will ensure that appropriate action is taken;
- Notify their manager or supervisor of any short comings in protective measures;
- Not misuse or interfere with anything that is provided for health and safety; and
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Staff Safety Representatives

- FDC encourages full and effective joint consultation with trade unions on all matters of Health and safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives' and Safety Committees' Regulations 1977.

2. Arrangements and Documentation of Policy and Practice

The health and safety documentation is structured on three basic levels:

1. Corporate
2. Service
3. Local.

Level 1 - Corporate

The Corporate documentation is in the form of Codes of Practice. The Codes of Practice set out the overall position the Council takes on the issue covered and set out who is responsible and what must be done to meet the Code of Practice. In addition, there are Corporate Guidance documents where cross-service systems and documentation are needed e.g. accident reporting and fire safety.

The Codes of Practice aim to ensure that, as a minimum, the requirements of health and safety legislation are met. Services shall meet the requirements of corporate codes of practice as mandatory.

Level 2 - Service

Services documentation meets as a minimum the standards and requirements set out in the corporate documentation and take the form of procedures and guidance for managers and staff working in the service.

Level 3 - Local

Local documentation covers any health and safety procedures and requirements unique to a site or service.

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Panel as detailed within this policy.

Monitoring and review

An annual report will be produced by the Corporate Health and Safety Manager, and published on the Intranet. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

The supporting Health and Safety Codes of Practice are available on the Intranet, (Health and Safety). They are listed below:

- Abuse, Aggression and Violence
- Accident and Near Miss Reporting
- Asbestos Management
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Gas Safety
- Health Surveillance
- Legionella
- Lone Working

- Management of Contractors
- Manual Handling
- Misuse of Alcohol and Drugs Policy
- Sharps
- Noise at Work
- Personal Protective Equipment
- Pressure Systems
- Risk Assessment
- Security Threats
- Smoke-Free Workplace
- Work Equipment
- Working at Height

This policy will be subject to periodical revision and/or amendment under formal change procedures.