



**REPORT of
DEPUTY CHIEF EXECUTIVE**

**to
STRATEGY AND RESOURCES COMMITTEE
24 JULY 2025**

**REVISED HEALTH AND SAFETY POLICY AND STATEMENT OF INTENT
(RESUBMISSION)**

1. PURPOSE OF THE REPORT

- 1.1 To share details of the Council's revised Health and Safety Policy and Statement of Intent, as required by the Health and Safety at Work etc. Act 1974.
- 1.2 To inform the Committee of the arrangements that support the overarching policy (as set out in the arrangements section).

2. RECOMMENDATIONS

To the Council:

- (i) That the revised Health and Safety Policy (**APPENDIX 1**) and Statement of Intent be adopted;
- (ii) That the roles and responsibilities of the Leader of the Council, Committee Members and key staff be noted;
- (iii) That the annual review period be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 A Health and Safety Policy is essential for ensuring that the Council fulfils its statutory duties under the Health and Safety at Work etc. Act 1974 (the Act). The Act requires the Council to ensure, so far as is reasonably practicable, the health safety and welfare of its employees and others who may be affected by its undertaking.
- 3.2 The revised Health and Safety Policy (the Policy), attached at **APPENDIX 1** sets out the key themes required by the legislation. It includes the authority's statement of intent, specifies the roles and responsibilities of key groups and summarises the core arrangements in place to support safe working practices. The Policy is supported by subordinate policies, and these are referenced.
- 3.3 The revised policy was presented to the Strategy and Resources Committee on 23 January 2025 where Members requested minor amendments. Consultation with Member's Health and Safety Representatives took place in April and May 2025 and the version presented incorporates the amendments provided by Councillors K M H Lagan and J C Stilts.

4. CONCLUSION

- 4.1 The Health and Safety Policy and Statement of Intent will set the direction for health and safety activities, their management and governance at Maldon District Council for the next year.
- 4.2 The Policy does not set out performance indicators for health and safety, rather the framework, required for their reporting.
- 4.3 Adoption of the Policy is required by law, being one of the fundamental principles of the Health and Safety at Work etc Act 1974.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

5.1 Supporting our communities

- 5.1.1 Health and safety are fundamental aspects of all Council services and functions. Those in our communities interacting with the authority have a moral and legal right not to be harmed or exposed to unnecessary risks from its undertaking.
- 5.1.2 Working without significant risks to safety or health supports our staff, ensuring their physical and mental wellbeing. Many employees are part of the communities in which they serve.
- 5.1.3 Effective health and safety practices build public trust as communities feel safer when using local authority services, knowing that risks are well managed.

5.2 Investing in our District

- 5.2.1 Ensuring that our assets and services are safe provides confidence to users of our services and visitors to the district.

5.3 Growing our economy

- 5.3.1 Promoting good health and safety practice ensures the authority remains attractive to those wishing to form business partnerships thereby generating additional income and supporting other services.

5.4 Delivering Good Quality Services

- 5.4.1 By identifying and controlling health and safety risks the authority can ensure safer environments for its employees and the public, thereby minimising disruption and enhancing service delivery.
- 5.4.2 Non-compliance with health and safety law can impact on Council services through increased civil claims and significant uninsurable legal penalties through prosecution.
- 5.4.3 Investing in a good health and safety culture is consistently shown to improve staff morale, productivity, recruitment, and retention.
- 5.4.4 With 36.8 million working days lost in 2021 / 22 due to work related illnesses and injury (Health and Safety Executive), maintaining a healthy workforce is key to ensuring a full complement of staff and reducing disruption to key services.

6. IMPLICATIONS

- (i) **Impact on Customers** – Where health and safety activities are proactively planned, the impact on customers will be negligible. Where health, safety and welfare are preserved and properly communicated the customer experience may be enhanced.
- (ii) **Impact on Equalities** – The policy shall operate in accordance with the Act and subordinate legislation. It shall ensure inclusivity and fairness in the workplace and protect all employees including those with protected characteristics.
- (iii) **Impact on Risk (including Fraud implications)** – The policy will ensure that Council meets its legal obligations under the Act and reduce the likelihood of asset damage and civil claims made as a result of injury to employees, contractors or members of the public.
- (iv) **Impact on Resources (financial)** – Operation of the policy to ‘best practice’ standards will undoubtedly have financial implications across the authority, with the burden being heaviest on operational teams. These costs will be difficult to quantify, however for the moral, legal and financial reasons stated, should be considered as ‘business as usual activities and prioritised against other demands. The costs of non-compliance from direct and indirect sources far outweigh the costs of compliance.
- (v) **Impact on Resources (human)** – A Corporate Health and Safety Manager is in post to administer the policy, however their role is to act as a steward; to ensure that health and safety arrangements are in place and that legal requirements are being met by different teams. Officers time will be required to ensure that essential health and safety activities are undertaken as part of daily operations. No new posts will be required.
- (vi) **Impact on Devolution / Local Government Reorganisation** - All employers, including local authorities are legally required to have a health and safety policy in place and are at risk of enforcement action if they fail to do so. Where authorities merge, details of the arrangements put in place for health and safety may need to change, but the general themes of policy (i.e. why, who and how the policy must be administered) will be broadly similar. It is anticipated that government re-organisation will lead to changes at an operational level which will be addressed using new procedures and supporting documentation when so required.

Background Papers: None.

Enquiries to: Paul Baccarini, Corporate Health and Safety Manager.