

NOTTINGHAM CITY HOMES

REPORT OF THE INTERIM DIRECTOR OF ORGANISATIONAL DEVELOPMENT

THE BOARD
18 SEPTEMBER 2008

HEALTH AND SAFETY STRATEGY AND HEALTH AND SAFETY POLICY

1 SUMMARY

- 1.1 Under the Nottingham City Homes standing orders, company health and safety strategy and policy are matters reserved for board.
- 1.2 This report introduces Nottingham City Homes' draft health and safety strategy for the period 2008 – 2011.
- 1.3 The report also introduces draft revisions to the company's health and safety policy

2 RECOMMENDATIONS

It is recommended that the Board

- 2.1 Approve and adopt the health and safety strategy for the period 2008 – 2011;
- 2.2 Approve the proposed revisions to the company health and safety policy.

3 REPORT

- 3.1 A Company health and safety strategy has been prepared in draft and is attached for the board's approval.
- 3.2 The strategy covers the period 2008 – 2011, and includes a work plan for that period.
- 3.3 The strategy, in short, is to introduce a health and safety management system that will both improve actual health and safety performance and prepare the company for accreditation to BS OHSAS [Occupational Health and Safety Assessment Series] 18001
- 3.4 The work plan included in the strategy addresses those items that are required to implement a management system, and also incorporates items of current concern as identified in the recent National Britannia health and safety audit and by the company's Health and Safety Committee.
- 3.5 The draft strategy has previously been circulated to the Executive Management Team and to the Health and Safety Committee, and

incorporates the comments that have been received from this consultation.

- 3.6 The Company's health and safety policy is reviewed annually and revisions are made if appropriate.
- 3.7 Draft revisions have been made to the company's health and safety policy, which is attached. Board is asked to approve the revisions.
- 3.8 Proposed revisions are as follows:
 - 3.8.1 The Company Secretary's responsibilities are amended to reflect the postholders reduced duties.
 - 3.8.2 The Head of Health and Safety's responsibilities have been added to reflect the postholder's appointment.
 - 3.8.3 The Senior Health and Safety Adviser's responsibilities are amended to reflect the recent change in the health and safety team's structure.
 - 3.8.4 New sections have been added where omissions have been identified. These are H&S law poster, lone working, water hygiene and health and safety audits.
 - 3.8.5 The section on training is amended to include a health and safety strategy.
 - 3.8.6 Appendix B [health and safety policy post titles] has been deleted as this is a quickly changing item that serves little advantage. More valuable and flexible methods of describing responsibilities and reviewing performance exist, including job descriptions and EPDRs.
 - 3.8.7 Appendix D [health and safety training] is deleted in favour of the development of the aforementioned health and safety training strategy.
- 3.9 Consultation with employees on these proposed revisions has taken place through the company's Health and Safety Committee.

4 OTHER OPTIONS

- 4.1 For the board to make require amendments to the strategy and / or policy.

5 FINANCIAL AND RISK IMPLICATIONS

- 5.1 Costs associated with the implementation of the health and safety strategy are absorbed in the existing budgets for the health and safety team. However, there is likely to be additional costs relating to physical, procedural, promotional or training initiatives that are identified and recommended during reviews of specific work areas.
- 5.2 The printing costs for the health and safety policy are approximately £700.

- 5.3 The health and safety strategy and policy both contribute significantly to the mitigation of corporate risk C17 “Failure to meet current Company Health and Safety requirements”.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

- 6.1 deliver good-quality, value-for-money housing services that will achieve at least a two-star status by autumn 2005 and a three-star standard after that; improve customer satisfaction with opportunities for involvement and with service quality, performing in the top 25% of similar companies in 2005.

7 VALUE FOR MONEY AND EFFICIENCY ISSUES

- 7.1 Implementation of the health and safety strategy will deliver improved services, increased employee and customer safety, an improved safety culture and better compliance with legislation for little additional cost.
- 7.2 The health and safety policy is required by law. The proposed revisions will incur no additional costs other than printing costs.

8 EQUALITY AND DIVERSITY IMPLICATIONS

- 8.1 No equality, diversity or inclusion implications are foreseen.

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

- 9.1 Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999

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