



REPORT TO CABINET

DATE OF MEETING	9 th June 2026
REPORT TITLE	Health, Safety & Welfare Policy
LEAD MEMBER	Councillor Beales
LEAD OFFICER	Mark Whitmore
CONSULTEES	Corporate H&S Board, ELT
WARDS AFFECTED	None

KEY DECISION	YES/NO
DECISION MAKER	Cabinet Recommendations to Council Part Cabinet Decision and Part Recommendations to Council Other Council Body
IS THE REPORT OPEN OR EXEMPT	OPEN/EXEMPT

FINANCIAL IMPLICATIONS	YES/NO
HR IMPLICATIONS	YES/NO
POLICY IMPLICATIONS	YES/NO
STATUTORY IMPLICATIONS	YES/NO
RISK MANAGEMENT IMPLICATIONS	YES/NO
ENVIRONMENTAL IMPLICATIONS	YES/NO
EQUALITY IMPACT ASSESSMENT COMPLETED	CONFIRM PRE-SCREEN COMPLETED AND IF FULL EIA REQUIRED AND COMPLETED

SUMMARY OF REPORT

The council recognises the importance of ensuring the Health, Safety and Welfare of its employees and members of the public using our buildings and public open spaces. Providing safe working environments is more than just meeting statutory obligations it is also essential to the councils Marmot ambitions, specifically of creating fair employment and good work for all and building healthy and sustainable places and communities.

The policy sets out the arrangements, duties and responsibilities of the council to its staff, the responsibilities of all staff to adhere to the Policy requirements and how these duties and responsibilities will be discharged.

RECOMMENDATIONS

Recommendation to Full Council:

1. To approve the adoption of the Health, Safety & Welfare Policy.
2. To delegate responsibility for approving annual administrative reviews to the Chief of Staff.
3. To note that the policy where significant changes to the policy are made that these will be brought back to council for approval.

REASON FOR DECISION

To ensure that the council has an effective structure for delivering its health and safety functions.



CORPORATE STRATEGY How does this proposal support our Corporate Priorities Our priorities Corporate Strategy 2023 - 2027 Borough Council of King's Lynn & West Norfolk	
Promote growth and prosperity to benefit West Norfolk	
Protect our Environment	
Efficient and effective delivery of our services	The Policy supports the council to deliver its services safely.
Support our communities	

REPORT DETAIL

1. Introduction

- 1.1 The Health & Safety at Work etc Act 1974 requires the council to *“prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”*
- 1.2 The proposed policy has been subject to consultation with the Councils Health & Safety Board, which includes Unison and the Corporate Leadership Team.

2. Background

- 2.1 Following a detailed review of the council’s corporate health and safety arrangements a full review of the councils policy has been undertaken. Following this a new policy has been developed that provides a clear and concise description of the councils arrangements. This is in line with the Health & Safety Executive’s guidance on preparing a written statement.



3. Proposal

- 3.1 It is proposed the new Health, Safety & Welfare Policy is adopted by the council.

4. Options Considered

- 4.1 No other options have been considered as there is a legal requirement to have a written policy and statement of general intent.

5. Financial Implications

- 5.1 Whilst there is no direct financial implications with the adoption of the policy it should be noted that the policy states, in line with legal requirements, that the financial implications of ensuring compliance with health and safety obligations is not in itself a reasonable excuse for not undertaking appropriate steps to comply with the law.

6. HR Implications

- 6.1 As part of the review of the councils Health & Safety functions there is an ongoing review of resource and staffing requirements to ensure that the Council has sufficient resource to meet the legal requirements.

7. Policy Implications

- 7.1 The proposed policy sets out the councils commitment and approach to managing health and safety. The requirements of the policy should be considered when formulating or reviewing other council policies.

8. Climate Change and Environmental Implications and considerations

- 8.1 Not applicable to this report.

9. Statutory and Legal Implications

- 9.1 The council has a legal obligation to have a written policy and statement of intent. The council is also required to comply with all Health & Safety law as it applies to the business of the organisation.

- 9.2 As per the scheme of delegation within the constitution it is a requirement that this policy is reviewed and approved by Council, this report therefore meets that obligation.

10. Local Government Reorganisation Implications

- 10.1 Not applicable to this report.

11. Health and Safety Implications



11.1 The policy addresses the organisational duties and arrangements for ensuring the health and safety of its employees and visitors to its operational land.

12. Consultees

12.1 The consultees for this policy were the Health & Safety Board, the Executive Leadership Team and the Leader of the Council.

13. Equality Impact Assessment

13.1 Pre screening assessment completed and attached to this report.

14. Risk Management Implications

14.1 The proposed policy will affect how the council identifies and manages risk against which the risks identified in the strategic risk register and service risk registers will be assessed against.

15. Conclusion

15.1 The report sets out the legislative requirements for the council to have a written health and safety policy and statement of general intent. The proposed policy, attached at appendix 1, meets these legal requirements, clearly setting out how health and safety will be managed within the council.

15.2 Whilst there are no direct financial or HR implications attached to the adoption of the policy the report outlines that financial considerations alone are not sufficient grounds to make either policy or operational decisions that may compromise the effective management of health and safety at work.

LIST OF APPENDICES

Appendix 1 – Health, Safety & Welfare Policy.

LIST OF BACKGROUND PAPERS

None.

PRE SCREENING EQUALITY IMPACT ASSESSMENT



For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Health, Safety & Welfare Policy			
Is this a new or existing policy/service/function? (<i>tick as appropriate</i>)	New		Existing	X
Brief summary/description of the main aims of the policy/service/function being screened.	The policy sets out the arrangements the council has in place to ensure it meets its legal obligations in managing Health & Safety within the organisation.			
Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	The council is required to have a written policy under the Health & Safety at Work etc. Act 1974.			
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Health & Safety Board Executive Leadership Team			

Question	Answer
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<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p> <p><i>*For more information on health inequalities please visit The King's Fund</i></p>		Positive	Negative	Neutral	Unsure
	Age	x			
	Disability	x			
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity	x			
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Armed forces community			x	
	Care leavers			x	
	Health inequalities*			x	
Other (eg low income, caring responsibilities)			x		

Please provide a brief explanation of the answers above:



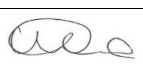
The Health and Safety at Work etc Act 1974 and the regulations made under it apply to all employees of the council equally. There are however certain groups who are subject to additional consideration to ensure they are not placed subject to risks, these include anyone under the age of 18, pregnant or new mothers and anyone with a specific disability.

Question	Answer	Comments	
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No		
3. Could this policy/service be perceived as impacting on communities differently?	No		

If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:

Decision agreed by EWG member:

4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	Actions:	
		Actions agreed by EWG member:	
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	Please provide brief summary:	

Assessment completed by: Name			
Job title			
Date completed			
Reviewed by EWG member	 A Demonty	Date	07.05.26

Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

