

Forest Heath District Council

(This report is a key decision. This report has been subject to appropriate notice of publication under the Council's Access to Information Rules)

Report of the Cabinet Member for Resources, Governance and Performance

CABINET

4 DECEMBER 2012

CAB12/049

JOINT HEALTH AND SAFETY POLICY – REVISED INSTRUCTION 3 – ACCIDENTS, NEAR MISSES, ILL HEALTH AND DANGEROUS OCCURRENCES REPORTING (Key Decision Reference: DEC12/07)

1. Summary and reasons for recommendation(s)

- 1.1 Attached as Appendix A is a proposed Revised Instruction 3 relating to the Reporting Procedure for Accidents, Near Misses, Ill Health and Dangerous Occurrences. The proposed amendments to this instruction are shown as tracked changes and are necessary because of change to the Reporting of Diseases, Dangerous Occurrence Regulations (RIDDOR).

2. Recommendation

- 2.1 That respective Cabinets be RECOMMENDED to approve the Revised Instruction 3 of the Joint Health and Safety Policy as contained in Appendix A of attached.**

Contact details

Name
Title

Telephone
E-mail

Portfolio holder

Councillor Stephen Edwards
Portfolio Holder for Resources,
Governance & Performance
01638 660518
stephen.edwards@forest-heath.gov.uk

Lead officer

Martin Hosker
Health and Safety Manager

01284 757010
martin.hosker@stedsbc.gov.uk

3. How will the recommendations help us meet our strategic priorities?

3.1 The recommendation(s) meet the following, as contained within the Corporate Plan:

- (a) Corporate priority: *'working together for an efficient council'*; and
- (b) Strategic priority: *'being an efficient and effective Council'*.

4. Key issues

4.1 The Reporting of RIDDOR's over three day injury reporting requirement has changed from the trigger point of over three days to now over seven days incapacitation (that is not counting the day on which the accident happened).

4.2 Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal duties.

4.3 The deadline by which the over seven day injury must be reported will increase to 15 days from the day of the accident.

5. Other options considered

5.1 N/A

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 N/A

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 N/A

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 N/A

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 N/A

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 The policy amendments were recommended for approval by the Joint Health & Safety Group on 10 May 2012 and the West Suffolk Joint Health and Safety Panel on the 30 October 2012.

8. Financial and resource implications *(including asset management implications)*

8.1 None

9. Risk/opportunity assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
N/A	High/Medium/Low		High/Medium/Low

10. Legal and policy implications

10.1 The Health and Safety at Work etc. Act 1974 says that employers must prepare a Health and Safety Statement (i.e. policy) and bring it to the attention of all employees. The policy should be reviewed and revised as often as necessary.

11. Ward(s) affected

11.1 All

12. Background papers

12.1 N/A

13. Documents attached

13.1 Appendix A – Proposed Revised Instruction 3 – Accidents, Near Misses, Ill Health and Dangerous Occurrences Reporting.