

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 & Performance

CABINET

9 APRIL 2013

CAB13/079

JOINT HEALTH AND SAFETY POLICY – AMENDMENT 007, ANNEX I – SAFETY & ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS AND SUB-CONTRACTORS. AMENDMENT 008, INSTRUCTION 41 – VOLUNTEERING. AMENDMENT 009, ANNEX U – HOT WORKS PERMIT. AMENDMENT 010, ANNEX V – WORK PERMIT FOR EXTERNAL & INTERNAL ROOF WORK (Key Decision Reference: APR13/01)

- 1. Summary and reasons for recommendation(s)**
- 1.1 Attached at Appendix A – D are the proposed revised Instructions and Annexes relating to:
- Appendix A - Amendment 007, Annex I – Safety & Environmental Requirements for Contractors and Sub-Contractors. The proposed amendments to this Annex are shown as tracked changes and are considered necessary because of recent incidents.
- Appendix B - Amendment 008, Instruction 41 – Volunteering. This proposed policy instruction is to clearly define the responsibilities for both the Councils and their volunteers.
- Appendix C - Amendment 009, Annex U – Hot Works Permit. The proposed amendment is a new Annex to complement Annex I, previously mentioned at Appendix A.
- Appendix D - Amendment 010, Annex V – Work Permit for external & Internal Roof Work. The proposed amendment is a new Annex to complement Annex I, previously mentioned at Appendix A.

- 2. Recommendation**
- 2.1 That respective Cabinets be **RECOMMENDED** to approve the Revised Amendments 007 to 010 of the Joint Health and Safety Policy as contained in Appendices A - D of this report.

Contact details	Portfolio holder	Lead officer
Name	Stephen Edwards	Martin Hosker
Title	Portfolio Holder for Resources, Governance & Performance	Health and Safety Manager
Telephone	01638 660518	01284 757010
E-mail	stephen.edwards@forest-heath.gov.uk	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 Under current health and safety legislation there is a legal requirement for the Authority to show that it has taken all necessary precautions to protect the health and safety of employees and others not in our employment from our undertakings, this includes work undertaken by Contractors and Volunteers.

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 09 January 2013 and the West Suffolk Joint Health and Safety Panel on the 18 February 2013.

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 - Amendment 007, Annex I – Safety & Environmental Requirements for Contractors and Sub-Contractors.
Appendix B - Amendment 008, Instruction 41 – Volunteering.
Appendix C - Amendment 009, Annex U – Hot Works Permit.
Appendix D - Amendment 010, Annex V – Work Permit for External & Internal Roof Work.