



*St Edmundsbury*  
BOROUGH COUNCIL

# D330

## Cabinet 27 March 2013

### Recommendation from the West Suffolk Joint Health and Safety Panel: 18 February 2013 (Mar13/06)

*Cabinet Member: David Ray*

*Chairman of the Panel:  
Cllr Derek Redhead*

**1. Joint Health and Safety Policy: (Reports D297, D298, D299 and D300)**

**RECOMMENDED:-**

***That, subject to approval of the respective Cabinets and full Councils, the amendments to the Joint Health and Safety Policy as contained in Reports D297, D298, D299 and D300, inclusive, be adopted.***

Reports D297, D298, D299 and D300 were considered respectively. These sought approval to the amendments listed below: -

- (a) Report No D297 - Amendment 007: Safety and Environmental Requirements for Contractors and Sub-Contractors: Hot Works Permit (Annex U) and Work Permit for External & Internal Roof Work (Annex V)

Appendix 1 of the Joint Health and Safety Policy had been reviewed with Property Services to ensure that it was robust. The introduction of a 'Permit to Work' system was proposed for both Hot Works and External and Internal Roof work. In addition, a detailed Code of Practice for all Contractors working in properties owned by either Council had been included.

In future all Contractors and Sub-Contractors would have to complete the appropriate 'Permit to Work' which would be issued and authorised by the management of Property Services before work could start. Permits would be valid for one days work only, not for the duration of the works, and included checklists, details of precautions to be taken and appropriate Personal Protective Equipment (PPE). Completed permits had to be returned to the responsible person who had issued them. Members noted that the additions to the existing Health and Safety Policy were shown highlighted in red.

(b) Report No D298 Amendment 008: Instruction No. 41: Volunteering

It was proposed that Instruction 41 be included in the joint Health and Safety Policy, as the Councils were responsible for ensuring the health and safety of volunteers who were not being paid. Members noted that Managers and Supervisors would be responsible for the health and safety of volunteers.

In future volunteers would be required to complete a health and safety checklist and be given an understanding of the Councils' Health and Safety procedures. It would also be explained to volunteers that they had a duty of care for their own, and other peoples', health and safety.

(c) Report No.299 Amendment 009: Annex U: Hot Works Permit

A copy of the Hot Work Permit was attached for Members to note the detail.

(d) Report No.300 Amendment 010: Annex V: Work Permit for Extended & Internal Roof Work

A copy of the Work Permit for External and Internal Roof Work was attached for Members to note the detail.