

# West Suffolk Joint Health and Safety Panel

<b>Title of Report:</b>	<b>Joint Health and Safety Policy – Amendments</b>	
<b>Report No:</b>	<b>HSP/JT/16/02</b>	
<b>Decisions plan reference:</b>		
<b>Report to and date:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	22 February 2016
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<b>Lead officer:</b>	Martin Hosker BEM Health and Safety Manager <b>Tel:</b> 01284 757010 <b>Email:</b> martin.hosker@westsuffolk.gov. uk	
<b>Purpose of report:</b>	To agree amendments to the Health and Safety Policy.	
<b>Recommendation:</b>	<b>That the amendments to issue 3 of the Joint Health and Safety Policy as contained in Appendix A to D of Report HSP/JT/16/02 be approved.</b>	
<b>Key Decision:</b>  (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The key decision made as a result of this report will be published within <b>48 hours</b> and cannot be actioned until <b>seven working days</b> have elapsed. This item is included on the Decisions Plan.</i>		

<b>Consultation:</b>		<ul style="list-style-type: none"> <li>The policy amendments were recommended for approval by the Joint Health &amp; Safety Group on 10 January 2016.</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b> <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal non compliance	High	The H&S Policy is reviewed periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.	Low
<b>Ward(s) affected:</b>		All	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix A</b> – H&S front cover <b>Appendix B</b> - Instruction 12 – Machinery, Plant and Tools <b>Appendix C</b> – Instruction 18 – Stress Management <b>Appendix D</b> – Instruction 23 – Driving at Work	

## **1. Key issues and reasons for recommendation(s)**

### **1.1 Health and Safety Policy**

1.1.1 Current legislation requires the organisation to have a Health and Safety Policy, which is periodically reviewed for suitability. There is also a legal requirement for employees to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the legislation, this includes the compliance of the policy.

1.1.2 This is also further extended to volunteers, contractors and visitors.