

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Amendments to the Joint Health and Safety Policy	
Report No:	HSP/JT/17/003	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	20 February 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources & Performance Tel: 01638 660518 Email: Stephen.edwards@forest-heath.gov.uk	Ian Houlder Portfolio Holder for Resources & Performance Tel: 01284 810074 Email: ian.houlder@stedsbcc.gov.uk
Lead officer:	Martin Hosker BEM Health and Safety Manager Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	
Purpose of report:	To agree amendments to the Health and Safety Policy.	
Recommendation:	That the Panel be asked to <u>ENDORSE</u> the amendments to be undertaken by the Health and Safety Manager under his existing delegated authority, to Issue 3 of the Joint Health and Safety Policy as contained in Appendices A and B of Report No: HSP/JT/17/003, in addition to amending job titles as they are updated.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<p><i>The key decision made as a result of this report will be published within 48 hours and cannot be actioned until seven working days have elapsed. This item is included on the Decisions Plan.</i></p>		
Consultation:	<ul style="list-style-type: none"> The policy amendments were recommended for approval by the Joint Health & Safety Group on 18 January 2017. 	
Alternative option(s):	<ul style="list-style-type: none"> N/A 	

Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> 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. 	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (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
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		Appendix A – Instruction 19 – Amdt 015 – Smoking at Work Appendix B – Instruction 23 – Amdt 016 – 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.