

# West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Amendments to the Joint Health and Safety Policy</b>	
<b>Report No:</b>	<b>HSP/JT/18/003</b>	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Health and Safety Panel</b>	19 February 2018
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<b>Lead officer:</b>	Martin Hosker BEM Service Manager (Health and Safety) <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 Panel <u>ENDORSE</u> the amendments to Issue 3 of the Joint Health and Safety Policy as contained in Appendix A of Report No: HSP/JT/18/003.</b>	
<b>Key Decision:</b>  <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>The policy amendments were endorsed by the Joint Health &amp; Safety Group on 17 January 2018.</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? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>staffing</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>ICT</b> implications? If yes, please give details	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	

Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • 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 <b>equality</b> implications? If yes, please give details		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> – Instruction 24 Amendment 017 Hand Arm Vibration	

## **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.