

# Amendments to the Health and Safety Policy

<b>Report No:</b>	<b>HSS/WS/19/005</b>	
<b>Report to and date:</b>	<b>Health and Safety Sub Committee</b>	21 October 2019
<b>Cabinet Member:</b>	Councillor Carol Bull Cabinet Member for Governance <b>Tel:</b> 01953 681513 <b>Email:</b> <a href="mailto:carol.bull@westsuffolk.gov.uk">carol.bull@westsuffolk.gov.uk</a>	
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**Decisions Plan:** N/A

**Wards impacted:** All

**Recommendation:** Health and Safety Sub-Committee:

The Health and Safety Sub-Committee is requested to Approve amendments set out in 1-6 of the Health and Safety Policy, at Appendix A to F of this report.

## **1. Background / Context**

- 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.

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

## **2. Proposals**

- 2.1 N/A

## **3. Alternative Options**

- 3.1 N/A

## **4. Consultation and engagement**

- 4.1 The amendments were discussed in detail and agreed at the Health and Safety Group meeting held on the 27 August 2019.

## **5. Risks**

- 5.1 Legal non-compliance, but this is considered low due the fact that we review the Health and Safety Policy periodically and annually, and then amended to reflect changes to the organisation and health and safety legislation.

## **6. Implications arising from the proposal**

- 6.1 Financial - None

- 6.2 Legal Compliance – Statutory duties under Health and Safety at Work etc Act 1974.

The Health and Safety at Work etc. Act 1974 states 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.

- 6.3 Personal Data Processing – Personal data maintained in line with GDPR.

- 6.3 Equalities – N/A

- 6.4 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.

- 6.5 Environmental or sustainability - N/A

- 6.6 HR / Staffing – N/A

- 6.7 Changes to existing policy – As set out in Appendixes A-F
- 6.8 Impact on other organisations (e.g. community groups, businesses, partner organisations) – N/A

## **7. Appendices**

- 7.1 **Appendix A** – Health and Safety policy covering sheet
- Appendix B** – Instruction 6 - Violence at work
- Appendix C** – Annex C – Violence at work
- Appendix D** – Annex U – Customer alert list
- Appendix E** – Instruction 14 – Lone workers
- Appendix F** – Annex V – Lone worker guidance and example risk assessment

## **8. Background documents**

- 8.1 N/A