

Amendments to the Health and Safety Policy

Report number:	HSS/WS/21/003	
Report to and date(s):	Health and Safety Sub Committee	8 February 2021
Cabinet member:	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
Lead officer:	Martin Hosker BEM Service Manager (Health and Safety) Tel: 01284 757010 Email: martin.hosker@westsuffolk.gov.uk	

Decisions Plan: Not applicable.

Wards impacted: All

Recommendation: It is recommended that the Health and Safety Sub-Committee:

1. Approves the amendments to the Health and Safety Policy, attached as Appendix A to Report number HSS/WS/21/003.

1. Context to this report

- 1.1 Current legislation requires the organisation to have a health and safety policy, this includes fire safety management and fire emergency plan, 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 policies.
- 1.2 This is also further extended to volunteers, contractors and visitors.

2. Proposals within this report

- 2.1 Proposals within this report will help mitigate future claims against the Council.

3. Alternative options that have been considered

- 3.1 N/A

4. Consultation and engagement undertaken

- 4.1 The amendments have been made with the involvement and agreement of the Apex staff.
- 4.2 The amendments have been discussed in detail and agreed at the Health and Safety Group meeting held on the 6 January 2021.

5. Risks associated with the proposals

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

6. Implications arising from the proposals

- 6.1 Financial - None
- 6.2 Legal Compliance - Statutory duties under Health and Safety at Work etc Act 1974.
- 6.3 Personal Data Processing - Personal data maintained in line with GDPR.
- 6.4 Equalities – Not applicable.

- 6.5 Crime and Disorder – Not applicable
- 6.6 Environment or Sustainability – Not applicable
- 6.7 HR or Staffing – Not applicable
- 6.8 Changes to existing policies - As per Appendix A
- 6.9 External organisations (such as businesses, community groups) – Not applicable

7. Appendices referenced in this report

- 7.1 Appendix A – Duty Manager Check sheet

8. Background documents associated with this report

- 8.1 Not applicable