

West Suffolk Joint Health and Safety Panel

Title of Report:	Amendments to the Joint Health and Safety Policy	
Report No:	HSP/JT/15/002	
Decisions plan reference:		
Report to and date/s:	West Suffolk Joint Health and Safety Panel	16 February 2015
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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 <u>RECOMMENDED</u> to approve the amendments to issue 3 of the Joint Health and Safety Policy as contained in Appendix A to D of Report No: HSP/JT/15/002	
Key Decision: <i>(Check the appropriate box and delete all those that do not 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"/>	
Consultation:	The policy amendments were recommended for approval by the Joint Health & Safety Group on 20 January 2015.	
Alternative option(s):	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"/> 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 4 – Fire Safety Arrangements Appendix B - Instruction 28 – Asbestos Appendix C - Instruction 29 – Construction Design Management Appendix D - Instruction 30 – Legionella Bacteria	

1. Key issues and reasons for recommendation(s)

1.1 Accidents/incidents

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.