

**West Suffolk Joint
Health and Safety Panel
15 June 2015**

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Amendments to the Joint Health and Safety Policy	
Report No:	HSP/JT/15/007	
Decisions plan reference:		
Report to and date/s:	West Suffolk Joint Health and Safety Panel	15 June 2015
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:	The Health and Safety Manager has delegated authority to make amendments to this part of the Policy in consultation with the Panel.	
Recommendation:	That the amendments to Issue 3 of the Joint Health and Safety Policy as contained in Appendix A to D of Report HSP/JT/15/007 be endorsed.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<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"/>	
<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>		

Consultation:		<ul style="list-style-type: none"> The policy amendments were recommended for approval by the Joint Health & Safety Group on 12 May 2105. 	
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 – H&S front cover Appendix B – Instruction 29 – Construction Design Management Appendix C – Annex C – Violence at Work (VAW) Appendix D – Annex K – Fire Risk Assessment	

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.