

HEALTH AND SAFETY POLICY AND PROCESS

Summary: To review the new health and safety policy and process for the Board

Recommendation: That the Board adopts the new policy and process

Reviewed by the Executive Committee: Yes / No

If yes, the Committee's comments: The Committee was satisfied that the work of the Chief Executive involved all Officers and volunteers during the Policy's draft stage. They resolved that the new policy and process be approved by the Committee and recommend it be taken forward to the June 2020 Board meeting for adoption.

Report by: Andy Parsons – Chief Executive

INTRODUCTION

1. Last year the Board asked Publica, who provide various support services to the organisation, to assist in the review of its health and safety policy. They produced a new overarching policy that was adopted at the March 2019 Board meeting.
2. With a new Chief Executive starting in December 2019 it was an opportune time to review all of the Board's current policies across all functions (which is still ongoing). An early priority was health and safety.
3. A decision was made to re-write the policy and, in doing so, to ensure that wider views and contributions from employees and volunteers are fully considered. It was felt that this collaborative approach was missing in the 2019 review.
4. Alongside the new policy is a health and safety process document which clarifies the organisation of the safety systems and the arrangements for documenting and managing the system.
5. Individual health and safety policies, e.g. lone working, are also under review and will be brought forward to future Executive Committee and Board meetings for approval and adoption.

SUPPORTING PAPERS

- Appendix A – Health and Safety Policy
- Appendix B – Health and Safety Process

JUNE 2020