

HEALTH AND SAFETY POLICY AND PROCESS

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

Author: Andy Parsons (Chief Executive)

Recommendation: That the Executive Committee approves the new policy and process, and recommends that they are taken forward to the June Board meeting for adoption

INTRODUCTION

- 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.
- 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.
- 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.
- 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.
- 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

MAY 2020