

ANGLIA REVENUES PARTNERSHIP

Report of Stuart Philpot – ARP Strategic Manager (Support)

To: ARP Joint Committee, 20th September 2016

Subject: Anglia Revenues Health and Safety Policy

Purpose: To provide a single Health and Safety Policy applicable across the Partnership

Recommendation(s):

- That delegated authority for minor amendments, including legislative updates that do not change the policy materially, should be given to the Health and Safety Officer subject to the agreement of Anglia Revenues Partnership Management.
- The revised policy is approved and reviewed by Joint Committee at two year intervals.

1.0 Introduction and Background

- 1.1 The Anglia Revenues Partnership operates from four offices at Thetford, March, Woodbridge and Lowestoft.
- 1.2 The policy has been produced with guidance from Martin Hosker (West Suffolk Employee and Health and Safety Officer for ARP) in conjunction with ARP management and partners.
- 1.3 The policy is primarily for staff at Breckland House in Thetford, but also a working generic document applicable to all staff sign posting to Health and Safety procedures of their own employing authority if based at March, Lowestoft and Woodbridge.
- 1.4 Reference to site specific guidance applicable for any office other than Breckland House is included in the policy, for example Fire Evacuation arrangements for other sites is sign posted in the ARP Policy.

2.0 Summary and purpose of the policy

- 2.1 The Policy is required by the ARP Partnership Agreement to cover the statutory responsibilities of employers and employees for Health and Safety at Work, the policy endeavours:
- To cover any specific Employer duties.
 - To provide a legislative compliant and safe working environment
 - To make clear the statutory provisions, rules, regulations and codes of practice in place at the Anglia Revenues Partnership.
 - To ensure the provision and maintenance of equipment in line with Health and Safety requirements.
 - To include all Emergency Procedures or make reference to where they will be found for sites other than Breckland House
 - To include guidance on provision of First aid
 - To detail where training is available to staff provided by their employer and how the training can be accessed.
 - To include guidance with regard to Health and Safety incident reporting, including near misses and monitoring of these incidents.

3.0 Responsibilities

3.1 The Policy details the responsibilities of the Authorities managing each of the four sites, Breckland House, Fenland Hall, Melton Hill, The Marina.

- Potential Hazards
- Potential hazard awareness – using risk assessments – to comply with Health and Safety at work regulations to reduce or eliminate risk
- Fire Safety
- General instructions to all staff
- Fire risk assessment by health and safety officer at Breckland House
- First Aid
- Definitions, provision and responsibilities
- Equipment including Display screen equipment
- General office safety, including Manual handling
- Lone Workers and Home Workers
- New and expectant mothers
- Stress
- Driving at work

4.0 Options

4.1 To approve the adoption of the Policy

4.2 To reject the adoption of the Policy

5.0 Reasons for recommendations

5.1 An ARP Health and Safety Policy is needed for staff and as such is required by the ARP Partnership Agreement

6.0 Risk

6.1 If employers fail to consider and mitigate potential health and safety risks then staff could be put at risk.

6.2 Claims of negligence could be made against the employer.

7.0 Financial

7.1 A successful claim could lead to compensation

8.0 Legal

8.1 Health and Safety at Work Act 1974

Full Draft Policy Available: www.angliarevenues.gov.uk/arp-policies.cfm

Lead Contact Officer

Name/Post: Stuart Philpot – Strategic Manager (Support)

Email: Stuart.philpot@angliarevenues.gov.uk