

**REPORT OF THE JOINT HEALTH AND SAFETY MANAGER
BOLSOVER HEALTH & SAFETY COMMITTEE - BRIEFING PAPER
FOR INFORMATION – CHANGES TO HEALTH & SAFETY POLICY FORMAT
4TH SEPTEMBER 2024**

1.0 INTRODUCTION

- 1.1 The Council's Health & Safety Policy format reflects the Health & Safety Executive's example of 3 separate sections i.e.: Health & Safety Policy Statement (1), Organisation & Responsibilities (2) and Arrangements (3).
- 1.2 Until 2018, BDC's Policy reflected this format. The previous post holder then split each section and filed these separately on the Public S Drive. Thus although the Council remained legislatively compliant (as all information could still be provided), the document then existed in a fragmented and uncoordinated format.

2.0 CURRENT POSITION

- 2.1 The current Health & Safety Manager has refreshed and reunited the three sections into 1 Policy document.
- 2.2 The benefits of amalgamating documentation are as follows:
- It becomes easier to locate in one location
 - Contextualises Health & Safety when reading one complete document
 - Improves the review process
- 2.3 The updated version contains links to each separate Arrangement, which has condensed the Policy to 23 pages. Including all Arrangements and additional documentation together would increase the length to over 180 pages. Each link takes the reader to the relevant Arrangement – some of which have a supporting document folder. These include a variety of documents including other Policies where referenced in the Arrangement (e.g.: Driving at Work Policy), proformas, forms, additional guidance etc.

3.0 ACCESSING THE NEW POLICY

- 3.1 The 2024 electronic version of the Policy is available on the Public S Drive via this link: <S:\Health and Safety\PUB\01 BDC\Policies\H&S Policy\Health & Safety Policy - 2024.docx>

4.0 CONSULTATION

- 4.1 Trade Union Safety Representative colleagues and SLT have been updated regarding the amalgamation of the three sections and advised that beyond necessary updates (e.g.: a new management structure) there have been only minor textual changes.

5.0 POLICY REVIEW

- 5.1 Policy reviews will be undertaken in tandem with the Health & Safety Statement review, currently on a biennial timeframe. Thus the next review will be in September 2025.

END OF REPORT.