

NOTTINGHAM CITY HOMES

THE BOARD
31 JULY 2008

REPORT OF MARTINETTE PROUD, INTERIM DIRECTOR OF ORGANISATIONAL DEVELOPMENT

HEALTH & SAFETY POLICY REVIEW 2008

1 SUMMARY

- 1.1 This report outlines the proposed review process for the Company's health & safety policy. Periodic review of the health and safety policy is a matter reserved for the Board under the Company's Standing Orders.

2 RECOMMENDATIONS

- 2.1 That the Board approves the proposed timetable outlined in paragraph 3.7 of this report.

3 REPORT

- 3.1 A health & safety policy is required by section 2(3) of the Health & Safety at Work Etc. Act 1974.
- 3.2 The current version of the Company's health and safety policy was issued in May 2007. A requirement of this version of the policy is that it is reviewed annually by the Board.
- 3.3 The health & safety policy document is laid out in three parts: a *policy statement*, *organisation* of responsibilities and *arrangements* for managing health & safety.
- 3.4 There have been substantial changes to the way the Company's management structure and the organisation section of the health and safety policy is therefore no longer valid.
- 3.5 The Company's Health & Safety section plans to review the health & safety policy and prepare a draft revised document by the end of July 2008.
- 3.6 A review of the organisation part of the health & safety policy is likely to redistribute significant responsibilities amongst managers and other officers, and consultation with employees must take place before significant changes are implemented.
- 3.7 There is insufficient time to prepare a draft reviewed document and to consult with the Company's management and employees before the meeting of the Board on 31st July. Therefore, the following timetable for review is proposed:

- 3.7.1 Review and draft prepared by H&S section by 31st July 2008.
- 3.7.2 Draft circulated to Board, EMT and H&S Committee by 8th August 2008.
- 3.7.3 Comments received/ second draft prepared by 21st August 2008.
- 3.7.4 Further comments received / final draft prepared by 4th September 2008
- 3.7.5 Final draft circulated to Board members for approval at meeting on 18th September 2008.
- 3.7.6 Revised H&S policy circulated by 17th October 2008.

4 OTHER OPTIONS

- 4.1 None proposed

5 FINANCIAL AND RISK IMPLICATIONS

- 5.1 There is a small printing cost (approximately £750) for the Health & Safety Policy.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

- 6.1 The health & safety policy is essential to all of the Company's objectives as it affect the health, safety and wellbeing of all the Company's stakeholders and customers.

7 VALUE FOR MONEY AND EFFICIENCY ISSUES

- 7.1 The health and safety policy review is a legal requirement

8 EQUALITY AND DIVERSITY IMPLICATIONS

- 8.1 No equality and diversity issues are foreseen.

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

- 9.1 Health & Safety at Work Etc Act 1974
- 9.2 NCH Health & Safety Policy May 2007

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