



# Ryedale District Council

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**REPORT TO:** North Yorkshire Building Control Partnership Board  
**DATE:** 17 December 2008  
**REPORTING OFFICER:** Senior Administration Officer  
**SUBJECT:** Health & Safety

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## 1.0 PURPOSE OF REPORT

1.1 To update Members on the current situation in relation to health and safety matters.

## 2.0 RECOMMENDATIONS

2.1 That the report be noted.

## 3.0 BACKGROUND

3.1 Members will be aware that following a recent Board Meeting and Health and Safety Training it was agreed that a Health and Safety Report be made a standard agenda item for both Board and Staff Meetings.

## 4.0 POLICY CONTEXT

4.1 This policy falls within the Partnership's objectives and values in acting as a reputable employer by ensuring that every effort is made to secure the well being of its workforce, by addressing health and safety requirements.

## 5.0 REPORT

### 5.1 Lone Working Policy

5.1.1 Members will be aware that at recent Health and Safety Training and during the Team Development Programmes, undertaken by all staff, the issue of lone working was raised.

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**5.1.2** A Lone Working Policy was developed, in conjunction with the Human Resources Department, and agreed by Members at the last Board Meeting. Implementation of this policy was discussed and agreed at a recent staff meeting, following which a copy of the policy was circulated to all staff.

**5.1.3** The Lone Working Policy makes reference to a procedure for site officers to phone into the Easingwold office to sign off duty when they have completed their last inspection. A copy of the procedure is attached in Appendix 1.

**5.1.4** Since the commencement of this procedure, on 1 December 2008, there has been no difficulty in its implementation, brought to the attention of management.

## **5.2 Fire Alarm Testing**

**5.2.1** The Fire Authority, which is situated on the first floor of Coxwold House, has taken on the responsibility of testing the alarm system for the whole building on a weekly basis.

## **5.3 Fire Evacuation Procedure**

**5.3.1** The Fire Authority has provided the Partnership with a copy of their evacuation procedure. This will be adapted for use by the Partnership and a fire drill carried out periodically.

## **6.0 FINANCIAL IMPLICATIONS**

**6.1** None.

## **7.0 LEGAL IMPLICATIONS**

**7.1** Making staff aware of the Health and Safety Policy and implementation procedures, including the provision of necessary fire drills.

## **8.0 RISK ASSESSMENT**

**8.1** By not implementing the above procedures the Partnership would not be fulfilling its duty of care to ensure that every effort has been made to maintain the health and safety of its staff.

## **9.0 CONCLUSION**

It is essential that the aforementioned policies/procedures be introduced and communicated appropriately to all members of staff. These policies/procedures need to be regularly reviewed to take into account any legislative or operational change.

**Background Papers:** None

**OFFICER CONTACT:**

Please contact Maria Podgorski, Senior Administration Officer if you require any further information on the contents of this report. The officer can be contacted on 01347 825750 or at [maria.podgorski@nybcp.org](mailto:maria.podgorski@nybcp.org)