

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE –
13 SEPTEMBER 2010**

REPORT BY: CLERK TO THE JOINT COMMITTEE

**PORTCHESTER CREMATORIUM –
HEALTH AND SAFETY POLICY 2010/2011**

1 Purpose

- 1.1 To approve a Crematorium Health and Safety Policy for 2010/11.

2 RECOMMENDATIONS

- (1) That the Health and Safety Policy Document attached as an appendix to this report be approved and adopted;**
- (2) That the Joint Committee reviews every 2 years whether any changes are required to the health and safety arrangements generally.**

3. Background

- 3.1 There is a need for the Joint Committee to adopt an updated health and safety policy, this being a matter identified for action in the Annual Governance Statement approved by the Joint Committee in September 2009.
- 3.2 For any policy to be effective it is essential that the principles of the policy are communicated to all staff.

4. The Policy Document

- 4.1 Attached as an appendix to this report is the proposed policy document. This has been prepared with considerable assistance from Fareham BC's Health and Safety Advisor, and takes account of current best practice. It has also been developed in consultation with the Manager and Registrar.
- 4.2 The key points of the document, which will supersede the Crematorium's previous Health and Safety policy are -
- Ensuring that health and safety is recognised as a core business function and fully integrated into the Crematorium's business activities;
 - A clear identification of the roles and responsibilities of the Joint Committee, and those of the Manager and Registrar who is responsible for ensuring implementation of the policy;

- A Statement of Intent to be signed by the Chairman of the Joint Committee;
- A summary of the key requirements of the Health and Safety at Work Acts and the implications of various other acts and regulations;
- An explanation of the risk assessment process;
- The Joint Committee receiving and considering an annual report on health and safety performance.

5. Staff Training

- 5.1 The Annual Governance Statement has identified the need for training to be carried out at the crematorium to improve general awareness of risk management processes. The updated health and safety policy recognises this requirement and the opportunity will be taken for staff to receive relevant training on courses arranged by Fareham BC.

6. Biennial Review of Health and Safety Arrangements

- 6.1 The Annual Governance Statement has also identified the need to establish a 2-yearly review of health and safety arrangements. The Policy document includes provision for an annual report to the Joint Committee on health and safety performance. Building upon this requirement, it would therefore be appropriate to expand the report every two years to enable the Joint Committee to review whether any changes are required to the health and safety arrangements generally.

7. Conclusion

- 7.1 The Joint Committee is asked to approve the policy document in the form set out in the Appendix.

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John Haskell
Clerk to the Joint Committee

Background List of Documents: None

JH/me
 27 August 2010