

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
10 September 2015

Subject: HEALTH AND SAFETY ANNUAL REPORT 2014/15

All Wards

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Health & Safety Annual Report provides an update on the Council's improvements in health and safety management during 2014/15 and a copy is attached at Annex A.
- 1.2 North Yorkshire County Council is appointed to support the development of Health and safety with the Council and is appointed as the 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999.
- 1.3 The Annual Report covers:
- Achievements of the Year 2014 - 2015
 - Health and safety performance data
 - Looking forward to the Year 2015 – 2016

2.0 LINK TO COUNCIL PRIORITIES:

- 2.1 The Health and Safety Executive, the enforcement body for Health and Safety, recommends that the Council reports on Health and Safety on an annual basis.

3.0 CONCLUSIONS:

- 3.1 The Council continues to have an on-going emphasis on a sensible, risk-based approach to health and safety which minimises the risks to staff but is also mindful that Council services also need to be delivered in a cost effective. Effective health and safety management can have financial benefits due to reduced sickness absence, lost time and minimised damage to equipment.

4.0 RECOMMENDATION:

- 4.1 It is recommended that the Scrutiny Committee considers the Health and Safety Annual Report 2014/15.

JUSTIN IVES

Background papers: Health and Safety documents from 2014/15

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HAMBLETON

DISTRICT COUNCIL

Health and Safety
Annual Report 2014-15

Introduction

This is the first Hambleton District Council Annual Health and Safety Report. The Health and Safety Executive, the enforcement body for health and safety, recommends reporting on an annual basis and this is the approach the Council has adopted.

The main driver for the Council's improvements in health and safety management has been the commitment of Phil Morton, Chief Executive and the Management Team. Dr Justin Ives, Director of Support Services and Deputy Chief Executive has been leading on the improvement programme and has been supported in this with the appointment of North Yorkshire County Council to act as 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999. This resulted in a revision of the Council's corporate health and safety policy, a more focussed approach to Health and Safety and significant improvements across the Council.

Health and safety over the last few years has been much maligned in the media predominantly due to people making disproportionate decisions with the best of intentions to control very minor or trivial risks. The Council continues to have an on-going emphasis on a sensible, risk-based approach which minimises the risks to staff but is also mindful that Council services also need to be delivered in a cost effective way. The attitude of all staff and those with management responsibilities in adopting this approach is to be commended particularly considering the current challenging financial climate. It should be noted that it has been proven that effective health and safety management can have financial benefits due to reduced sickness absence and lost time. It can also minimise damage to equipment.

This report covers the Council's financial reporting period 1st April 2014 to 31st March 2015.

Achievements of the Year 2014 - 2015

The Council's H&S Policy was reviewed in April 2014 and a new approach adopted across the Council. Management Team have been supported operationally by key senior managers within the Council including Head of Environment, Head of Leisure and Communities and the Head of Resources. The delivery of health and safety support services to the Council is overseen by a Health & Safety Risk Manager who is a registered consultant on the Occupational Safety & Health Consultants Register, with additional support provided to Waste and Street Scene and Leisure and Communities.

A programme of work was developed and has led to revision of health and safety arrangements for the following areas:

- Asbestos
- Control of substances hazardous to health
- Driving at work
- Display Screen Equipment
- Fatal/serious injury response
- H&S induction
- H&S training matrix
- Lone worker
- Risk assessment
- Work-related violence

Revised draft health and safety arrangements are being consulted on for the following areas:

- Fire safety
- First aid at work
- Legionella
- Working at height

Health and safety has become a regular item for communication at the first Friday management meetings.

High risk service areas now have well established programmes for reviewing risk assessments and the implementation of control measures.

Design & Maintenance are in the process of reviewing all of the health and safety arrangements related to their service area.

Health and safety leadership training has been held for Management Team and Heads of Service, which is resulting in the review of leadership actions.

A specific training session has been conducted on the new Construction (Design and Management) Regulations 2015 to enable revised arrangements to be developed.

Health and safety has been incorporated as a key item in all recent procurement projects.

The Health and Safety Group and sub-Groups have been reinvigorated and are active forums for driving forward the Council's health and safety policy and plans.

Health and safety performance data

As this is, the first annual report of this type there is limited corporate data to report as this has historically been reviewed at directorate level. It is planned to incorporate corporate data in future versions of this annual report building on the directorate data such as accident, lost time and claims figures.

There has been no involvement with any health and safety enforcement agencies over this year.

Looking forward to the Year 2015 – 2016

A service level agreement has been agreed with North Yorkshire County Council to continue the delivery of health and safety consultancy through to September 2016

The Council has carried out a detailed review of its plans for health and safety management and this has resulted in a new approach aligned to the Plan, Do, Check, Act business management model.

The Corporate Health and Safety Plan for 2015 - 2016 attached in the Appendix, sets out a comprehensive and ambitious programme of work for the year ahead. This is designed to ensure a holistic and consistent approach is taken to achieving continual improvement in health and safety management across the Council.

Some of the key items in the plan Include:

- Revision of the Council's corporate health and safety policy
- Development of a health and safety legal register
- Implementation of risk assessment programmes
- Continue the review of health and safety arrangements
- Structured approach to the monitoring and review of health and safety performance

The full details of the programme of work for the coming year are included in the attached plan.

The initials of the person or persons leading the action are first. The initials of persons assisting are in brackets.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
1. PLAN – DETERMINING HEALTH AND SAFETY POLICY AND PLANNING FOR ITS IMPLEMENTATION IN HAMBLETON DISTRICT COUNCIL							
1.1	Health & Safety Policy	Revised health and safety policy developed and adopted	CX/CD to sign and adopt revised policy	05/15	CX (CMT)		To be agreed at CMT
1.2	Planning for Health & Safety	Plans are in place to deliver this plan and any additional health and safety requirements at Directorate/service level	Directorate plans are developed and implemented	05/15	CD HS		Sub Groups to address
1.3	Organising for Health & Safety	Revised health and safety policy communicated ensuring staff and others are aware of the objectives and individuals' responsibilities	Briefings held at all management team meetings	06/15	CD HS		
			Briefing held at first Friday managers meeting	06/15	DP		
			Health and safety to be incorporated in appraisal process	06/15	CD HS (HR H&S)		
1.4	Measuring Health & Safety	Clear approach to the measurement of health and safety performance	Agree how health and safety performance will be measured.	10/15	HSG		HSG to agree (include delivery of plans, H&S policy objectives and accident data)
1.5	Emergency arrangements and co-ordination and co-operation with others who share our workplaces	Emergency procedures are in place for all property and protocols are in place for co-operation and co-ordination with other employers sharing HDC properties	Review and test procedures in place to cover all significant emergencies (e.g. Fire, asbestos release, gas release, power cut etc.)	10/15	HS PM (D&M)		Sub Groups to address

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
1.6	Planning for changes in HDC and new legal requirements that apply to HDC	HDC is aware of all legal requirements affecting health and safety for their operations, including any new or revised requirements Health and safety is considered during changes to HDC services where there could be significant impact on health and safety.	Communicate and co-ordinate emergency procedures with other occupiers of property Develop a health and safety legal register and update every April and October as new/revised legislation comes into force Identify significant changes, assess health and safety implications and implement change management plan.	10/15 06/15 10/15 04/16 10/16 On-going	HS PM (D&M) DP DP DP DP CD HS		To be a standing item on HSG Link to risk registers and reports to CMT and Council.

2. DO – DELIVERING HEALTH AND SAFETY IN HAMBLETON DISTRICT COUNCIL

2.1	Leading Health & Safety at work	Strong and effective leadership of health and safety within HDC	Corporate Directors to review their health and safety leadership actions with their Heads of Service using the IOD/HSE 'Leading health and safety at work' guidance Implement system to ensure escalation of risk to enable specific leadership actions to be considered and delivered.	10/15 06/15	CD HS (H&S) CD HS (H&S)		LGA Local Authority Effective Leadership Evaluation Matrix Link to risk assessment programmes and monitoring.
2.2	Risk assessment programme	All significant health and safety risks are assessed in all services, with an annual review carried out	All service areas have a risk assessment programme that ensures all significant risks are assessed and reviewed in last 12 months	On-going	HS SM (H&S)		Sub-groups to lead

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
		<p>Model office health and safety risk assessment developed for implementation in lower risk service areas</p> <p>Fire safety risk assessment in place for all workplaces, with an annual review carried out</p> <p>Asbestos management plans (AMP) are in place for all workplaces with an annual review carried out.</p> <p>Legionella risk assessments in place for all workplaces, with an annual review carried out.</p>	<p>Develop a model risk assessment for implementation in office services in HDC.</p> <p>Actions from Fire safety risk assessments being implemented in all workplaces with reviews conducted in last 12 months</p> <p>Actions from AMP being implemented in all workplaces with reviews conducted in last 12 months.</p> <p>Actions from Legionella risk assessments being implemented in all workplaces with reviews conducted in last 12 months</p>	<p>10/15</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>DP LBW</p> <p>HS PM (D&M H&S)</p> <p>HS PM (D&M H&S)</p> <p>HS PM (D&M H&S)</p>		<p>Support Services Sub group to lead</p>
2.3	Employee engagement and communications	<p>Employees are involved in risk assessments and decisions about H&S that affect them</p>	<p>Implement a system to engage employees in the risk assessment review process and implementation of H&S arrangements in their service area.</p>	<p>On-going</p>	<p>HS SM</p>		<p>Make use of staff survey to assess employee engagement in health and safety</p>

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
2.4	Health & Safety arrangements	Revised existing set of health and safety arrangements. Development of a documented safety management system	Review progress made against the health and safety arrangements review programme. Conduct a gap analysis of the current safety management system. Establish priority based programme for the development of a documented safety management system Review and update safeguarding arrangements	10/15 10/15 10/15 10/15	Jl (H&S D&M HR) H&S Jl (H&S D&M HR) SL (HS)		Refer to existing procedure review programme. Establishment of a Safeguarding panel.
2.5	Provision and maintenance of safe premises and equipment	Premises and equipment are maintained in a safe condition All works are carried out by competent contractors in a safe manner	Ensure a suitable inspection and maintenance programme is in place to ensure safe premises and equipment, which is subject to a dip sample. Ensure suitable contractor management arrangements are in place, which is subject to a dip sample.	On-going LBW to agree dates On-going LBW to agree dates	D&M PM (H&S) D&M PM (H&S)		D&M to lead and report to Support Services sub group
2.6	Employee competence	All employees are competent to carry out their work safely and have adequate supervision	Conduct a health and safety training needs analysis in each service.	10/15	HS SM (H&S HR)		Support from HR training function HS training matrix

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
2.7	Access competent advice on Health & Safety	Comply with Management at Work Regulations and provide health and safety advisory service across HDC	<p>Deliver the outcomes from the health and safety training needs analysis.</p> <p>Ensure competent advisory service is in place</p> <p>Ensure all directorates have access to competent advice</p>	<p>10/15 onwards</p> <p>On-going</p> <p>On-going</p>	<p>HS SM (H&S HR)</p> <p>Jl (H&S)</p> <p>CD HS (H&S)</p>		SLA in place with NYCC till September 2016
3. CHECK – MEASURING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL							
3.1	Inspection and monitoring	Assessment of how well plans are being implemented, HS Policy objectives achieved and risks controlled	<p>Establish inspection monitoring programme commensurate with risks in premises/services</p> <p>Collect data from inspection/monitoring to help review performance</p>	<p>09/15</p> <p>From 09/15</p>	<p>HS SM PM (H&S)</p> <p>HS SM (H&S)</p>		Report in to HSG
3.2	Accidents, incidents and near misses	Ensure investigation of the causes of all accidents, incidents and near misses	All accidents, incidents and near misses to be investigated by manager and findings reported to Head of Service	On-going	HS SM (H&S)		Report in to HSG
3.3	Health & Safety auditing	HDC approach to health and safety auditing developed	Develop common approach to health and safety auditing in HDC	10/15	Jl HS H&S		HSG to consider via a task and finish group (consider external audit)

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
4. ACT – REVIEWING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL AND ACTING ON LESSONS LEARNED							
4.1	Health & Safety performance	Health and safety performance reviewed and reported	Review health and safety performance against plans, objectives and H&S arrangements. Report on health and safety performance	05/15 05/16 06/15 06/16	JI CD HS (H&S) JI (H&S)		HSG meeting after 04/15 Annual H&S report to CMT and Scrutiny Committee
4.2	Continuous improvement	Improvements made to the health and safety management system	Agree actions to improve the health and safety management system Review corporate health and safety plan	06/15 06/15 06/16	JI CD HS (H&S) JI H&S		

Abbreviations **CX** Chief Executive **CD** Corporate Directors **JJ** Justin Ives **DP** Dominic Passman **HS** Heads of Service **SM** Service Managers **PM** Premises Managers
CMT Corporate Management Team **HSG** Health & Safety Group **H&S** Health & Safety Team **D&M** Design & Maintenance Team **HR** Human Resources