

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
19 November 2015

Subject: HEALTH AND SAFETY QUARTER 2 2015/16

All Wards

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Health and Safety Annual Report 2014/15 was provided to Scrutiny Committee on 10 September 2015 in accordance with the Council's Health and Safety Policy that was revised in May 2015.
- 1.2 The Health and Safety Policy details the health and safety roles and responsibilities assigned to specific posts and responsibilities within the Council. It includes a section relating to the responsibilities of Elected Members, this extract is attached at Annex A.
- 1.3 With regards to the role of the Scrutiny Committee, within the management of effective health and safety, the proposal is to:
- Provide a copy of the HDC Corporate Health & Safety Plan to be monitored and reviewed on a quarterly basis
 - Provide a copy of the Health & Safety Annual Report to be monitored and reviewed at the end of each year.
- 1.4 The Corporate Health & Safety Action Plan is therefore attached at Annex B. It is split into four sections which detail:
- Plan – Determine health and safety policy and planning for its implementation in Hambleton District Council
 - Do – Delivering Health and safety in Hambleton District Council
 - Check – Measuring health and safety performance in Hambleton District Council
 - Act – Reviewing health & safety performance in Hambleton District Council and acting on lessons learned

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 a regular 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 Action Plan at Quarter 2 2015/16.

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Background papers: Health and Safety documents from 2015/16

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Annex A

Extract from the Health and safety Policy – May 2015

This Section details the health and safety roles and responsibilities assigned to specific posts and functions within the Council.

Leader of the District Council

The Leader of the District Council ensures that the work of the Cabinet and full Council is conducted in accordance with the District Council's policy and procedures for health and safety and with due regard for relevant statutory provisions.

Portfolio Holder for Support Services

This Portfolio Holder has an individual responsibility for health and safety by acting as the Elected Members' contact point, to ensure that due consideration for health and safety is given when decisions are made. This is to ensure that Cabinet decisions are consistent with this policy and with other District Council policies and procedures, and any relevant statutory provisions.

Scrutiny Committee

The Scrutiny Committee scrutinises the District Council's health and safety performance when appropriate, in accordance with the District Council's framework for corporate governance.

All Elected Members

All Members shall ensure that all the decisions they make are in line with this policy and other District Council policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is to be upheld by all committees and during all contacts with employees and members of the public.

HDC Corporate Health & Safety Plan 2015 – 2016

Last updated: 12 August 2015

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)	4	Signed off by PM 27/5/15
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	4	Sub Group plans in place and being implemented
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	4	Policy communicated through email (HS), first Friday managers meeting, manager briefings, insight article and poster displayed
			Briefing held at first Friday managers meeting	06/15	DP	4	
			Health and safety to be incorporated in appraisal process	06/15	CD HS (HR H&S)	2	May still need to be progressed
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	2	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)	2	Sub Groups to address. On-going revision of fire procedures.
			Communicate and co-ordinate emergency	10/15	HS PM (D&M)	2	Draft fire safety management arrangement on HSG agenda 19/8/15

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			procedures with other occupiers of property		RAG		
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.	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.	06/15 10/15 04/16 10/16 On-going	DP DP DP DP CD HS	2 2	Draft register on HSG agenda 19/8/15 Link to risk registers and reports to CMT and Council. On-going

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)	2 4	LGA Local Authority Effective Leadership Evaluation Matrix used by CDs and HS Link to risk assessment programmes and monitoring. In place through line manager to Head of Service to CD
2.2	Risk assessment programme	All significant health and safety risks are assessed in all services, with an annual review carried out Model office health and safety	All service areas have a risk assessment programme that ensures all significant risks are assessed and reviewed in last 12 months Develop a model risk	On-going 10/15	HS SM (H&S) DP	2 1	Sub-groups to lead Initial discussions held at

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1--started; 4 - completed)	Resources / Comments
		<p>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>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>On-going</p> <p>On-going</p> <p>On-going</p>	<p>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>2</p> <p>2</p> <p>2</p>	<p>Support Services Sub group.</p> <p>Fire risk assessment review dates to be scheduled</p> <p>New asbestos management arrangement under discussion</p> <p>New legionella management arrangement agreed, Consultant to be engaged</p>
2.3	Employee engagement and communications	Employees are involved in risk assessments and decisions about H&S that affect them	Implement a system to engage employees in the risk assessment review process and implementation of H&S arrangements in their service area.	On-going	HS SM	1	Make use of staff survey to assess employee engagement in health and safety Leisure involving employees more
2.4	Health & Safety arrangements	<p>Revised existing set of health and safety arrangements.</p> <p>Development of a documented safety management system</p>	<p>Review progress made against the health and safety arrangements review programme.</p> <p>Conduct a gap analysis of the current safety management system.</p> <p>Establish priority based programme for the</p>	<p>10/15</p> <p>10/15</p> <p>10/15</p>	<p>Jl (H&S D&M HR)</p> <p>H&S</p> <p>Jl (H&S)</p>	<p>2</p> <p>1</p>	<p>Refer to existing procedure review programme. Establishment of a Safeguarding panel.</p>

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			development of a documented safety management system		D&M HR)		
		Development and implementation of revised safeguarding arrangements	Review and update safeguarding arrangements	10/15	SL (HS)		
2.5	Provision and maintenance of safe premises and equipment	Premises and equipment are maintained in a safe condition	Ensure a suitable inspection and maintenance programme is in place to ensure safe premises and equipment, which is subject to a dip sample.	On-going LBW to agree dates	D&M PM (H&S)	2	D&M to lead and report to Support Services sub group Procurement on-going
		All works are carried out by competent contractors in a safe manner	Ensure suitable contractor management arrangements are in place, which is subject to a dip sample.	On-going LBW to agree dates	D&M PM (H&S)	2	Procurement on-going contractors being monitored
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. Deliver the outcomes from the health and safety training needs analysis.	10/15 10/15 onwards	HS SM (H&S HR) HS SM (H&S HR)	1 1	Support from HR training function HS training matrix Training delivered in CDM and Contractor Management March/April 2015
2.7	Access competent advice on Health & Safety	Comply with Management at Work Regulations and provide health and safety advisory service across HDC	Ensure competent advisory service is in place Ensure all directorates have access to competent advice	On-going On-going	JL (H&S) CD HS (H&S)	4	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	Establish inspection monitoring programme commensurate with risks	09/15	HS SM PM (H&S)	0	Report in to HSG

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
		risks controlled	in premises/services Collect data from inspection/monitoring to help review performance	From 09/15	HS SM (H&S)		
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)	2	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	1	HSG to consider via a task and finish group (consider external audit) Approach in Leisure being developed Aug2015
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	Jl CD HS (H&S) Jl (H&S)	4 4	2014/15 report to MT 20/5/15 and Scrutiny 2015/16 Q1 report 8/15 On-going reports to HSG and sub-groups 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 06/16	Jl CD HS (H&S) Jl H&S	4 4 0	Incorporated in this plan and sub-group plans

Abbreviations **CX** Chief Executive **CD** Corporate Directors **Jl** 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