

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
25 February 2016

Subject: HEALTH AND SAFETY QUARTER 3 2015/16

All Wards

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Council's Health and Safety Policy was revised in May 2015 and is reviewed on an annual basis. It details the health and safety roles and responsibilities within the Council and it states that Scrutiny Committee scrutinises the District Council's health and safety performance when appropriate.
- 1.2 Therefore Scrutiny Committee, within the management of effective health and safety, is provided with:
- a copy of the Corporate Health & Safety Plan to be monitored and reviewed on a quarterly basis
 - a copy of the Health & Safety Annual Report to be monitored and reviewed at the end of each year.
- 1.3 The Corporate Health & Safety Action Plan is attached at Annex A.
- 1.4 The Plan shows that most issues have started and milestones are being achieved. There are three areas which register that there is no progress at zero and these are explained below:
- 1.4.1 Health and Safety Arrangements – 2.4 – A priority based programme for the development of a documented safety management system is in progress and all arrangements are being allocated to a responsible person for review and a schedule of completion dates is being collated. This will be reported to the next Corporate Health and Safety Group meeting in May 2016. A gap analysis has also occurred in order to bring this system up to date.
- 1.4.2 Inspection and monitoring – 3.1 – An inspection monitoring programme is being set up by Heads of Service in quarter 4 to assess the implementation of Departmental plans across the authority and to ensure they are being achieved. The Public and Employer Liability Insurers are also carrying out a risk assessment review in February 2016 on health and safety to explore how the organisation manages employee health and safety. This will be reported back to Scrutiny Committee.
- 1.4.3 Continuous Improvement – 4.2 – The 2015/16 Health and safety Annual report will review the corporate health and safety plan and report progress to Scrutiny Committee.

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 need to be delivered in a cost effective way. 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 3 2015/16.

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Background papers: Health and Safety documents from 2015/16

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HDC Corporate Health & Safety Plan 2015 – 2016

Updated: 26 January 2016

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	
1.4	Measuring Health & Safety	Clear approach to the measurement of health and safety performance	Health and safety to be incorporated in appraisal process	06/15	CD HS (HR H&S)	2	May still need to be progressed
			Agree how health and safety performance will be measured.	10/15	HSG	4	HSG agreed to assess performance including 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. Fire safety management arrangement agreed HSG 19/8/15
			Communicate and co-ordinate emergency procedures with other occupiers of property	10/15	HS PM (D&M)	2	Draft Asbestos arrangement on HSG 1/2/16

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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 and management plan.	06/15 10/15 04/16 10/16 On-going	DP DP DP DP CD HS	4 4	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 risk assessment developed for implementation in lower risk service areas	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 assessment for implementation in office services in HDC.	On-going 10/15	HS SM (H&S) DP LBW	2 4	Sub-groups to lead Model Assessment distributed at Support Services Sub group.

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		Fire safety risk assessment in place for all workplaces, with an annual review carried out	Actions from Fire safety risk assessments being implemented in all workplaces with reviews conducted in last 12 months	On-going	HS PM (D&M H&S)	2	Fire risk assessments dates being scheduled (Leisure and Business Centres agreed)
		Asbestos management plans (AMP) are in place for all workplaces with an annual review carried out.	Actions from AMP being implemented in all workplaces with reviews conducted in last 12 months.	On-going	HS PM (D&M H&S)	2	Asbestos management arrangement under discussion. D&M working on implementation.
		Legionella risk assessments in place for all workplaces, with an annual review carried out.	Actions from Legionella risk assessments being implemented in all workplaces with reviews conducted in last 12 months	On-going	HS PM (D&M H&S)	2	Legionella management arrangement under discussion. D&M working on implementation.
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	2	Employee engagement in health and safety groups. Leisure employees more involved in H&S issues.
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	10/15 06/16 06/16	Jl (H&S D&M HR) H&S Jl (H&S D&M HR)	3 0 0	Programme for review of H&S arrangements has been prioritised.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
		Development and implementation of revised safeguarding arrangements	Review and update safeguarding arrangements	10/15	SL (HS)	2	Safeguarding panel developed.
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. Draft arrangement on HSG 1/2/16
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 onwards	HS SM (H&S HR)	2	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	JL (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 risks controlled	Establish inspection monitoring programme commensurate with risks in premises/services Collect data from inspection/monitoring to help review performance	09/15	HS SM PM (H&S)	0	Report in to HSG
				From 09/15	HS SM (H&S)		

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
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) Leisure audits being conducted.
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 Q1,2 and 3 reports delivered 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 06/15 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