

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Scrutiny Committee  
9 June 2016

**Subject:** HEALTH AND SAFETY ANNUAL REPORT 2015/16

All Wards

---

### **1.0 PURPOSE AND BACKGROUND:**

1.1 The Health and Safety Annual Report provides an update on the Council's improvements in health and safety management during 2015/16 and a copy is attached at Annex 'A'.

1.2 North Yorkshire County Council is appointed to support the development of health and safety within the Council and is appointed as the 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999. This has assisted in a more focused approach to health and safety and significant improvements across the Council.

1.3 The Annual Report covers:

- Achievements in the Year 2015 - 2016
- Health and safety performance data

1.4 Also attached at Annex 'B' is a revised Corporate Health and Safety Plan for 2016 – 2017. This sets out a comprehensive and clear programme of work for this year; the key priorities are:

- Asbestos** - Review of the Council's approach to asbestos management
- Contractors** - Implementation of the revised arrangements for the Control of Contractors
- Culture** - Improving the safety culture through employee engagement in health and safety
- Legionella** - Implementation of the legionella risk assessment programme.
- Managers** - Improving the involvement of managers in the review and implementation of health and safety arrangements
- Health** - Increased focus on addressing health risks/issues in the workplace
- Incidents** - Explore IT solution for incident reporting and investigation to improve co-ordination and reporting at a corporate level.
- Intranet** - Develop the Council's intranet and include health and safety content in a current and accessible form

### **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 CONCLUSION:**

3.1 The Council continues to have an ongoing 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 Annual Report 2015/16 and the Corporate Health and Safety Plan for 2016/17.

MICK JEWITT

Background papers: None

Author ref: MAJ

Contact: Mick Jewitt  
Executive Director  
Direct Line No: (01609) 767053



**Health and Safety**  
**Annual Report 2015-16**

## **Introduction**

This is the second Hambleton District Council Annual Health and Safety Report following the Council's decision last year to adopt reporting on an annual basis.

The main driver for the Council's improvements in health and safety management continue to come from the commitment of the Chief Executive, Executive Directors and Heads of Service. Dr Justin Ives (previously Director of Support Services and Deputy Chief Executive) lead on the improvement programme over 2015-2016 and was 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 has continued to result in the revision of the Council's corporate health and safety policy, a more focussed approach to health and safety and significant improvements across the Council.

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 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016.

## **Achievements of the Year 2015 - 2016**

The Council's Health & Safety Policy was reviewed in May 2015 and a new approach adopted across the Council. Senior 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 specific support provided to Waste & Street Scene and Leisure & Communities.

The Council developed and implemented a corporate health and safety plan for 2015 – 2016 resulting in a co-ordinated programme of work across all service areas. Progress in implementing the plan has been closely monitored by the corporate health and safety group with quarterly meetings held throughout the year.

A programme of work was developed, resulting in delivery in some key areas including:

- Management of health & safety in construction arrangement (CDM 2015)
- Control of contractors arrangement
- Fire safety management arrangement
- Model health and safety risk assessment for office work
- Health & safety legal register
- Control of substances hazardous to health risk assessment form

Work continued in revising specific health and safety arrangements for managing the risks associated with asbestos and legionella.

The higher risk service areas of Waste & Street Scene and Leisure & Communities now have well established service specific health and safety plans which complement the corporate plan. This has resulted in detailed programmes of work in these higher risk services and the adoption of service specific performance indicators. These are monitored in detail at the two sub groups in Waste & Street Scene and Leisure & Communities.

In addition for the first time this year a sub group has been developed for support services and this has its own support services health & safety plan.

Health and safety continues to be a regular item for communication at the first Friday management meetings.

Health and safety training has been addressed at both corporate and local level with sessions delivered to meet identified training needs e.g. Fire Wardens, DSE workshops, Ladder Safety workshop etc.

Health and safety has been incorporated as a key item in all recent procurement projects and service reviews. A significant reduction in the risk of musculoskeletal issues has been achieved by implementing the new recycling service and was a key factor in decision making.

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.

Internal and external audit programmes have been conducted in the higher risk service areas of Waste & Street Scene and Leisure & Communities to challenge existing practice.

A fire safety risk assessment programme for all Council premises has been developed and is in the process of implementation.

### **Health and safety performance data**

There has been only one reportable accident under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 during 2015-2016. This was a specified injury (fractured arm) to an employee who slipped while out gritting during cold weather. The associated risk assessment for this activity has been reviewed and suitable action taken to address the accident causation.

There have been two none reportable asbestos events at Northalton Depot and Stokesley Leisure Centre which have been appropriately addressed during the year.

There has been no official action taken by any health and safety enforcement agencies over this year. A complaint to the Health & Safety Executive by a member of the public using one of the Leisure Centres was successfully addressed with no need for a site visit.

Both Waste & Street Scene and Leisure & Communities have established performance indicators at local level and these are reported in the service specific monitoring reports.

### **Looking forward to the Year 2016 – 2017**

A review of the Council's health and safety performance was carried out with Heads of Service and relevant service managers. A key outcome from the review is this annual report and a revised Corporate Health and Safety Plan for 2016 – 2017. A copy of the plan is attached in the Appendix. This sets out a comprehensive and ambitious programme of work for the year ahead. It is designed to ensure a holistic and consistent approach is taken to achieving continual improvement in health and safety management across the Council.

Key priorities include:

- **Asbestos** - Review of the Council's approach to asbestos management
- **Contractors** - Implementation of the revised arrangements for the Control of Contractors

- **Culture** - Improving the safety culture through employee engagement in health and safety
- **Legionella** - Implementation of the legionella risk assessment programme
- **Managers** - Improving the involvement of managers in the review and implementation of health and safety arrangements
- **Health** – Increased focus on addressing health risks/issues in the workplace
- **Incidents** – Explore IT solution for incident reporting and investigation to improve co-ordination and reporting at a corporate level
- **Intranet** - Develop the Council's intranet and include health and safety content in a current and accessible form

The current service level agreement with North Yorkshire County Council to deliver health and safety consultancy continues till September 2016. This agreement will be reviewed before this date to ensure continuity of service delivery.

## Hambleton District Council Corporate Health & Safety Plan 2016 – 2017

The Council has adopted this corporate health and safety plan for the continuous improvement of the Council's health and safety management systems and performance across all service areas. This plan supports the delivery of the Council's corporate health & safety policy and the key statement from the Chief Executive Justin Ives:

*“As Chief Executive, I am committed to integrating health and safety into decision making and risk management processes within the Council. The Executive Directors will support me in this role and, together the Senior Management Team and Directorate Management Teams, will ensure the effective leadership of health and safety for the Council and others affected by the Council's activities”.*

The key improvement priorities for the financial year 2016 – 2017 include:

- **Asbestos** - Review of the Council's approach to asbestos management
- **Contractors** - Implementation of the revised arrangements for the Control of Contractors
- **Culture** - Improving the safety culture through employee engagement in health and safety
- **Legionella** - Implementation of the legionella risk assessment programme
- **Managers** - Improving the involvement of managers in the review and implementation of health and safety arrangements
- **Health** – Increased focus on addressing health risks/issues in the workplace
- **Incidents** – Explore IT solution for incident reporting and investigation to improve co-ordination and reporting at a corporate level
- **Intranet** – Develop the HDC intranet to ensure health and safety documentation is accessible to all employees

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
<b>1. PLAN – DETERMINING HEALTH AND SAFETY POLICY AND PLANNING FOR ITS IMPLEMENTATION IN HAMBLETON DISTRICT COUNCIL</b>							
1.1	Health & Safety Policy	Revised health and safety policy developed and adopted	CX to sign and adopt revised policy	05/16	CX (SMT)	2	
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	05/16	ED HS	1	
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  Briefing held at first Friday managers meeting	06/16  06/16	ED HS  DP	1  1	
1.4	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	Update the health and safety legal register and update every April and October as new/revised legislation comes into force	04/16 10/16	DP DP	2	
<b>2. DO – DELIVERING HEALTH AND SAFETY IN HAMBLETON DISTRICT COUNCIL</b>							
2.1	Leading Health & Safety at work	Strong and effective leadership of health and safety within HDC	Chief Executive and Executive Directors agree health and safety leadership actions for the year with their Heads of Service	06/16	CX ED HS (H&S)	1	



Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
2.2	<b>Risk assessment programme</b>	All significant health and safety risks are assessed in all services, with an annual review carried out.  Fire safety risk assessment in place for all workplaces, 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  Actions from Fire safety risk assessments being closed out.  Fire safety risk assessment reviewed in last 12 months  Review the Council's approach to asbestos management.  Implement asbestos action plan.  Legionella risk assessments conducted. Actions implemented in all workplaces based on risk assessment findings	Report 10/16 and 03/17  On-going  On-going  07/16  TBA  On-going	HS SM (H&S)  PM H&S  H&S  H&S  H&S D&M PM  D&M PM	1  2  2  1  1  2	Ensure there is an increased focus on addressing health risks and issues in the workplace
2.3	<b>Employee engagement and communications</b>	Employees are involved in risk assessments and decisions about H&S that affect them	Enable employees to have opportunity to contribute to risk assessment review process and implementation of H&S arrangements in their service area.	On-going	HS SM (H&S)	1	

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
			Managers to be required to actively contribute to development and implementation of health and safety Arrangements	On-going	HS SM (H&S)	1	
		All current documentation that comprises the health and safety management system is accessible to all employees	Develop the HDC intranet and include H&S content in a current and accessible form	TBA	?? (H&S)	0	
2.4	Health & Safety arrangements	Revised existing set of health and safety arrangements.	Review health and safety arrangements as per programme.  New health & safety arrangements implemented in all service areas	On-going	MJ (H&S)	1	
				On-going	HS PM (H&S)	0	
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.  Ensure implementation of Control of Contractors and CDM Arrangements which is subject to a dip sample.	On-going	D&M PM (H&S)	1	
		All works are carried out by competent contractors in a safe manner		On-going	D&M PM (H&S)	1	
2.6	Employee competence	All employees are competent to carry out their work safely	Ensure suitable H&S training events are included in the corporate training plan.	05/16 onwards	HR HS SM (H&S)	1	

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved	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	Ensure competent advisory service is in place and accessed	On-going	MJ (H&S)	Monitoring 0-4 (1-started; 4 - completed) 2	SLA in place with NYCC till September 2016
<b>3. CHECK – MEASURING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL</b>							
3.1	Inspection and monitoring	Assessment of how well plans are being implemented, HS Policy objectives achieved and risks controlled	Managers to conduct six monthly inspection monitoring programme in premises/services	09/16 03/17	HS SM PM (H&S)	1	
3.2	Accidents, incidents and near misses	Ensure investigation of the causes of all accidents, incidents and near misses	Explore IT solution to aid co-ordination and reporting on incidents on a corporate basis	03/17	HS (H&S)	1	
3.3	Health & Safety auditing	HDC health and safety audit programme developed and delivered	Deliver suitable health and safety audit programme in higher risk service areas	03/17	MJ HS H&S	2	
<b>4. ACT – REVIEWING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL AND ACTING ON LESSONS LEARNED</b>							
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	04/17  05/17	MJ HS (H&S)  MJ (H&S)	0  0	
4.2	Continuous improvement	Improvements made to the health and safety management system	Develop corporate health and safety plan to improve the health and safety management system	05/17	ED HS (H&S)	0	

Abbreviations **CX** Chief Executive **ED** Executive Directors **MJ** Mick Jewitt **DP** Dominic Passman **HS** Heads of Service **SM** Service Managers **PM** Premises Managers **SMT** Senior Management Team **HSG** Health & Safety Group **H&S** Health & Safety Team **D&M** Design & Maintenance Team **HR** Human Resources