

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Scrutiny Committee  
20 October 2016

**Subject:** HEALTH AND SAFETY PERFORMANCE QUARTER 2 2016/17

**All Wards**

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

1.1 The Council's Health and Safety Policy was revised in May 2016 and is reviewed on an annual basis. It details the health and safety roles and responsibilities within the Council and it defines a role for the Scrutiny Committee in scrutinising the District Council's health and safety performance.

1.2 Therefore Scrutiny Committee, within the management of effective health and safety, is provided with:

- a copy of the Corporate Health and Safety Plan to be monitored and reviewed on a quarterly basis;
- a copy of the Health and Safety Annual Report to be monitored and reviewed at the end of each year.

1.3 The Corporate Health and Safety Action Plan is attached at Annex A. Significant activity so far this year includes:

- A review of the Council's arrangements for managing asbestos in its premises.
- Preparation for a planned visit from the Health and Safety Executive due on 12 October 2016 to review arrangements in WaSS.
- Publication of a revised Health and Safety Policy.
- Good progress has been made on "closing out" actions from the Fire Safety Risk Assessment.
- Contract agreed with NYCC to provide competent health and safety advice to 2019.

1.4 The Plan shows that most issues have started and good progress against milestones is being achieved. There are three areas which register that there is no progress and these are explained below:

Health and Safety Legal Changes – 1.4 – The Action Plan requires a report to be produced prior to October 2016 covering the introduction of any new Health and Safety legislation. During Quarter 2 there has not been any significant new legislation introduced, this will be reported to the next Corporate Health and Safety Group meeting in November 2016.

Health and Safety Performance – 4.1 – Performance is continually monitored at the Corporate Health and Safety Group and the sub-groups for WaSS, Leisure and Support Services. Performance for the year 2016-2017 will be monitored with a review conducted by the Heads of Service at the end of this financial year and full reports will be produced at this time.

Continuous Improvement – 4.2 – The 2016/17 Health and Safety Annual Report will review the Corporate Health and Safety Plan and report progress to Scrutiny Committee. A new Plan will be published in April 2017.

- 1.5 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.

**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. Good management of Health and Safety relates to the Council's priority of Enhancing Health and Wellbeing.

**3.0 FINANCIAL IMPLICATIONS:**

- 3.1 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 Quarter 2 performance against the Corporate Health and Safety Plan 2016/17.

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Background papers: Health and Safety documents from 2016/17

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## 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 and 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)	4	Adopted at MT signed by JI 18 May 2016
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	3	WaSS and Leisure plans in place
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	4  4	Communications plan in place (HK/DP)  Held on 3 June 2016
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	4 0	No amendments required to HDC arrangements. Sentencing guidelines distributed ED HS.
<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)	3	On-going discussions between Directors and HS on leadership.

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.  Effective asbestos management arrangements are in place for all workplaces.  Revised legionella risk assessments in place for all workplaces.	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 & 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  3  4  4  1  2	Ensure there is an increased focus on addressing health risks and issues in the workplace.  On-going in all premises  All FRA's conducted Jan-May 2016  Reported 15/07/16. Action plan agreed by MT and HSG Sept 2016  Draft arrangements to be discussed HS 05/10/2016  Programme of consultant visiting premises on-going Reports being considered
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.  Managers to be required to actively contribute to development and implementation of health & safety arrangements.	On-going  On-going	HS SM (H&S)  HS SM (H&S)	2  4	Engagement on-going in service areas  New consultation arrangement agreed HSG 3 May 2016. Comments received for WaH, Electricity and Inspection arrangements.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
		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	HK (H&S)	2	Updated all H&S information available on the old intranet
2.4	<b>Health &amp; Safety arrangements</b>	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)	2	Programme in place. Consulted on WaH, Inspections and Electricity. Now consulting on asbestos arrangements
2.5	<b>Provision and maintenance of safe premises and equipment</b>	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 implementation of Control of Contractors and CDM Arrangements which is subject to a dip sample.	On-going	D&M PM (H&S)	2	Central contracts arranged through D&M for various maintenance requirements.
2.6	<b>Employee competence</b>	All employees are competent to carry out their work safely	Ensure suitable H&S training events are included in the Corporate Training Plan.  Ensure competent advisory service is in place and accessed	On-going	D&M PM (H&S)	2	Vetting of contractors by D&M established. CDM client role to be addressed for projects.
2.7	<b>Access competent advice on Health &amp; Safety</b>	Comply with Management at Work Regulations and provide health and safety advisory service across HDC	Ensure suitable H&S training events are included in the Corporate Training Plan.  Ensure competent advisory service is in place and accessed	05/16 onwards	HR HS SM (H&S)	2	IOSH MS course arranged for Sept 2016 Fire warden training being arranged.
				On-going	MJ (H&S)	4	Secondment in place with NYCC till September 2019.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD RAG	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
<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)	2	Workplace Inspection arrangement in place.
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	Stitch meeting held, Yorsafe system to be considered
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	Closing out actions from previous audits. WaSS WISH guidance audit to be scoped. Leisure wet side audits in early new year 2017
<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  04/17	MJ HS (H&S)  MJ (H&S)	0  0	Review with HS held 14 April 2016.  Annual H&S report presented to MT 18 May 2016 and then Scrutiny.
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	04/17	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