



## **Report to Joint Consultative and Safety Committee**

**Subject:** Health, Safety and Welfare.

**Date:** 25<sup>th</sup> February 2014

**Author:** Health and Safety Officer.

### **1. Purpose of the Report**

To provide the committee with a brief update regarding Health, Safety and Welfare matters across the organisation. This report covers areas where the Safety Officer is currently engaged, in terms of support and highlights future work commitments.

### **2. Background**

On the 1<sup>st</sup> of January 2014, the new Gedling Borough Health & Safety Officer, Grant Ilett, came into post.

Since coming into post the Safety Officer has been engaged in a number of activities, including introductions to the role, meetings with local management and site visits around the Council.

Additionally, work has been undertaken to update the Council's Safety Policy and the Civic Centre's emergency procedures, such as the fire safety procedures.

On the 29<sup>th</sup> January 2014 a health fair took place at the Civic Centre, jointly organised by the Safety Officer and the Well at Work team. The health fair offered employees an opportunity to meet with nurses to check their body fat, cholesterol levels, bone density, blood pressure, urine and prostate checks. Officers were also able to access advice about nutrition, exercise and stopping smoking. An optician was also on site to provide free sight tests and discounted eye wear to officers. A report is being drafted on the health fair at this time.

The Safety Officer has been involved in work at the Gedling Country Park and at the former Gedling colliery rail tunnel to ensure that the sites conform to relevant health and safety standards.

The Safety Officer has been engaged in extensive occupational health works, two insurance claims, enquiries and support works involving asbestos, legionella control, work related stress, contractor compliance and local management requests. To date actions assigned by the corporate health and safety group have also been progressed.

Organisational restructures and the introduction of new tenants to Gedling Borough Council buildings have required and will continue to require an input from the Safety Officer.

A number of legislative changes have prompted further action. This includes HSE (Health and Safety Executive) plans for 2014, regulation changes to First Aid regulations amended 2013, COSHH (Control of Substances Hazardous to Health) regulations amended 2013 and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) regulations amended 2013.

### **3. Proposal**

The Safety Officer has a plan of work across a number of areas that will ensure that the Council continues to meet its legal obligations and works towards organisational professional development.

Over the next quarter, the Safety Officer will be engaged in organising two health and safety campaigns one targeting asbestos and another targeting work related stress.

An audit plan is currently being organised in consultation with local management, which will provide full safety audits for high risk departments and mini audits for lower risk departments.

A programme of organisational safety training is currently being planned and the Safety Officer will be undertaking a 'First Aid at Work' instructor course to minimise the cost of external training providers.

The Safety Officer will review current safety management guidance with a view to updating them as necessary.

Accidents and investigations will continue to be investigated. At present works have progressed from initial recommendations made by the Council's insurers. A working group has been established to address recommendations.

The Safety Officer is investigating options for upgrading the safety software. Meetings have been held and further meetings planned to meet with

colleagues in other local authorities as well as safety software providers to benchmark safety systems and joint procurement options.

Significant work will be undertaken to review the occupational health database and to carry out health surveillance to address noise, hearing, lung function and hand arm vibration that affects Council employees.

Work will be undertaken to compile the Annual Safety report, health fair report and to respond to employee feedback.

Members might wish to note that the current UNISON safety representative, Paul Morris, will be stepping down from the position and will be replaced by Gedling Borough Council employee, Etwell Zviko, who is in the process of being elected and trained.

#### **4. Resource Implications**

Planned work is to be completed within existing budgets. Additional support from other department budgets is being investigated.

#### **5. Recommendation**

The Committee is asked to note the report.

#### **6. Appendices**

None.