

Report to Joint Consultative and Safety Committee

Subject: Health, safety and welfare

Date: 16 June 2015

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

The safety officer has been engaged in a higher than expected emergency planning duties. Notably the administration of the Repair and Renew Grant Scheme, a central government scheme to provide flood resilience measures to borough properties. The Arnold Flood Forum, and officer emergency planning training has been one of the many areas of achievement over the past year.

An extensive update was completed in April 2015 to the Council's Safety Policy, as well as other safety guidance such as Fire and Emergency, Accident and Incident reporting and stress amongst others. A new H&S policy leaflet replaced the outdated H&S handbook.

The annual health promotion was again a success; the Health Fair was held on 25th February 2015. The health fair offered employees an opportunity to meet with nurses to check their health and gain advice on areas such as cholesterol levels and blood pressure levels. The most popular sessions being the Shaitso head and neck massages. Please refer to appendix 1 - Health fair report 2015.

The safety officer supported management in many areas like the Gedling Country Park, improvements to leisure centres, transport and parks and street care safety standards.

The safety officer achieved the First Aid at Work instructor course and has trained up an additional Council officer Lee Kelly in delivering courses to

minimise the cost of external training providers in this area.

Accident and incidents statistics for 2014 are stated within appendix 2.

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 support and will continue to require input from the safety officer.

The purchase of safety software was investigated during the past year, at present we are working on maximising the internal software options before considering an external version.

The safety officer achieved a significant cost saving by setting up a corporate eyesight test system with Specsavers. This has resulted in £1633 saving compared to previous cost per head.

A number of legislative changes have prompted further action. This includes HSE (Health and Safety Executive) plans for 2015, and will alter the course of the safety officer's time depending on the risk.

3. Proposal

The Safety Officer has a plan of work across a number of areas and will work with management to ensure that the Council continues to meet its legal obligations through organisational professional development. The safety officer's annual report will be presented at the August JCSC meeting.

The safety officer will continue to be engaged with the personnel team to support the delivery of the staff support campaign.

An audit plan has been developed and delivered 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 delivered.

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

Accidents and investigations will continue to be investigated and statistics presented at JCSC as well as at management requests and the Corporate Health and Safety (CHAS) meetings. It is hoped that further internal software developments will further streamline accident reporting and increase the efficiency of reporting standards.

Significant work will continue to review the occupational health service and delivery, in areas such as noise and vibration exposure surveillance. An apprentice role is to be considered with the intention of implementing support for the health and safety role moving forward.

4. Resource Implications

Planned work is to be completed within existing budgets. Additional support from other service area budgets will be requested as and when required

5. Recommendation

(a) The Committee is asked to note the report.

6. Appendices

1. Health Fair report 2015
2. Accident and Incident Statistics 2014