

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

**Subject:** Health and Safety Annual Report

**Date:** 19 November 2015

**Author:** Health and Safety Officer

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

To provide elected members, senior management and UNISON representatives with an annual report on matters relating to the health and safety (H&S) officers work plan for 2014/15. The report highlights the 2014/15 work plan, summarises the assurance risk assessment and outlines the proposed work plan to deliver continuous development of the service.

### **2. Background**

The safety officer acts principally as a specialist safety officer for the Council, providing appropriate advice and assistance to aid management to meet their statutory obligations and facilitate consistent application of the Council's safety policy. The role and service has continued to evolve and modernise over the past year. The changes included the addition of emergency planning duties.

The overall safety culture remains strong amongst all service areas, improvement areas have continued to be identified predominantly through the programme of H&S audits.

The Corporate Health and Safety (CHAS) group meetings have continued to meet quarterly to address corporate risks in consultation with nominated CHAS representatives.

The safety officer has undertaken comprehensive work plan to enforce and monitor compliance with the safety policy, this ranged from prompt investigations to H&S tours with a corporate director within respective service areas, reinforcing the chief executive officer's signed commitment to H&S.

The safety officer continues to promote safety education in conjunction with management, encouraging safety consciousness within all levels of the organisation and assisting and encouraging supervisory managers to develop safe working practices.

The safety officer strives to undertake his work in a supportive manner, with positive reinforcement and a hands-on approach where necessary. An example of this is the support provided to the secure interview room issues and new partner integration into the Civic Centre and Arnot Hill House.

The Council remains a corporate member of The Royal Society for the Prevention of Accidents (RoSPA), which provides a valuable source of H&S information and facilitates effective networking and sharing of best practice. The safety officer is currently the secretary for the Nottinghamshire Risk Management Group (NRMG), a safety meeting presently attended by all of Nottinghamshire' Safety Officers.

The following sections provide a summary of the assurance ratings for each of the five key Health & Safety enablers.

## **2.1 Safety Guidance**

National legislation, Health and Safety Executive (HSE) guidance, other industry best practice guidance changes, alongside organisation learning and management support requests have shaped the safety officer's priorities. This resulted in a significant review being undertaken to the Council's Safety Policy.

### **13-14 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2013/14	Low

### **Summary of control actions planned and developed during 2014/15:**

1. To address workforce concerns, various management practices and weaknesses with corporate lone working guidance. The Employee Protection Register working group was established. The resultant guidance continues to be developed along with lone worker device trials.
2. The smoking policy was reviewed and three guidance documents were amalgamated into one document.
3. The H&S handbook was withdrawn and replaced with a simpler H&S policy leaflet. Aiding in achieving the legal duty to bring the safety policy to the attention of all employees.
4. The Substance Misuse policy, testing equipment, procedures and training were established and implemented.
5. The following safety guidance notes were reviewed; accident and incident investigation guidance; display screen equipment (DSE) guidance; fire and emergency guidance and management risk assessment guidance.

6. A number of improvements were made with respect to the communication of safety guidance policies. These included regular highlights in The Gen, intranet, (Information) I:drive, H&S awareness courses, other external courses, safety posters and reinforcement through meetings with all levels of management.

**14-15 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2014/15	Low

**Residual Risk Direction: (Improving)**



**Summary of planned control actions for 2015/16:**

The following actions are planned for 15-16 to maintain and improve the Council’s assurance level with respect to Safety Guidance:

- Continue to review the safety policy as a ‘live’ document,
- Complete the Employee Protection Register guidance,
- Continue to support management with the lone worker device trials,
- Review a minimum of 4 sets of safety guidance during 2015/16,
- Continue to communicate and raise the profile of safety guidance,
- Continue to consult the workforce on H&S matters via CHAS and JCSC.

**2.2 Safety Training**

The safety officer’ role includes promoting and providing regular safety training for all employees in collaboration with all service areas. Training commitments continue to be influenced by management requests, internal learning and gap analysis.

**13-14 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2013/14	Medium

### **Summary of control actions planned and developed during 2014/15:**

1. Training delivered in a planned approach.
2. A working group was established and revisions made to the risk assessment process and accident and incident forms. This was a follow-up action to an insurance and risk management report.
3. The central training database continues to develop and provide managers with a useful tool for management to interrogate and highlight training needs.
4. An additional officer was trained to support in the delivery of First Aid at Work (FAAW) courses and the First Aid register of qualified persons.
5. The objective to recruit additional safety champions was unsuccessful and requires a new approach and therefore renewed action for 2015/16.
6. The delivery of a Staff Support Campaign gained momentum throughout the year with a successful health fair, resilience, stress management and violence and aggression training sessions were arranged. These activities may be a contributory factor to the reducing sickness and absenteeism figures.

### **14-15 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2014/15	Medium

 **Residual Risk Direction: (Improving)**

### **Summary of planned control actions for 2015/16:**

The following actions are planned for 15-16 to maintain and improve the Council's assurance level with respect to Safety Training:

- Continue to manage the first aid register, and train staff as per local management first aid risk assessment requirements.
- Waste Industry Safety and Health forum (WISH) guidance review has resulted in Parks and Street Care (PASC) and Waste service areas requiring new specific external training courses.
- Investigate the options of online/ e-learning, to find additional training efficiencies.
- Continue in the delivery of the staff support campaign, by arranging additional training sessions.
- Recruit additional safety champions.

### **2.3 Safety Audits & Inspections**

The safety officer will complete periodic assessments, inspections or audits to identify unsafe plant, working procedures or practices and wherever possible, advise on remedial action to overcome any negative observations to the service area concerned.

### **13-14 Assurance Assessment**

Inherent risk rating	Medium
Residual risk rating 2013/14	Low

### **Summary of control actions planned and developed during 2014/15:**

1. The H&S Audits that were completed during 2014/15, are as follows:
  - Calverton Leisure Centre (March 2014),
  - Haywood Road Community Centre (March 2014),
  - Arnold Leisure Centre (May 14),
  - Redhill Leisure Centre (June 2014),
  - PASC Service area (August 2014),
  - Carlton Forum Leisure Centre (September 2014),
  - Richard Herrod Centre (December 2014),
2. The Audit system has been further improved with the introduction of a six month review point and risk profiled action plans.
3. Further improvements in H&S standards through site inspections and visits continued. This work included the implementation of safety tours by a Corporate Director within the line management service areas. This had a positive impact on H&S standards and awareness of both senior management and operational staff to current H&S matters. This process should be considered for all directorates in the future.

### **14-15 Assurance Assessment**

Inherent risk rating	Medium
Residual risk rating 2014/15	Medium

**Residual Risk Direction: (Deteriorating)**



The findings from the H&S audits undertaken increased the overall residual risk rating. These issues and risks were prevalent during 13-14, however, had not been systematically identified within the previous audit approach. The audit approach was reviewed and updated during 14-15 resulting in the identification of a wider range of concerns. In addition, a number of known risks have been identified outside the audit process which require H&S support and improved management.

#### **Summary of planned control actions for 2015/16:**

The following actions are planned for 15-16 to maintain and improve the Council's assurance level with respect to Safety Audits & Inspections:

- Complete a minimum of 6 H&S audits.
- Introduce an H&S audit grading chart.
- Develop the H&S audit process and clearer management deadlines, expectations and accountability.
- Continue to develop and streamline the audit process.
- All corporate directors to instate annual H&S tours for their service areas.

#### **2.4 Accidents and Investigations**

The safety officer continued to collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. Incidents continued to be investigated and feedback given on the quality of the form completion through the CHAS group.

It takes time to develop an ingrained healthy, safe approach and awareness to H&S and by its very nature is a constant ongoing process. A strong H&S culture is the corner stone for strong H&S performance linked to positive H&S attitudes and opinions of the whole workforce, reinforced at the highest levels of the organisation.

#### **13-14 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2013/14	Medium

### **Summary of control actions**

#### **planned and developed during 2014/15:**

1. All Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incidents were investigated by management.
2. Incidents requiring the safety officers input or additional safety officer investigation were conducted in a timely manner.
3. Quarterly incident statistics now form part of the CHAS group updates.
4. Seven Accident and Incident investigation training sessions were delivered.
5. The Safety Officer continued to investigate options for upgrading the safety software and a business case for potential implementation.

### **14-15 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2014/15	Medium

#### **Residual Risk Direction: (Improving)**

#### **Summary of planned control actions for 2015/16:**

The following actions are planned for 15-16 to maintain and improve the Council's assurance level with respect to Accidents & Investigations:

- Further investigate the internal IT development options for an online/intranet accident form completion, to increase compliance, accuracy of data, and efficiency of analysis.
- Positive reinforcement of good practice and desirable H&S attitudes.
- Senior Leadership Team will be visible and active leaders in health, safety and welfare.

For statistical reference refer to Appendix 3. Leisure Centres adverse events breakdown for 2013/14 and 2014/15.

Appendix 3.1 External partner's adverse events 2014/15.

Appendix 3.2 Service Area adverse events 2014/15

## **2.5 Occupational Health**

The occupational health management and surveillance continued to be delivered during the past year in conjunction with and support of the personnel team and local management.

### **13-14 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2013/14	Low

#### **Summary of control actions planned and developed during 2014/15:**

1. Completion of occupational health clinics and other relevant appointments.
2. Occupational health budget is as an ongoing basis supported by other central funds to ensure legal compliance with current legislation, as agreed by SLT.
3. Ongoing review of the occupational health contract.
4. Benchmarking with other local authorities was completed during the past financial year, numerous meetings with the current occupational health provider were also undertaken to improve the service the Council receives.

### **14-15 Assurance Assessment**

Inherent risk rating	High
Residual risk rating 2014/15	Medium

#### **Residual Risk Direction: (Deteriorating)**

A gap in surveillance was identified during H&S audits for the leisure centres. This needs to be addressed. The contract negotiations are also increasing the risk of uncertainty to the service provision.

#### **Summary of planned control actions for 2015/16:**

The following actions are planned for 15-16 to maintain and improve the Council's assurance level with respect to Occupational Health:

- To review and address the leisure centre occupational health surveillance requirements.
- Complete the contract negotiations with the occupational health provider.
- Make further improvements to the occupational health database.
- Improve vibration reactive monitoring, with the introduction of REACTEC, an occupational vibration exposure monitoring system.
- Update the Safety Policy to reflect the changes to the arrangements.

## **7. Resource Implications**

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

## **8. Recommendation**

The group is asked to note the report.

## **9. Appendices**

Appendix 1. Risk category – Standard Definitions

Appendix 2. A summary overview of all H&S risk types.

Appendix 3 Leisure Centres adverse events breakdown for 2013/14 and 2014/15

Appendix 3.1 Appendix 3.1 External partners adverse events 2014/15.

Appendix 3.2 Appendix 3.2 Service Area adverse events 2014/15