

# Taunton Deane Borough Council

## Corporate Governance Committee – 26 September 2011

### Update on the TDBC Health and Safety Forward Plan – Priority issues and accident reports.

#### Report of the Corporate Health and Safety Advisor

(This matter is the responsibility of the Chief Executive, Leader of the Council, Health and Safety Champion.)

#### 1. Executive Summary

Work continues on the delivery of the H&S priority issues. Timescales are adjusted to accommodate the proposed changes in structure. The Committee are asked to note; the progress on the revised H&S Action Plan and that there are no new significant risks or incidents to report.

#### 2. Background

This update report is a standing agenda item to ensure that the Council's health and safety performance is a priority and remains visible in the Council's considerations and actions.

#### 3. Health and safety forward plan – Priority issues -2011

##### 1. Priority H&S Issues

1. Review and publish the Council's Health and Safety Management System (H&SMS) on Sharepoint.
  - **Action** to review and simplify all policies and guidance by end 2011.

**Update:** Ten revised policies have been issued for consultation since June. Work is on target for the end of December 2011.

2. Mandate that all managers attend the relevant 'H&S Essentials' training sessions and complete their local roles and responsibilities document by end 2011.

- **Action** to review completion as part of the PRED review process, start June 2011.

**Update:** Good level of uptake by managers; situation will be reviewed in light of impending organisational changes. (Budget reviews.)

3. The introduction of an H&S Competency framework for all levels of employee, held in a central training data base by end 2011.
  - **Action** to produce and populate the framework end August 2011.

**Update:** Deadline has moved to reflect work required for DLO restructure. The work is recognised as essential to the new way of working.

4. Implement a 'Generic and Dynamic Risk Assessment' approach for all operational service areas.
  - **Action** Theme Managers to ensure all operations have current risk assessments in place by end 2011.

**Update:** Theme reviews to be carried out in November to ensure all high level risks are covered.

5. Provide a structured programme of 'Byte sized' training and 'Tool box' talks for all employees.
  - **Action** Publish programme and start sessions by end of June 2011.

**Update:** A range of paper and DVD based tool boxes talks has been sourced for use and delivery by the DLO. Programme of short training sessions for the Core Council has been deferred to the New Year.

#### 6. **Accident, incident data and lessons implemented**

- All accident and incident data captured and where appropriate management actions implemented to prevent a re-occurrence:

<b>DLO – 15June -31 August 2011</b>				
Classification	Highways	Parks	Building	Public
Reportable	<b>1 (RSI)**</b>	0	0	?*
Non-reportable	3	4	0	5
Near Miss	1			
<b>Period total</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>5</b>

\*potential uncertainty of what may become reportable.

\*\* (RSI) Repetitive strain injury.

<b>Previous period- DLO – 0 April -15June 2011</b>				
	1	2	4	0
<b>Total*31.08.11</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>5</b>

\*One other minor injury to office based Council employee reported for the whole period.

#### **Trends:**

- There are no obvious trends within the majority of the employee accidents reported, although a number of follow up actions have been identified.
- There is a possible trend in the increase in the number of injury accidents to children within the new play areas. This was a recognised outcome of the play strategy, but each incident needs to be reviewed to ensure that the inspection and/or maintenance regime is correct.

**4. Finance Comments**

Unchanged -Any emerging issues or additional training will have to be funded from existing budgets. Line managers are expected to prioritise and refer any difficulties to CMT.

**5. Legal Comments**

Unchanged -Failure to meet or maintain minimum legal compliance will increase Corporate and individual risk, with the potential for increased criminal and civil actions

**6. Links to Corporate Aims**

Unchanged- Competent employees working safely in the delivery of the Council's services form an essential contribution to the Corporate Aims.

**7. Environmental and Community Safety Implications**

Unchanged- As in 6 above

**8. Equalities Impact**

Unchanged- There are no equalities impact over and above those already identified in the Theme delivery plans and existing arrangements.

**9. Risk Management**

Unchanged- Failure to meet minimum H&S statutory requirements has been identified in the Corporate Risk Register.

**10. Partnership Implications**

There are no partnership implications with respect to the content of this report.

**11. Recommendations**

The Committee are asked to note:

11.1 The progress on the revised H&S Action Plan.

11.2 The accident report summary to-date.

11.3 There are no new significant risks or incidents to report.

**Contact:**      Officer Name      David Woodbury  
                         Direct Dial No      01823 356578  
                         e-mail address      [d.woodbury@tauntondeane.gov.uk](mailto:d.woodbury@tauntondeane.gov.uk)