

File note: Taunton Deane Borough Council Health and Safety Forward Plan - Priority Issues.

Author: David Woodbury

TDBC Corporate Health and Safety Advisor.

Date of note: 10.05.2011.

Status of note: Revised Action Plan Version 2.

1. Introduction.

Following discussions with and continued support from CMT and the Corporate Governance Committee and recommendations made by SWAP in a December 2010 audit report, the Council's H&S Forward Plan has been reviewed.

2. Objective of the Forward plan

The Forward plan identifies current and emerging H&S issues and sets out solutions designed to raise the standard of Health and Safety knowledge and performance within the Council.

Delivery of the plan within the agreed timescales will:

- Achieve legal compliance,
- Result in a significant reduction in risk
- Reduce loss time injury accidents.
- Support the 'wellbeing' of Council employees and partners.

3. Priority H&S Issues

The Council's General Health and Safety Policy Statement sets out what we have committed to do. CMT have agreed to:

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.
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.

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.
 - CMT to provide the resources to enable the necessary phased training and development of employees and managers.
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.
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.
6. Develop new Corporate performance measures for H&S:
 - 6.1. **Management competency and legal compliance**
 - Level of H&S performance/compliance tested against local roles and responsibilities document, measured as % compliant.
 - 6.2. **H&S Management System and implementation**
 - Content and quality of H&S policy and guidance held within Sharepoint system – 10% tested per annum for clarity and relevance.
 - 6.3. **Accident, incident data and lessons implemented**
 - All accident and incident data captured and where appropriate management actions implemented to prevent a re-occurrence.
 - Written summary reports produced for all HSE reportable (RIDDOR) accidents and occurrences. – Annual audit report of lessons learnt and implemented.

7. Health and Safety Forward Plan - Priority Issues - 2011.

	Issue	Action	Who	How	When
1	H&SM System Sharepoint	To review & simplify all documentation	H&S Advisor, CMT, H&S committee	Desk top exercise – consultation meetings	1 st phase end 2011 On-going.
2	H&SM System Local Roles & Responsibilities	To review completion as part of PRED	CMT & line managers	Internal workshops 1 -2 Hrs Team meetings	1 st phase start June 2011 On-going.
3	- Competency Framework - Resources	Produce and populate the framework.	H&S Advisor, CMT, H&S committee & Training Dept	Desk top exercise link to job descriptions & Annual Training Plan	By end August 2011. On-going.
4	Implement 'Generic and Dynamic Risk Assessment'	Ensure all operations have risk assessments.	Theme Managers (H&S Advisor, CMT, H&S committee)	Internal workshops 1-4 Hrs Team meetings	Start June 2011, Finish Dec 2011. Audit Jan 2012. On-going.
5	Programme of 'Byte sized' training and 'Tool box' talks for all employees	Publish & run training programme	H&S Advisor & training dept	Internal or external training – 20 mins - 1 hr Team meetings	Publish and start sessions by end of June 2011. On-going.

8. Health and Safety Corporate performance measures - 2011.

	Issue	Action	Who	How	When
1	Management competency and legal compliance	Level of H&S performance/c compliance tested against local roles and responsibilities document,	Combination: Manager reviews, PREDS, internal & external audit	Measured as % compliant.	Reports to CMT on Corporate Governance Action Plan timetable. submission dates tbc
2	H&S Management System and implementation	Content and quality of H&S policy and guidance held within Sharepoint system	Theme Managers H&S Advisor, CMT, H&S committee, (SWAP)	10% tested per annum for clarity and relevance.	As above
3	Accident, incident data and lessons implemented	All accident and incident data captured and where appropriate management actions implemented to prevent a re-occurrence.	Line managers & H&S Advisor. (SWAP)	- Written summary reports produced for all HSE reportable (RIDDOR) accidents and occurrences. - Annual audit report of lessons learnt and implemented.	As above with 6 monthly summary reports to CMT prior to Corporate Governance Committee meetings. Year end 30 th April

Taunton Deane Borough Council

Environmental Health

ANR V7.12a

REPORT PREPARED ON 15/ 6/11 AT 13:05

Incident Date : from 1/ 4/2011 to 14/ 6/2011
Result : 5 - None of above
Unit : IHS - Internal Health & Safety
Premises Reference: Y12***BELV/1
Name of premises: The Deane House
Address: "The Deane House", Belvedere R

<u>INCIDENT DATE</u>	<u>DEPARTMENT</u>	<u>INCIDENT DETAIL</u>	<u>PART OF BODY INJURED</u>	<u>INJURY TYPE</u>	<u>ACCIDENT TYPE</u>	<u>INCIDENT SUMMARY</u>
14/04/2011	Bricklayers	81 Hilly Park	Joint(Shoulder/Hip/Knee/Spine)	Pulled Muscle	Slip Trip Fall, Same level	Jarred knee when slipped.
15/04/2011	Parks	Wilton Lands	Digits (Fingers/Thumbs/Toes)	Cut or Abrasion	Cut with sharp object	Split finger with stanley knife.
18/04/2011	Carpentry	Dorchester Road flats	Digits (Fingers/Thumbs/Toes)	Contusion/Bruising	Hit by moving/flying object	Bruised and swollen finger.
03/05/2011	Bricklayers	10 Leeches Field	Back	Pulled Muscle	Injured Handling/Lifting etc.	Wind pulled me round and hurt back.
03/05/2011		50 Dorchester Road	Foot	Pulled Muscle	Slip Trip Fall, Same level	Tripped on stairs.
16/05/2011	Parks	Trevor Smith Place	Back	Pulled Muscle	Injured Handling/Lifting etc.	Twinged back.
16/05/2011	Highways	Vivary Golf Course	Head	Cut or Abrasion	Hit something fixed or static	Cut forehead on branch.

7 RECORDS PRINTED

RE: Disciplinary Action Linked to H&S Issues - Question asked at last Meeting.

Answer: A search of the disciplinary cases has identified 3 cases with H & S links.

Two cases were at the DLO where one employee received a final written warning and another where the employee resigned prior to the disciplinary hearing. The third case was at the Crematorium and that employee received a final written warning, valid for 2 years.