

Taunton Deane Borough Council

Corporate Governance Committee – 12 December 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.
The Committee are asked to note the accident information within the report.
There are no 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: 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 January 2012.

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: Council wide implementation by March 31st 2012.

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: The National Decision Model developed and recently introduced by the Police is being looked at as a potential corporate approach

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: Programme of short training sessions for the Core Council has been deferred to 2012r.

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

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

DLO – 1 September – 30 November 2011				
Classification	Highways	Parks	Building	Public
Reportable	0	0	1*	1
Non-reportable	1	3	4	1
Near Miss				
Period total	1	3	5	2

* Slip/fall on low set of steps exiting site caravan

Previous period- DLO – 1 April -31 August 2011				
	6	6	4	5
Total30.11.11	7	9	9	7

Core Council				
Classification	Kilkenny	Themes		
Reportable	1**	0		
Non-reportable	0	1		
Near Miss	0	0		
Period total	1	1		

** slipped and fell in kitchen area

Total RIDDOR Reportable	1April – 30November 2011			
DLO	2			
Core Council	1			
Public	3***			

*** Uncertainties with actual numbers of incidents reported by the public.

Trends:

- The most obvious trend within the majority of the employee accidents is around training and correct use of PPE, a number of follow up actions have been identified.
- The reported public incidents are play related.
- Near Miss reporting for the Core Council needs to be developed.

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 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 there are no significant risks or incidents to report.

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