

Taunton Deane Borough Council

Corporate Governance Committee – 10 March 2014

Update on Health and Safety Performance and strategy for 2013 - 14 and proposed strategy for 2014 - 15.

Report of the Corporate Health and Safety Advisor

(This matter is the responsibility of the Chief Executive and Leader of the Council.)

1. Executive Summary

This report provides an update on the progress of a range of Health and Safety matters across the organisation. These include:

- Accident and Incident Data for the period
- Health and Safety Strategy 2014 - 15
- Monitoring Health and Safety Performance
- The South West Audit Partnership Audit on health and safety
- The arrangements for the Health and Safety Committee and agreed actions
- Training on health and safety matters
- Provision of health and safety Information

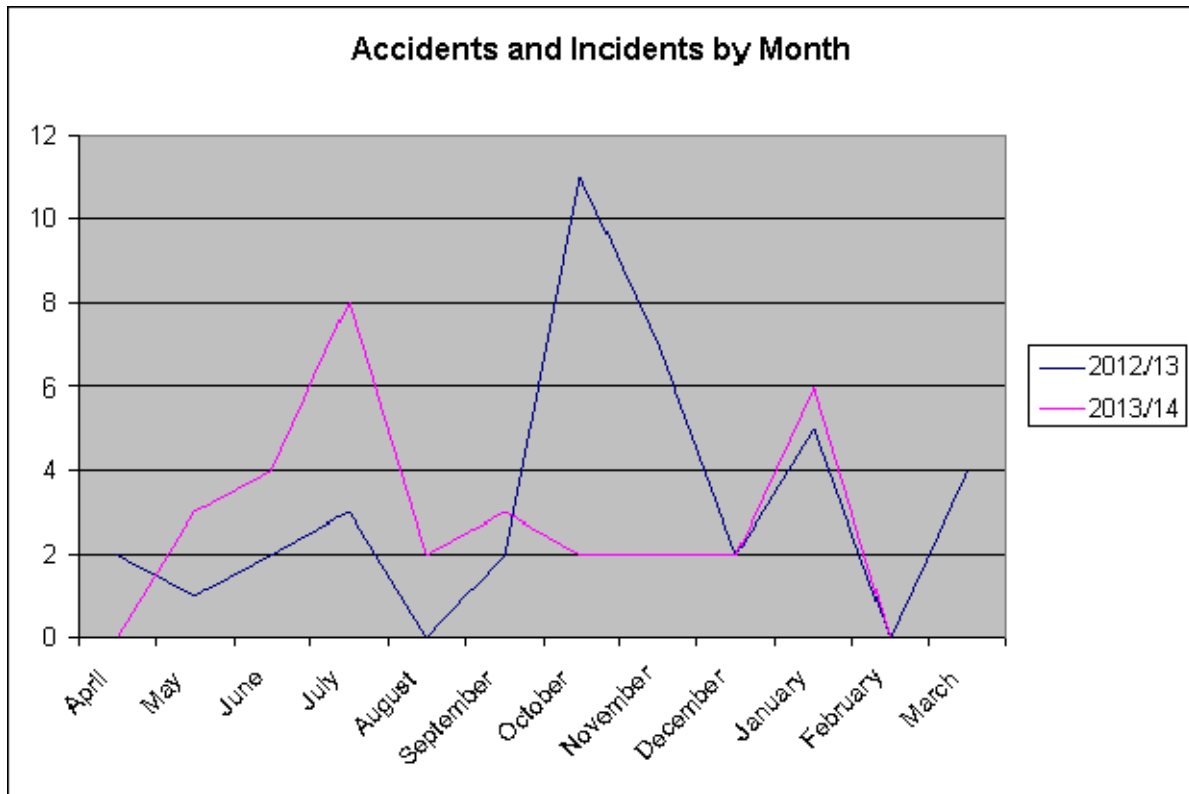
2. Accident and Incident Data for the period

Figures provided up to 31st January 2014. Last years figures listed below for comparison.

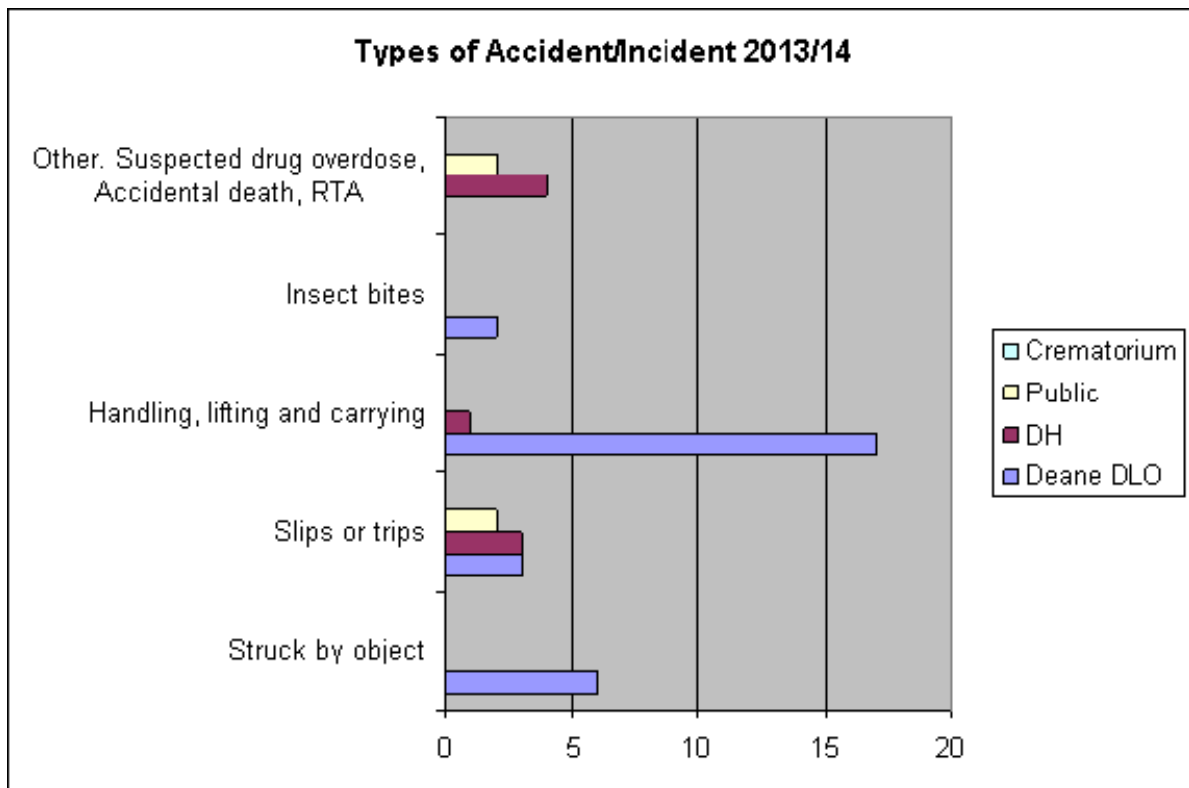
TDBC Totals– 1 April 2012 - 31 March 2013					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable	0	1	0	0	1
Non-reportable	3	34	9	0	0
Near Miss	0	4	0	0	0
Period total	3	39	9	0	1

TDBC Totals– 1 April 2013 - 31st January 2014					
Classification	Core Council	DLO	Crem	Public	Contractors
Reportable	0	2	0	1	0
Non-reportable	6	25	0	2	0
Near Miss	1	1	0	0	0
Period total	7	28	0	3	0

Statistics by month in comparison to 2012 - 13.



Accidents by type 2013 - 14



2.1 Key accident investigations

Two accidents since 1 January relating to fencing activities have led to discussion with the Building Services Area Manager regarding procedures and training. Further investigation work required on one incident.

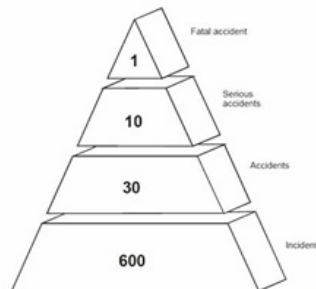
Significantly fewer accidents relating to manual handling activities during 3rd quarter following manual handling toolbox talks delivered to all relevant DLO employees.

All minor accidents continue to be reviewed on a regular basis by the H&S Advisory team and a nominated Unison Rep (Rick Symons for DLO, Steve Coles for DH).

2.2 Capturing Accident and Incident data

Whilst it is positive that we do not have significant numbers of serious accidents within the organisation, in order for us to learn appropriate lessons we need to ensure that all incidents (including minor accidents and near misses), are reported. This will be addressed in the health and safety strategy for 2014 -15 and the accident reporting procedure for the organisation.

The diagram below represents the theory on the proportion of near miss incidents to accidents and to those leading to more serious injuries and lost time. If we learn lessons from the near miss incidents then hopefully the more serious accidents can be prevented. This can be used to demonstrate why reporting of all should be encouraged rather than discouraged.



3. Health & Safety Strategy 2014 - 15

See Documents at Appendix 1

The Health and Safety Strategy has been produced as a three year plan but will be reviewed on an annual basis to ensure that key performance indicators remain applicable.

4. Monitoring Health and Safety Performance

Monitoring of health and safety performance against the key performance indicators set out in the strategy will form part of the reporting arrangements from 1 April 2014

5. Audit on Health and Safety

South West Audit Partnership are currently undertaking an audit of the health and safety service, following the report published January 2013. It is anticipated that the audit will take 12 days and the final audit report will be made available on 25th April 2014. The strategy for 2014 - 15 addresses many of the weaknesses identified by the previous audit of the service.

6. The arrangements for the Health and Safety committee and agreed actions

Health and Safety Committee took place on 23rd January 2014 . The Committee discussed the Health and Safety Strategy for 2014 -15 and minor wording amendments have been made as a result.

Unison Inspections have been on hold this quarter pending the new inspection strategy and planning meetings have taken place with the Unison branch Secretary and Health and Safety Officer.

The display screen equipment assessment policy was discussed and approved in principle.

All policies will be circulated to the Health and Safety Committee prior to implementation.

7. Training on Health and safety matters

Statutory training has been carried out in accordance with the DLO training matrix for use of equipment (See Appendix 2 for details of the Deane DLO Statutory training carried out during 2013 - 2014).

In total 52 managers from across the organisation have attended refresher health and safety training for Managers.

8. Provision of Health and Safety Information

The health and safety sharepoint site is regularly updated with new material produced. Once approved the strategy and updated policies will be uploaded to the site. Team briefings will be carried out to provide an update on the new strategy and policies and in particular the arrangements for reporting and investigating accidents. Core brief will also be used to highlight the changes.

9. Policy updates

An operational plan (working document) sets out a schedule of health and safety policies for review.

These have been programmed into the work of the health and safety team based on priority and risk.

Policies and procedures currently under review are as follows:

Accident and Incident recording, reporting and investigation (implementation 1/4/14)

Display Screen Equipment Assessment (implementation 1/4/14)

Procedures for the Joint Inspection and Audit process (implementation 1/4/14)

Lone working - A lone working policy provides guidance for Managers on how to ensure safe lone working arrangements. Managers carry out their own risk assessments and arrangements as a result may vary across the organisation. Deane Helpline, in addition, provide a telephone service which can be bought in for lone workers. Discussions have started to consider whether the helpline service can be extended to provide reassurance for all lone workers across the organisation.

10. Key activities of the Health and Safety Advisor

Depot health and safety tours to ensure housekeeping standards are maintained. Observation of manual handling operations for teams carrying out filling of sandbags.

Work with the Depot Stores to ensure safe storage of Type H vacuum used for asbestos tasks and correct disposal of chemicals.

Instigation of a review of joint safety policy and arrangements for TDBC and West Somerset Council.

11. Finance Comments

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

12. Legal Comments

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

13. Links to Corporate Aims

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

14. Environmental Implications

There are no environmental implications arising from this report.

15. Community Safety Implications

There are no community safety implications arising from this report.

16. Equalities Impact

There are no equalities impacts over and above those already required to be identified in the Theme delivery plans and existing arrangements. The Equalities

Impact Assessments for health and safety policies and procedures are available on the health and safety sharepoint site.

17. Risk Management

Failure to meet minimum health and safety statutory requirements has been identified in the Corporate Risk Register.

18. Partnership Implications

The Health and Safety Strategy sets out the majority of the work programme for delivery by the Corporate Health and Safety Team.

The strategy continues to involve the expertise of SWAP, reducing resource requirements and delivering an integrated approach.

19. Recommendations

The Committee are asked to note the progress being made on the review of the Health and Safety service and its delivery and the initiatives to improve our operating culture. There are no significant risks or incidents to report.

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Health and Safety Strategy 2014-15

Aim

Objective

Activities

Legal compliance

Ensure compliance with all relevant legislation and Approved Codes of Practice to create and maintain a safe working environment

- Review HSE guidance
- Compliance audit
- Review Corporate Health and Safety Policies by prioritised need.

Recording, reporting and learning lessons

Reporting, recording and investigation of accidents at all TDBC sites

- Accident policy reviewed
- Accident reporting form and procedures (including near misses) provided at all sites
- Investigation set procedure and timescales
- Training

Access to information

Provision of accessible and relevant health and safety information for managers and staff

- Review and update relevant information
- Use staff briefings to share messages in print or person
- Brief at joint management (leads) meetings

Measuring performance

Identify and monitor key performance indicators

- Operational plan produced
- KPIs identified and agreed
- Monitored and reviewed quarterly
- Review at Corporate Governance
- Review at Corporate Health and Safety meeting

Deane DLO Statutory H&S Training from 1 April 2013

Asbestos Awareness Training (annual training) – courses held in October and November – 42 building services staff attended

Asbestos Non-Licensed Task Removal (annual) – held in October and December – 18 building service staff attended

Abrasive Wheel Training – February – 5 building and 7 grounds maintenance staff attended

Street Works Qualification (renewal) – December – 2 building service staff

Category B+E Trailer training and test – December for 3 grounds maintenance staff

PASMA Tower Scaffold Training – November – 11 building service staff

Bobcat and Forklift Truck Competence Certification (renewal) – 3 building and 3 grounds maintenance staff

Powered Access Licence (renewal) for category 1B Static Boom and 3B Mobile Boom – September and November – 4 electricians and 1 tree surgeon

Safe Tractor Operation Certification (renewal) – November – 2 nurseries staff

Safe Digger Operation Certification – November – 6 building service staff

IOSH Managing Safely – February - 1 building service and 1 BST staff

Health and Safety KPI's 2014-15

1. Increase reporting of accidents, incidents and near misses through increasing awareness of reporting requirements and mechanism.

Why – Address under reporting

How – Use 2013-14 baseline; look to increase by 10%

2. a) Accident investigation carried out within 2 weeks of accident

Why – To ensure timely investigation of incident and prevent recurrence

How – Target of 95% compliance within 2 weeks

b) Health and Safety advisor's investigation carried out within a further 4 weeks.

Why – To ensure timely investigation and ensure proposed measures to mitigate risk are identified and appropriate

How – Target of 100% compliance within a further 4 weeks

3. Number of joint health and safety audit visits undertaken and report submitted.

Why – To ensure safety arrangements and methods of work are appropriate and adhered to.

How – Target of 5 audits per quarter; Target of 100% of reports completed within 2 weeks of visit