

Taunton Deane Borough Council

Corporate Governance Committee –23rd June 2014

Update on Health and Safety Performance and 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
- Report on actions agreed by Health and Safety Committee
- Provision of health and safety information
- Policy updates
- Key activities of the Health and Safety Advisor

2. Accident and Incident Data for the period

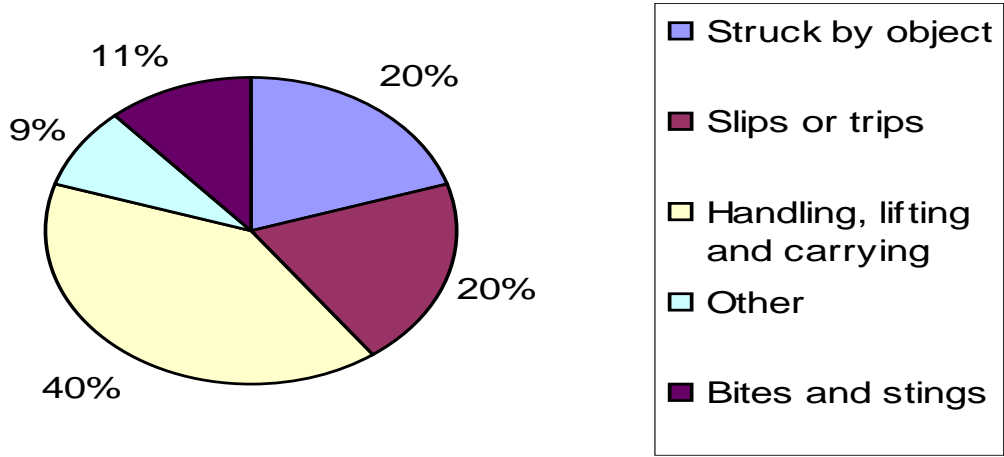
Figures provided. Last years figures listed below for comparison.

Taunton Deane Accident Summary

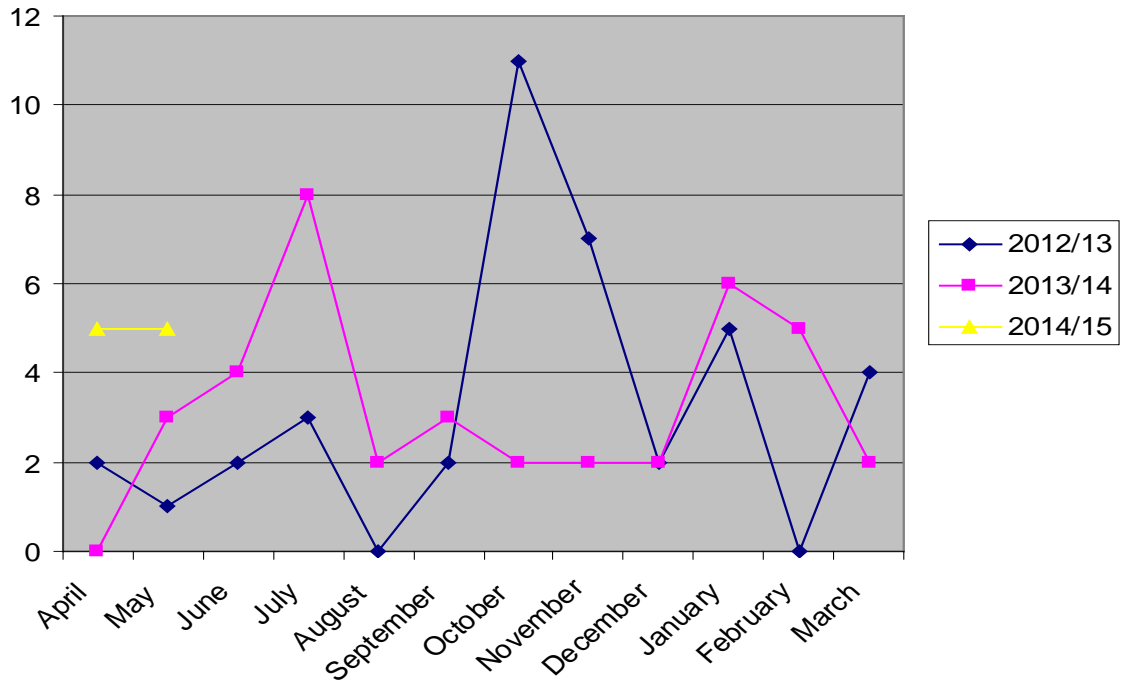
TDBC Accident Totals 1st April 2013 - 31st March 2014					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable		3		1	
Non-reportable	5	26		3	
Near Miss	1	4			
Period Total	6	33	0	4	0

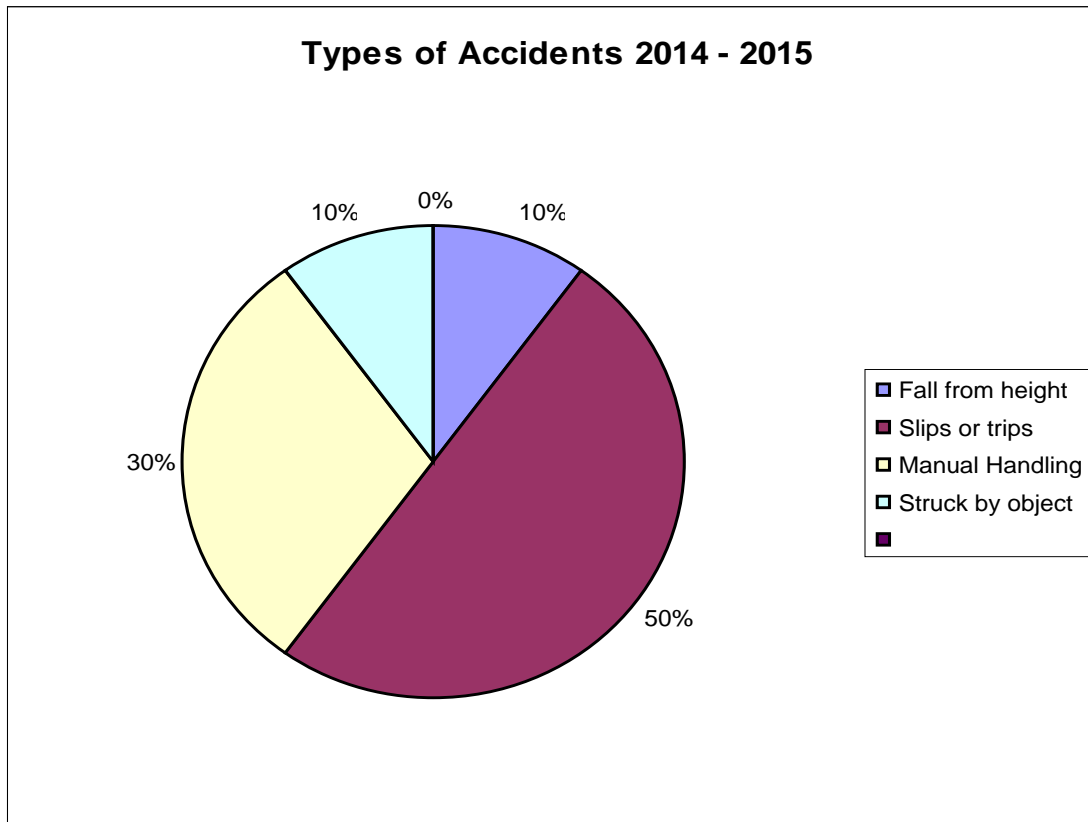
TDBC Accident Totals 1st April 2014 - 31st May 2014					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable					
Non-reportable	2	7			
Near Miss					
Period Total	2	7	0	1	0

Types of Accident 2013-2014



Accidents by Month





2.1 Accident Investigations

There were no significant accidents reported during the period. There was however an increase in the numbers of accidents reported (10 accidents reported 2014 – 15, 3 accidents reported during the same period 2013 – 14). The majority of accidents reported were minor slip and trip accidents. A public accident where a child broke his arm was reported at Wellington Skate Park. The accident was not as a result of any fault relating to the play equipment.

The H&S Advisor met with the loss adjuster appointed by TDBC Insurers, regarding a claim from an employee relating to an accident of 19 February 2014 (amputation of finger due to crush injury whilst erecting a fence). It was agreed that the employee had ignored work procedures and that there was sufficient evidence presented (training records and witness statements), for TDBC insurers to take the case forward to defend the claim.

3. Health & Safety Strategy 2014 - 15

The health and safety strategy for 2014 -15 was presented at the Corporate Governance Committee of 10 March 2014. There were a number of questions from members that I have sought to clarify below:

There was a query regarding timescales for accident and incident investigation. The targets to be monitored are for **completion of the investigation** within 2 weeks of the accident. On reporting of the accident to the H&S Advisor managers are emailed with detailed guidance on investigation, which includes the paragraphs below:

The accident investigation should be started as soon as is practical after the accident. Investigation of significant accidents should be high priority as you need to establish the facts before people’s memories fade and while evidence is still available. You also need to prevent it from happening again where possible.

The investigation needs to be proportionate according to the level of risk identified. Where the outcome was, or might have been, significant the investigation needs to be high priority and will take resources.

This advice is taken from HSE guidance on accident investigation HSG 245 which is also available via the TDBC health and safety intranet site.

Non reportable accidents discussed in the report refers to accidents which are not reportable to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. All accidents no matter how minor should be reported to the H&S Advisor for monitoring and prevention purposes.

4. Monitoring Health and Safety Performance

Monitoring of health and safety performance against the key performance indicators set out in the strategy has been carried out since 1 April 2014.

KPIs Monitored from 1 April 2014

1. Target to increase accident reporting by 10%

(In same period last year 3 accidents, this year 10 accidents)

Actual increase of 233%

2. Target to carry out accident investigation within 2 weeks

Actual investigation average 3 days (maximum of 6 days)

3. Target to carry out 5 audits per quarter

2 audits carried out to date

4. To ensure 100% of audit reports completed within 2 weeks

100% completed to date

1	
2	
3	
4	

This is the first time that KPI targets have been set for the health and safety service. In practice the agreed 5 audits per quarter (KPI 3) would appear to be unrealistic due to the level of detail required for the audit to be worthwhile and the starting point of highest risk areas of work being subject to audit first.

5. SWAP Audit on Health and Safety

South West Audit Partnership have published a draft report for discussion purposes. No overall opinion has been given as the strategy needs to embed before a

meaningful assessment can be made. The summary paragraph below is taken from the report:

No audit opinion has been given for this review. The framework put in place for Health & Safety appears reasonable; the new Health & Safety Strategy provides good foundations to create a sound health and safety culture within the Council. The compliance audits will review, measure and provide advice to service areas on their health and safety processes. However, time is needed to embed the new strategy and monitor the KPI's. There is therefore no evidence to demonstrate that sound health and safety foundations exist within the Council at this time. A follow-up review should be undertaken once the new arrangements have had time to embed.

The Committee are requested to formally approve the Strategy in order to provide it with the Corporate Support required.

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

The H&S Committee met on 24th April 2014. The Committee was chaired by Assistant Chief Executive Bruce Lang and it was agreed that colleagues from WSC would be invited to the next H&S Committee with a view to the provision of a single H&S Committee and safety policy by 1 October 2014.

The committee reviewed the accidents for the previous year and reporting procedures from 1 April 2014.

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

Priory Depot H&S Committee met on 15th May 2014. It was agreed that it was important to hold a separate committee relating to the activities and location of the depot, and that these should be held quarterly and should feed into the full TDBC H&S Committee. Housekeeping inspections for the depot were discussed and will be carried out regularly and prior to each committee meeting.

7. Provision of Health and Safety Information

The share point site has been updated to allow employee access to the Display Screen Equipment (DSE) assessment process. This is a questionnaire completed by all users of DSE (which includes computers and laptops). Users must complete a questionnaire when they start work with the organisation, when their equipment changes and if they are having any pains or strains when using their computer workstation. The questionnaire is reviewed and where problems are highlighted an assessment of the workstation will be carried out by the H&S Advisor or a trained volunteer. Equipment such as a new chair, ergonomic mouse or screen riser may be provided as a result.

A Corporate H&S induction was delivered to new starters within the organisation on 11th June 2014. This will include employees of West Somerset Council who are working for the shared service organisation. An induction for new starters at the DLO was carried out on 19th May 2014.

The health and safety service has a new e mail address:

safeworking@tauntondeane.gov.uk

8. Policy updates

The Accident book, reporting and investigation policy is now in place. The health and safety advisor will attend team meetings to inform Managers of the updated process.

The following policies have been approved by the H&S Committee and have been implemented since 1 April 2014:

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)

9. Key activities of the Health and Safety Advisor

An initial audit was carried out of the Voids Team within the DLO including site visits to four properties undergoing refurbishment. A report has been provided to the Voids Manager. There are some points from the audit that will be relevant to many departments e.g. recording issue of protective equipment, recording induction attendance and improving communication of risks between client teams and the DLO. The H&S Advisor will progress corporate matters and monitor progress on meeting requirements.

Health surveillance for at risk Deane DLO employees has been progressed with HR and Devon County Council as a service provider. Catrin Brown and Kate Woollard undertook training to allow them to carry out basic initial health surveillance assessments for employees.

10. 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.

11. Legal Comments

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

12. Links to Corporate Aims

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

13. Environmental Implications

There are no environmental implications arising from this report.

14. Community Safety Implications

There are no community safety implications arising from this report.

15. Equalities Impact

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

16. Risk Management

Failure to meet minimum health and safety statutory requirements has been identified in the Corporate Risk Register. There are no significant risks or incidents to report.

17. 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.

18. Recommendations

The Committee are requested to approve and adopt the Health and Safety strategy presented on 10 March 2014 following the clarification set out at paragraph 3 above.

The Committee are asked to note the progress made on the implementation of the Health and Safety strategy and its delivery and the initiatives to improve our operating culture.

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