

# Taunton Deane Borough Council

## Corporate Governance Committee – 22<sup>nd</sup> September 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
- 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.

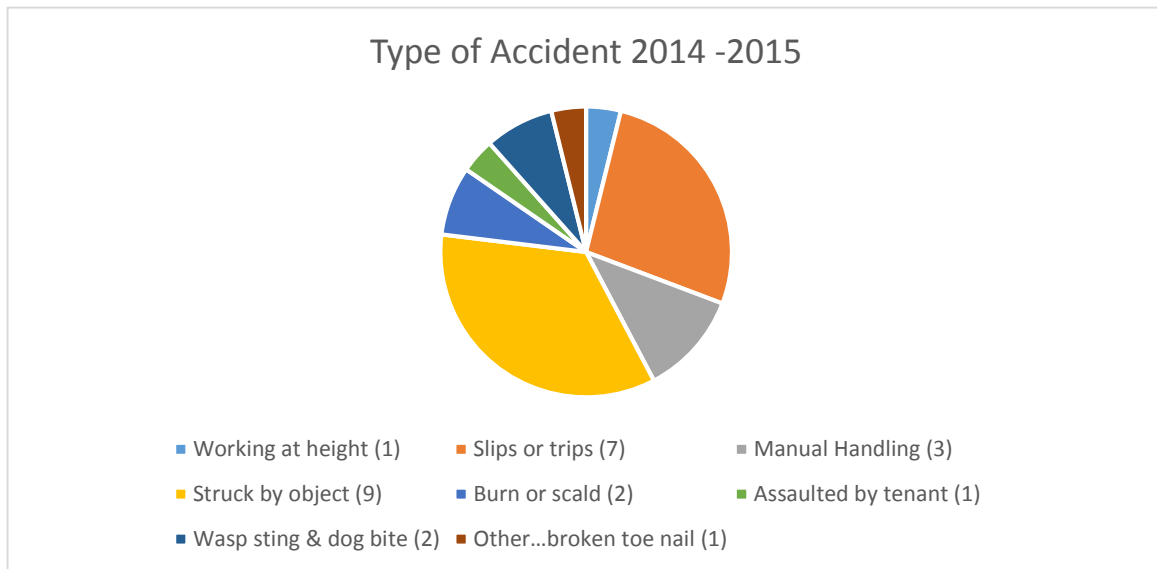
Due to the change in structure of the organisation the existing categories no longer appropriately described the accident information being provided. There had been only one contractor accident in the last five years and therefore a decision was made to remove this category. In addition there were no categories to record where tenants had had accidents in communal areas. WSC accidents also needed to be recorded separately.

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

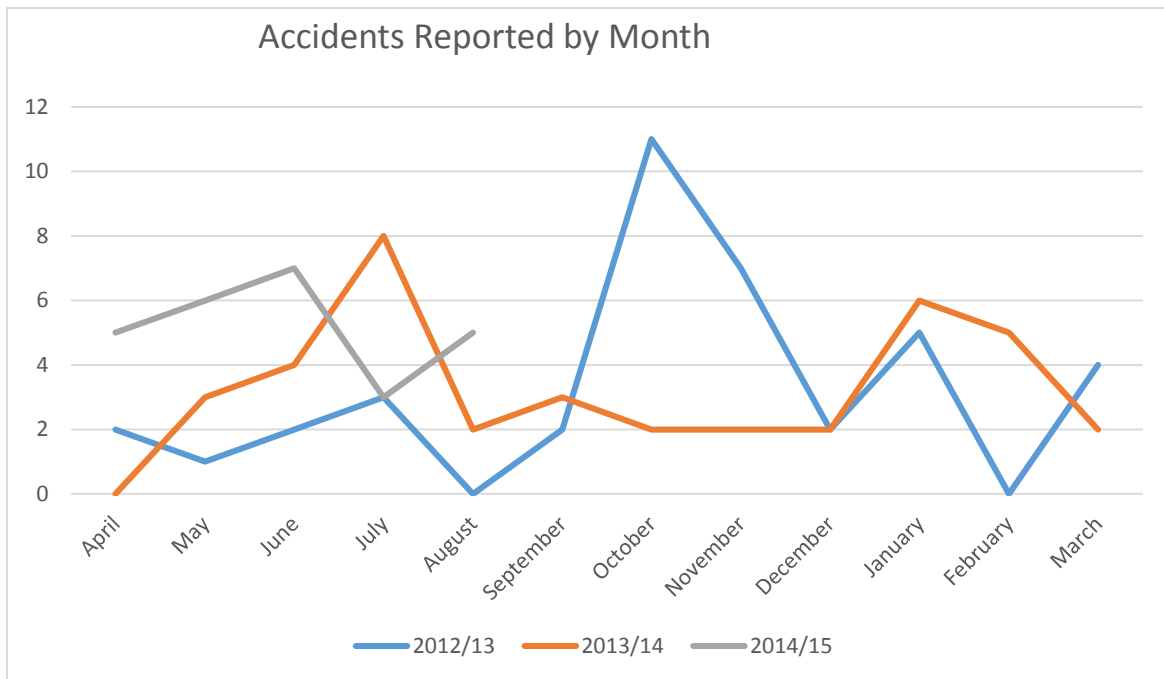
### TDBC Accident Totals 1st April 2014 - 31st May 2014

Classification	TDBC	WSC	DLO & Crematorium	Public	Tenants (public areas)
Reportable					
Non-reportable	4	1	16	3	2
Near Miss			1		
<b>Period Total</b>	<b>4</b>	<b>1</b>	<b>17</b>	<b>3</b>	<b>2</b>

#### Accidents by type



#### Accidents by month



**2.1 Accident Investigations**

There have been no significant accident investigations undertaken since the last Corporate Governance committee.

Where an individual incident requires it, or where a trend has been identified including a number of similar incidents, an investigation form is sent to the Manager for completion. New safety goggles were purchased as a result of one such investigation and working practices changed as a result of another.

**3. 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%**  
(26 accidents to date 2014 -15, 17 accidents in same period 2013 -14 = 53% increase)
- 2. Target to carry out accident investigation within 2 weeks**  
Investigation average 4 days
- 3. Target to carry out 5 audits per quarter**  
3 audits carried out to date (2 in qtr1, 1 in qtr 2)
- 4. To ensure 100% of audit reports completed within 2 weeks**  
100% completed to date

1	G
2	G
3	R
4	G

As set out in the last report, 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 being subject to audit first. Follow up work from the audits in quarter 1 is ongoing. In addition, work on the familiarisation training for Tier 4/5 Managers and requests for assistance from Supported Housing and work on asbestos management (see Activity Report) has also impacted upon the number of audits that have been undertaken this quarter.

**4. SWAP Audit on Health and Safety**

Progress has been made on the recommendations set out in the audit report with work being done to raise the profile of the service.

Training on health and safety has been undertaken for all newly appointed Tier 4/5 Managers as part of the familiarisation sessions. Health and safety updates for team meetings are starting in mid-September and a general update will be provided using the One Team Newsletter.

## **5. The arrangements for the Health and Safety Committee and agreed actions**

The H&S Committee met on 17th July 2014. Colleagues from WSC Safety Group also attended and as agreed the committee will now cover H&S activities for TDBC and WSC.

The next Priory Depot health and safety committee is to take place on 9 October and an inspection walk around will be undertaken first with matters highlighted discussed. The next TDBC & WSC joint Unison H&S Committee is to take place on 23<sup>rd</sup> October at West Somerset House, Williton.

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

## **6. Provision of Health and Safety Information**

Regular Corporate H&S inductions are now being carried out for all new starters and employees who have transferred to TDBC from WSC. All managers received training on the key priorities for health and safety, dynamic risk assessment and accident and incident reporting.

A "Health and Safety Guide for Managers" has been produced and has been made available to all employees via the H&S intranet site at TDBC and via a shared drive at WSC.

A package of tool box talks for managers with specific information on hazards ranging from asbestos to electrics is almost complete. The information is provided in a format that can be used by Deane DLO Managers as a brief update during a team briefing.

## **7. Policy updates**

Following on from the JMASS project the Health and Safety Policy for the organisation will be reviewed in the next quarter.

The lone working policy will also be updated in the next quarter with arrangements being made to extend the Deane Helpline lone worker service to all lone workers across the organisation.

## **8. Key activities of the Health and Safety Advisor**

Work has been carried out on WSC accident and near miss reporting arrangements.

A request for H&S assistance has been received from Supported housing. An inspection of a meeting hall has been carried out, advice relating to lone working arrangements, fire risk assessment and an audit of the Extra Care schemes is to take place imminently.

An audit of the Arboriculture team and observations of work on site has been carried out.

An inspection of housekeeping arrangements in the Deane House was also completed with the Unison Safety Officer.

Following on from asbestos management concerns raised at the last Priory Depot H&S committee a follow up asbestos survey has been carried out with TDBC's asbestos surveyor and remedial actions carried out and are subject to regular monitoring. Advice has also been given on reactive asbestos arrangements in Environmental Health.

A programme of awareness training for all employees who visit sites where asbestos containing materials may be encountered is to be completed in September 2014.

## **9. 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.

## **10. Legal Comments**

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

## **11. Links to Corporate Aims**

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

## **12. Environmental Implications**

There are no environmental implications arising from this report.

## **13. Community Safety Implications**

There are no community safety implications arising from this report.

## **14. Equalities Impact**

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

## **15. 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.

## **16. 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.

## **17. Recommendations**

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.

**Contact:**      Officer Name      Catrin Brown  
                         Direct Dial No      01823 356578

[e-mail](mailto:c.brown@tauntondeane.gov.uk) address      c.brown@tauntondeane.gov.uk

