

Taunton Deane Borough Council

Corporate Governance Committee – 24 June 2013

Update on the Health and Safety Performance and Strategy for 2013 - 2014

Report of the Acting 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:-

- The situation with regard to the vacant Health and Safety Advisor position;
- The arrangements for the Health and Safety Committee;
- The progress being made on Joint Health and Safety Inspections;
- Training on Health and Safety
- Provision of Health and Safety Information
- The current position with regard to the consolidation and compliance audit;
- The SWAP Audit on Health and Safety.
- Accident and Incident Data for the period 1 January 2013 – 31 March 2013
- Capturing Accident and Incident data

2. Health and Safety Advisor Position

Temporary arrangements put in place at the beginning of the year are continuing. The Health and Safety Advisor role is being covered by myself and Kate Woollard, Technical Assistant, Community and Commercial Services. We are providing technical advice and ensuring that the Priorities set out in the H&S Strategy are being taken forward. Further key work areas have been identified and objectives set in an ongoing action plan.

There are ongoing discussions between SW1 and TDBC with regards to the future of the position and where this will be best situated in order to provide the authority with the service and resilience it requires.

3. Health and Safety Committee

The Joint Management/Union Health and Safety Committee is meeting at regular quarterly intervals. Previous actions from earlier committees have been reviewed

by the Joint Secretaries and either closed down with the agreement of the Committee or are being actioned.

The last meeting took place on 25 April 2013 with the next meeting scheduled for 23 July 2013.

4. Joint Health and Safety Inspections

Workplace inspection activity is ongoing within the Deane House and at the Depot in line with the Inspection Programme for 2013.

This process will be reported on at the Joint Health and Safety Committee and actions will be monitored to ensure progress is being made. Where necessary advice has been sought from the Health and Safety Advisor and matters for further discussion where necessary may be escalated to the Joint Health and Safety Committee.

5. Training

Developing Health and Safety competency continues to be a priority.

Theme Managers and Leads have been invited to undertake Health and Safety refresher training with over 30 having already attended. This will link in with the Competency Framework and Audit process.

A training programme has been developed for the DLO. Toolbox talks on dynamic risk assessment and near miss reporting have been carried out for all work areas. Training for specific job related areas has been planned in – e.g. refresher on grass cutting machinery for Parks and Open Spaces.

Statutory training has been undertaken in a variety of work areas to ensure that the services comply with statutory legislation and guidance where applicable.

Firewarden training was carried out in May 2013.

6. Provision of Health and Safety Information

The sharepoint site used by staff to access information on health and safety matters is being updated. Improvements have already been made to make information more accessible and more updates are planned. Links will be provided to information readily available and kept up to date by the Health and Safety Executive.

All DLO health and safety policies are now uploaded to the site.

Once completed the new look site will be highlighted with Leads and to all staff by e-mail.

7. Consolidation and Compliance Audit

The audit process has now been instigated within all Themes and Managers have been provided with an Audit Compliance score sheet and Priorities for action.

Monitoring of progress on health and safety action plans continues to be through the Quarterly Performance Reports that Theme Managers produce and a more detailed position statement on the audit process will be produced and delivered to the next Joint Health and Safety Committee.

The audit process continues to be supported and monitored by the South West Audit Partnership (SWAP) and the service is on track to meet the targets set.

8. SWAP Audit on Health and Safety

A detailed action plan has been drawn up to ensure that all aspects of the SWAP audit requiring consideration will be addressed within the agreed time frames and a more detailed report will be provided to the September Corporate Governance Committee.

9. Accident and Incident Data

Accident and incident data for the period 1 April 2013 through to 31 March 2013 are attached at Appendix B.

10. Capturing Accident and Incident Data

There has been ongoing research into the best method of capturing accident data and collating statistics for analysis and reporting for the authority.

We have currently reverted to a paper based system – using the accident book and internal H&S Notification forms. Information is then collated in the form of a spreadsheet. Further research is being carried out into the best method of recording any investigations undertaken and whether existing IT programmes are suitable for this task.

Unison Safety Representatives will be included in this process and a Report on the outcome will be taken to the July Joint Health and Safety Committee for consideration.

Once agreed, the new process will be highlighted with all staff.

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.

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. The Equalities Impact Assessments for H&S policies and procedures are available on the H&S sharepoint site.

16. Risk Management

Failure to meet minimum H&S statutory requirements has been identified in the Corporate Risk Register.

17. Partnership Implications

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

The audit strategy utilises and involves the expertise of SWAP, potentially reduces resource requirements and delivers an integrated approach.

18. Recommendations

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

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Appendix B

Accident, incident data and lessons implemented

TDBC Totals –1 April 2012 – 31 March 2013				
Classification	Core Council	DLO	public	Contractors
Reportable	0	0	0	No data
Non-reportable	5	33	0	–
Near Miss	-	2	-	-
Period total	5	33	4*	0

*potential uncertainty in numbers reported by public. (Playgrounds)