

Taunton Deane Borough Council

Corporate Governance Committee – 9 December 2013

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

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:

- Corporate reporting arrangements
- Accident and Incident Data for the period 1 January 2013 –1 October 2013
- Capturing Accident and Incident data
- 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
- The progress being made on Joint Health and Safety Inspections
- Provision of Health and Safety Information
- Policy updates
- Key activities – Brewhouse / Taunton School project

2. Corporate Reporting arrangements

The standard items to be included in the report to Corporate Governance Committee will be:

Accident and Incident Data including comparative statistics, notification of Reportable Accidents, Incidents and Diseases and key investigations

Monitoring of health and safety performance

Report on actions agreed by the Health and Safety Committee

Training on health and safety matters (annual update only to be presented at February committee for previous year)

Provision of health and safety Information – update on information provided to employees on TDBC's share point site

Key activities of the Health and Safety Advisor for the period

The Health and Safety Advisor would welcome comments and requests for additional material for reporting.

3. Accident and Incident Data for the period 1 January 2013 –1 October 2013

Previous data is provided for the purposes of comparison

TDBC Totals– 1 April 2011 – 31 March 2012					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable	1	3	1	3	0
Non-reportable	6	32	7	4	0
Period total	7	35	8	7	0

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 - 31 October 2013					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable	0	2	0	1	0
Non-reportable	4	14	0	2	0
Near Miss	0	1	0	0	0
Period total	4	17	0	3	0

Data previously held in hard copy form only has been sorted and entered into a spreadsheet so that we now hold comparative accident data relating to:

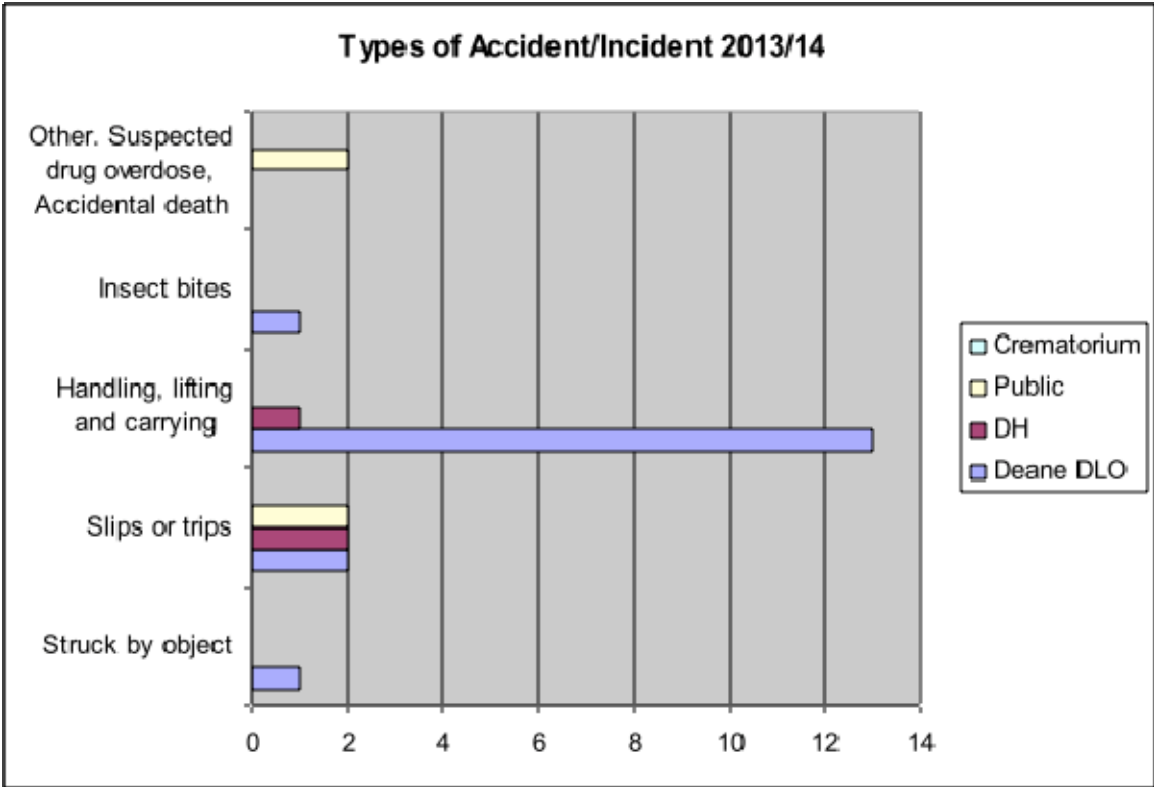
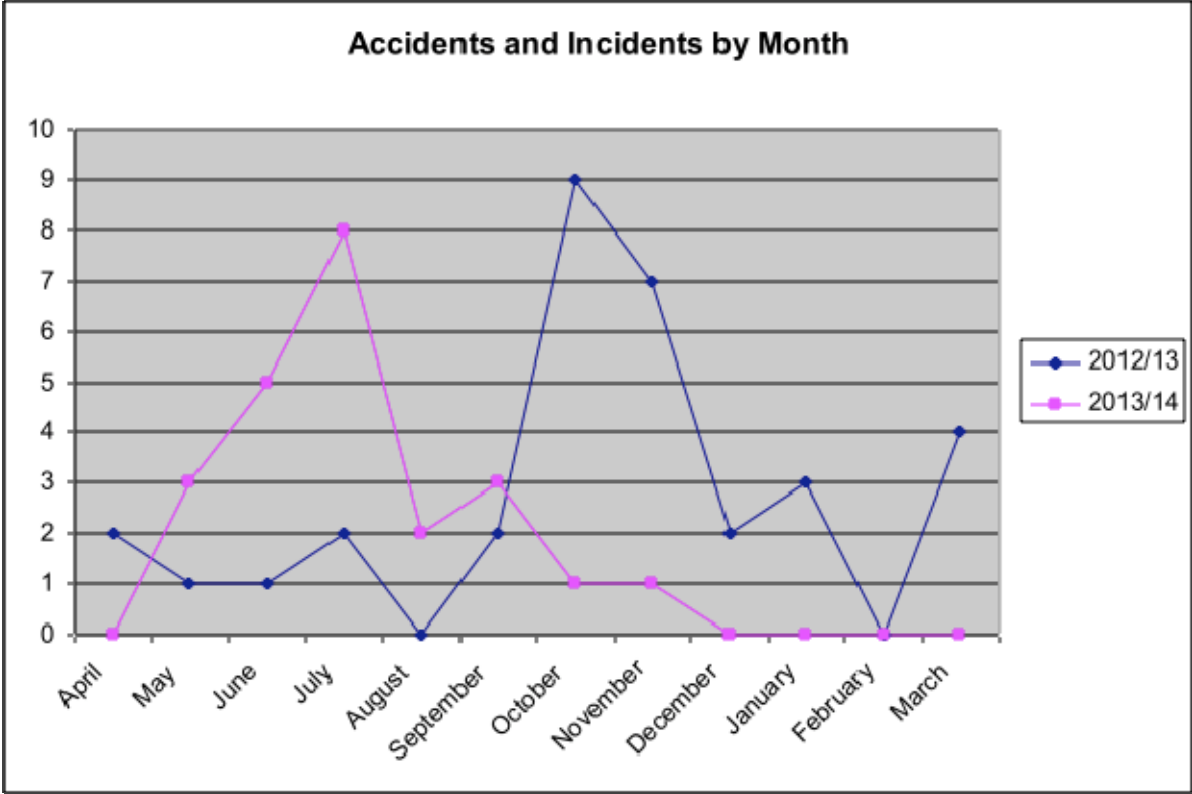
Core Council
DLO
Crematorium
Public – including data relating to open spaces

All RIDDOR reportable accidents have been investigated and where necessary remedial measures put in place.

Analysis carried out has helped to identify the types of accident and incidents occurring and where this has been possible preventative training has been carried out. For example manual handling training accidents, particularly relating to sand bagging activities during 2012 – 13 were identified. Manual handling training was

subsequently delivered during September and October 2013 to all DLO employees through short team based tool box talks.

The graphs overleaf demonstrate the statistics, by month in comparison to 2012 – 13, and by accident type.



3.1 Accident and Incident Investigation

The inquest into the death of Stewart Jarvis, whose body was found in the Sherford Stream in Vivary Park, took place on 21st November 2013. The cause of death was recorded as drowning and the verdict reached by Mr Michael Rose, Coroner was: accidental death. No further action is required for TDBC as a result.

3.2 Investigation into RIDDOR reportable asbestos exposure

A detailed investigation was carried out by the Health and Safety Advisor and a report produced. A series of recommendations was made to bring systems up to required standards. A meeting with the Property Services Manager was held to discuss arrangements to prevent a recurrence and good levels of progress were reported with significant improvements already made and further preventative measure planned. A further appointment has been made to test that arrangements have been embedded to prevent a recurrence.

4. Capturing Accident and Incident data

4.1 Accident reporting arrangements

A draft policy was taken to Health and Safety Committee in October 2013. The policy sets out proposed arrangements to continue using a paper based system to record accidents, but to consolidate information on one approved form type to prevent duplication and ensure consistency across all TDBC buildings. Near misses will also be reported. All TDBC buildings will have a corporate accident book

Changes to the policy will be communicated via the Leads forum, Core brief and by using the Sharepoint intranet site. Accident reports will be scanned onto an electronic database and stored electronically.

Accident investigation and monitoring continues to be a priority for the Corporate health and safety team.

5. Monitoring of Health and Safety Performance

Key Performance Indicators (provided at Table 1 overleaf) had been used previously as part of the 2012 – 13 Health and Safety Strategy. However as part of the natural review of health and safety performance management undertaken by the new Health and Safety team, as well as actions to comply with the requirements of the SWAP Audit (see point 6 below), the KPIs have been reviewed and Table 2 shows the proposed performance monitoring arrangements from April 2014.

In addition priorities for the Health and Safety team will be identified in a service delivery plan for April 2014. The plan will highlight key tasks and allow measurement of performance.

Table 1 Key Performance Indicators 2012 – 13

Issue	Action	Who	How	When
1 Management competency and legal compliance	Level of compliance tested against I roles and responsibilities document,	Combination: Theme Manager reviews, PREDS, internal & external audit	Measured as % compliant.	Quarterly reports to CMT & Corporate Governance timetable.
2 H&S Management System and implementation	Content and quality of H&S policy and guidance held within Sharepoint system	Theme Managers H&S Advisor, CMT, H&S committee, (SWAP)	100% tested per annum for clarity and relevance.	As above
3 Accident, incident data and lessons implemented	All accident and incident data captured and management actions implemented to prevent a re-occurrence.	Line managers & H&S Advisor. (SWAP)	- Written summary reports produced for all HSE reportable (RIDDOR) accidents and occurrences.	As above with summary reports to H&S Committee.

Table 2 Proposed Key Performance Indicators 2014 – 15

Issue	Action	Who	How	When
1 Accident and incident data successfully captured	To increase numbers of accidents, incidents and near misses reported by increasing awareness of reporting requirements and process for this.	H&S team Theme Managers & Leads All employees to cooperate with policy	Accident reporting policy Article for Core brief, attendance at Leads Policy provided at all sites to ensure data captured Provide accessible Information for employees on sharepoint	Measured from 1 April 2014. Quarterly reports using traffic light based system to CMT, Corporate Governance and H&S Committee

2	Accident and incident data lessons implemented	<p>To ensure accidents and incidents are investigated and lessons learned to prevent a recurrence within a timely framework:</p> <ol style="list-style-type: none"> 1) Initial accident investigation carried out within 2 weeks of date 2) H&S Advisor investigation carried out within a further 4 weeks. 3) Further review of actions taken to prevent recurrence within further 4 weeks 4) Outstanding significant risks referred to CMT if still present after review 	<p>H&S team Theme Managers & Leads All employees to cooperate with policy</p>	<p>Accident reporting policy to cover investigation framework To provide information and training for Managers on investigation via leads forum To carry out H&S investigations within agreed framework To collate data on investigation</p>	As above
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3	H&S Management System implemented at all levels	To carry out joint audits of TDBC sites alongside Unison representatives. Audit will cover: Unannounced site visit (where applicable) Review of arrangements for safety (communication of responsibilities, risk assessments, safe working practices, training and supervision)	H&S team Unison Safety Representatives Theme Managers & Leads All employees to cooperate with policy	Produce list of all TDBC sites and departments for inspection To produce action plan for inspection based on activity risk. To undertake inspection visit To produce report to manager within 2 weeks of visit To undertake initial review of requirements within further 4 weeks To undertake further review and refer significant risks remaining to CMT	As above
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6. SWAP Audit progress

A detailed progress update is found at Appendix 1.

7. Arrangements for the Health and Safety Committee and agreed actions

Health and Safety Committee took place on 24th October 2013. The Health and Safety Advisors Report to committee is found at Appendix 2.

The Committee and Unison Branch Safety Officer supported the proposal to review the Compliance Audit process and move towards an unannounced site visit and audit of relevant documentation.

The draft accident policy was discussed and approved in principle. The policy will be finalised at the next Committee scheduled for 16th January 2014.

8. Joint Health and Safety Inspections

Continue to be carried out by Unison Safety Officer and reported to the Health and Safety Advisor for action as required.

In addition inspections of the mechanics and carpenters' workshops have been carried out at the Priory Depot and the Crematorium, with remedial works identified where necessary. Assistance has been provided to managers at the Deane DLO on risk assessments and monitoring is taking place with programmed meetings for review.

Good standards were found at the crematorium and advice was given on ensuring accident data is provided to the Health and Safety Advisor for inclusion within TDBC's overall statistics.

9. Provision of Health and Safety Information

The Sharepoint site has been updated and as policies and guidance for officers are agreed the material is uploaded to the site. Recent information uploaded includes the DSE assessment questionnaire and instructions for adjusting chairs provided.

The Health and Safety Advisor gave an update on health and safety at the November Leads forum.

10. Policy updates

Accident reporting policy as set out in Paragraph 4 above, to finalise arrangements and report to the next Health and Safety Committee.

A review of the policy on use of Display Screen (computer) Equipment for the organisation has been carried out. Eleven volunteers from across all Themes have been trained to carry out the assessments to ensure consistency of approach and advice. This will also ensure flexibility and resilience with more assessors able to provide the information without delay.

11. Key activities – Brewhouse / Taunton School project

The Health and Safety Advisor and Community Protection Lead have had a significant input on the safety measures required to allow the Brewhouse Theatre to be used by Taunton School for their pre Christmas performance. This includes working with Taunton School's Project Manager to provide adequate risk assessment and safety testing and certification for the equipment and services to be used on site and ensuring co ordination and communication between contractors employed by TDBC and Taunton School.

12. 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.

13. Legal Comments

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

14. Links to Corporate Aims

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

15. Environmental Implications

There are no environmental implications arising from this report.

16. Community Safety Implications

There are no community safety implications arising from this report.

17. 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.

18. Risk Management

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

19. 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 is currently under review and a Service Delivery Plan setting out partnership implications will be in place for April 2014.

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

20. 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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Appendix 1 SWAP Audit recommendations and Actions

SWAP Audit Recommendation	Action
<p>1.1a: There is no tool to capture and monitor all identified actions needed (inc. future actions) and also review the progress and completion of each individual action. <i>RECOMMENDATION: Implement H&S action plan time table to ensure the following: recording and monitoring of actions needed to implement the new H&S action plan/strategy; the recording and monitoring of any future actions that would be needed to support the H&S action plan/strategy; all actions should have clear ownership recorded and target dates set for each identified action.</i></p>	<p>Development of a new H&S action plan to meet the requirements of the proposed KPIs. This is partly completed and populated with data relating to ongoing tasks.</p> <p>A completed H&S Action plan to meet the agreed KPIs and actions for priority will be in place for 1 April 2014 defined timescales for completion and responsibility allocated. The action plan will be reviewed with the Environmental Health Lead monthly. Action updates will form the basis of the report to the H&S Committee and the Corporate Governance Committee.</p>
<p>1.2a: Internal Benchmarking <i>This could be useful in sharing best practise across the Council on completion of the initial audit assessments.</i></p>	<p>Sharing of best practise will be encouraged by the uploading of relevant information to the internal sharepoint site and via the joint inspection process. This will form an action in the plan described above.</p>
<p>1.2b: It is not clear how H&S KPI's are scored and measured. <i>RECOMMENDATIONS: Use of external benchmarking in particular sharing of best H&S practice with other LA's</i></p>	<p>Proposed changes to KPIs. Proposed KPIs are measurable and consultation will take place with CMT and TDBC's performance management department before they are agreed.</p>
<p>1.3a: There is no time scheduled for independent review of the action plan. <i>RECOMMENDATION: Corporate Client Services Manager ensures H&S performance indicators have an agreed scoring methodology which will ensure a fair and accurate measure of safety performance.</i></p>	<p>As above</p>
<p>1.3b: There is no time scheduled for independent review of the action plan. <i>RECOMMENDATION: the Retained H&S Officer ensures that the H&S action plan/strategy is subject to a periodic review to ensure that the action plan and KPI's are still adequate and relevant. CMT may need to consider future changes in H&S legislation as a result from the Lofstedt review.</i></p>	<p>As above. Periodic review will be scheduled as recommended by Performance Managers.</p>
<p>1.4a: No record of officers responsible for completion of the responsibility form and compliance audit review. <i>RECOMMENDATION: Include the use of structure chart to document each officer responsible for the completion of each responsibility form and audit review.</i></p>	<p>The review of H&S arrangements as proposed in the audit regime from 1 April 2014 will include review of responsibilities and their communication to relevant personnel within the structure. Responsibility can continue to be recorded using the local responsibility forms however this will no longer remain the initial focus of the audit.</p>
<p>1.4b: There is no process for reconciling all responsible forms and compliance audit reviews to ensure completion.</p>	<p>As above.</p>

<p>1.5a: A number of previous audit recommendations are either not completed or remain outstanding. <i>RECOMMENDATION: Ensure that revised key dates are agreed on implementing; 1.1a: completeness of H&S information published on sharepoint. 1.2a Completeness of Corporate programme for risk assessments</i></p>	<p>Audit recommendations will be captured within the Action plan and will be subject to monthly review. The H&S intranet site has been reviewed, information no longer relevant has been removed, policies are accessible and information is uploaded and signposted (via the Leads forum) and Core Brief.</p> <p>Risk assessments will be reviewed as part of the audit process for each area.</p>
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Appendix 2

H&S Advisors Report to the H&S Committee Meeting – 24 October 2013

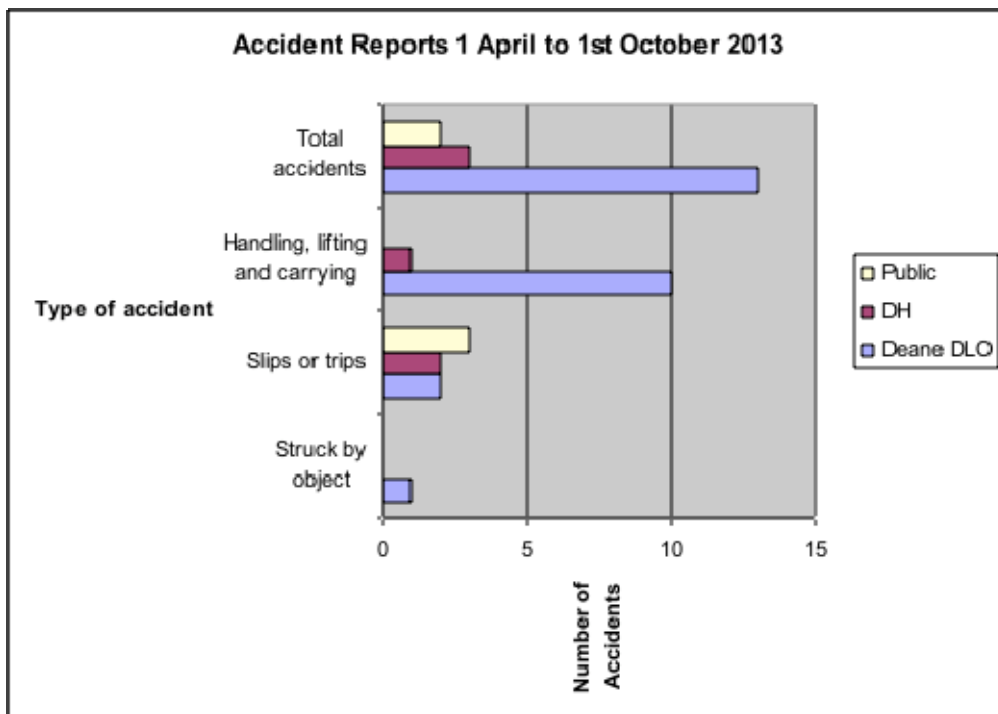
Standard report for the agenda:

1. Accident report Summary

The committee are asked to note:

Accident, incident data and lessons implemented

The accident statistics have been presented in graph form, as this allows analysis of the accident type.



The chart shows a high number of handling, lifting and carrying accidents ten of these were reported by the Deane DLO. This is an inherent risk due to the nature of their work. As a result of these reports manual handling tool box talks have been delivered at monthly team meetings and further in depth training has been organised for high risk areas. These figures relate to 72% of all DLO accidents and are above the regional average of 49%.

Slips and trips; seven accidents reported in total, two involving employees employed within Deane House, two for the Deane DLO and three involving members of the public.

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) and allocated to the relevant Rep if further investigation is required.

Accident / Incident Investigations

The H&S Advisory Team have been involved in more in depth investigations for the following accidents:

Employee cut whilst moving bench in carpenters' workshop (Manual handling). This has prompted an inspection of the workshop and work with the works Area Manager to produce a risk assessment for the work area and safe working practices for the employees.

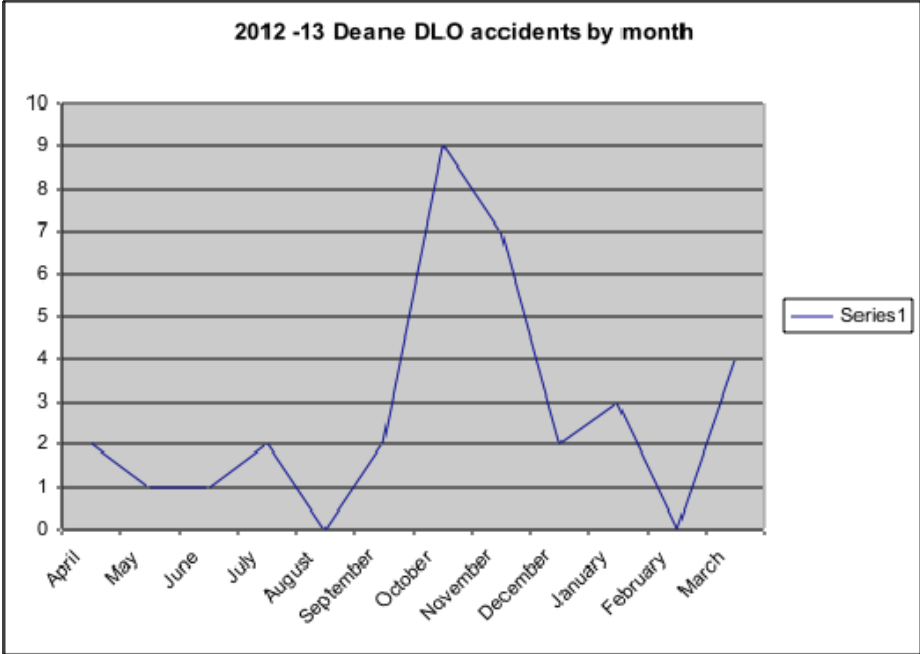
Trip accident in Somerset Square adjacent to the Brewhouse (Public). This has led to an investigation, meeting of various interested parties on site and minor precautionary works planned. An insurance claim is being made against TDBC in relation to this accident.

There have been no new RIDDOR reportable accidents this quarter however investigation into the 7 day accident involving a DLO employee has continued with an interview of the Supervisor present. Causation has not been established however working practices were reviewed as a result.

A RIDDOR reportable incident relating to a Property Services employee being potentially exposed to asbestos fibres has also been investigated and a report produced.

Analysis of accidents occurring in the year 2012 – 13

Accident data for the last year has been transferred from hard copy to a spreadsheet allowing analysis of trends. The seasonal increase shown in the graph is due to increased manual handling activities involved in work such as sand bag filling and seasonal grounds maintenance. The refresher training on manual handling carried out going into the 2013 -14 season will aim to reduce this increase and its effectiveness will be monitored.



2. H&S Training

Statutory training for asbestos, weights and measures (DLO Fuel Pumps) and competency training for the forklift and bobcat has been undertaken for Deane DLO Staff since the last report.

Manual Handling tool box talks have been delivered at the DLO monthly team meetings during October. Risk Assessment Tool box talks are scheduled for the upcoming months.

Action: The committee is asked to note and support this action

3. Intranet Site Update

The site can be found on the intranet at <http://portal/sites/health/default.aspx>

There will be an ongoing process of policy review and new material will be uploaded and highlighted on completion.

New material uploaded to date includes access to the DSE assessment questionnaire and instructions for adjusting standard chairs, links to HSE website and HSE information on accident reporting and investigation.

A standard risk assessment template has been agreed and will be uploaded and highlighted.

The risk assessment form and new look site will be highlighted during the November Leads meeting and via November Core Brief.

Action: The committee is asked to progress and provide any comments

4. H&S Compliance Audit

The effectiveness of the H&S Compliance audit process will be reviewed by the H&S Advice team and a measurable performance monitoring strategy agreed for the 2014 – 15. H&S performance monitoring for the remainder of 2013-14 will continue to be through the compliance audit process, joint Unison H&S inspections and through prioritised inspections and monitoring as identified in the H&S Action plan.

Action: The committee is asked to note and support this action

5. DSE Assessments.

Training to enable 12 Volunteers from across all 4 Themes to carry out initial DSE assessments for computer workstations took place on Tuesday 15th October 2013. The training was well received and feedback will result in a revised questionnaire and DSE policy. Volunteers will now be able to carry out initial assessments with the support of Catrin Brown and Hannah Hill. The process of referral to the occupational health provider where there are issues that relate to medical conditions and difficult to resolve situations, will remain.

A database for all DSE users will be maintained by Hannah Hill. HR will inform H&S of all new starters and a questionnaire will be sent out. Where this is not completed it will be pursued to ensure that baseline data is provided for the organisation.

A revised questionnaire will be sent out to all staff in early 2014 and a revised policy will be brought to the H&S Committee prior to that date.

Action: The committee is asked to note and support this action

6. H&S Inspections

A successful joint inspection was completed at Taunton Crematorium on 9th October 2013.

An initial safety inspection was undertaken at the Priory Depot on 19 August 2013. A preliminary report following on from this was provided to the Deane DLO H&S Committee. The report focused specifically on workshop alterations and housekeeping.

A follow up inspection was made on 26 September 2013 when it was noted that significant improvements in housekeeping had been made.

Inspection activity in the DH is ongoing and regular meetings are being held to discuss outcomes.

Action: The committee is asked to note and support this action

7. Corporate Governance Reporting

A meeting was held with Councillor Stock Williams (H&S Champion) to review the format and content of reports to Corporate Governance Committee. Regular meetings were agreed to ensure that information for Members is clear and relevant.

Action: The committee is asked to note and support this action

8. Housekeeping

CMT and Unison approved the decision for the corporate H&S advisory service to be provided by TDBC Environmental Health, led by Scott Weetch. Catrin Brown, Senior EHO will act as the competent person for providing health and safety advice to the organisation. Catrin continues to be supported by Kate Woollard. It is hoped that the support role will be clarified in the near future.

ENDS