

Taunton Deane Borough Council

Corporate Governance Committee – 9 March 2015

Update on Health and Safety Performance and Strategy for 2014 - 2015

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:

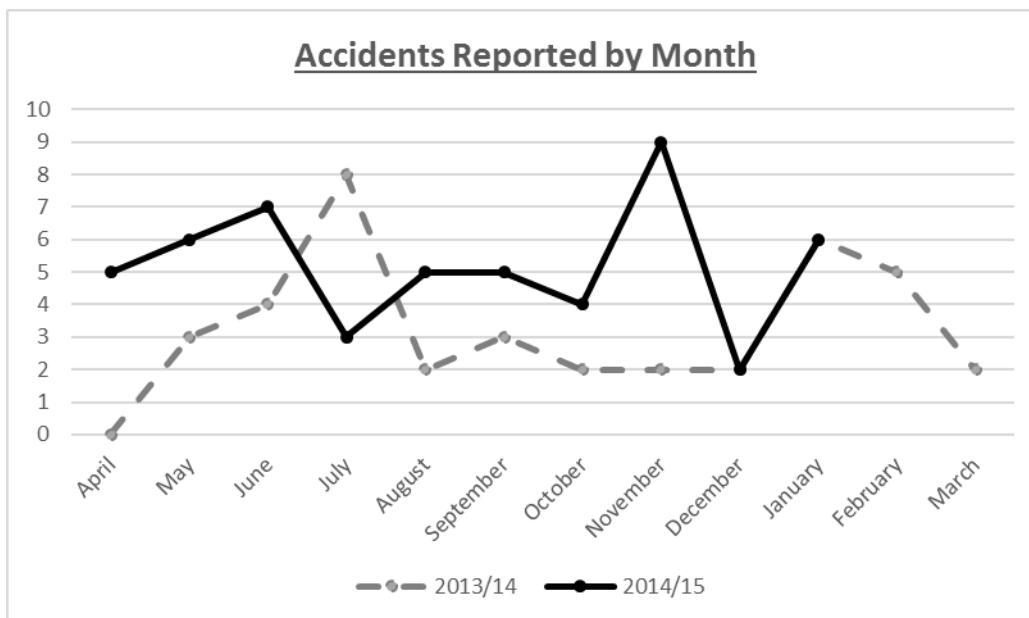
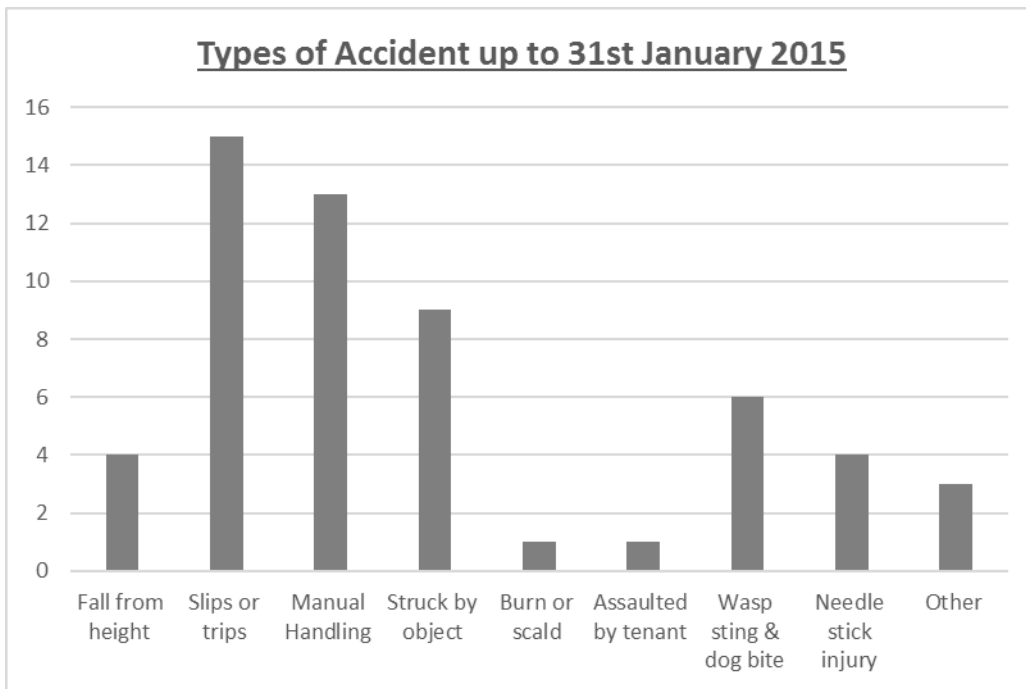
- Accident and Incident Data for the period
- Monitoring Health and Safety Performance
- Report on actions agreed by Health and Safety Committee
- Provision of health and safety information
- Policy updates
- Key activities of the Health and Safety Advisor

2. Accident and Incident Data for the period

Figures provided up to 31st January 2015. Last year's figures listed below for comparison.

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 January 2015				
Classification	TDBC	DLO & Crematorium	Public	Tenants (public areas)
Reportable (incl incidents)	0	3	0	0
Non-reportable	6	41	3	2
Near Miss	0	9	0	0
Period Total	6	53	3	2



The tables above show numbers of accidents reported by month and by type up to the end of January 2015.

There was a significant rise in the numbers of accidents in November and a fall in December. This would not appear to be due to a particular accident cause as they vary in type so it is likely that recent accident reporting awareness training at health surveillance sessions increased the rate in November and the rate decreased in December due to the Christmas break. Near misses also increased after the health surveillance sessions when the near miss cards were distributed. Accidents in January have shown no particular trend. Two dog bites to employees working in Council domestic housing have been recorded, and location details shared for other employees to reduce likelihood of recurrence.

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%
 (54 accidents to date 2014 -15, 32 accidents in same period 2013 -14 = 67% increase)

2. Target to carry out accident investigation within 2 weeks
 92% completed within 2 weeks.

3. Target to carry out 5 audits per quarter
 7 audits to date – 2 in quarter 1, 1 in quarter 2, 3 in quarter 3, 1 completed in quarter 4

4. To ensure 100% of audit reports completed within 2 weeks
 85% completed to date, 1 audit has outstanding elements which have been delayed due to transformation within the service area and therefore the report has been delayed also.

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The KPI relating to audits per quarter was set by the H&S Service at the outset of 2014 – 15 and will be revised to 2 per quarter for the 2015-16. Additional KPIs will also be considered.

Action: The Committee are asked to support this action.

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

The Priory Depot H&S Committee met on 22 January 2015. Matters considered included personal protective equipment issue and housekeeping matters such as vehicle speed limits and parking at the depot.

The full Joint Unison H&S Committee met on 18th February 2015.

The Committee approved the TDBC & WSC lone working policy and considered actions on work related stress and a Joint TDBC & WSC safety Policy, which is currently being reviewed and will be signed off by the Chief Executive and Leaders following the election in May 2015.

All policies continue to be circulated to the Health and Safety Committee for consultation.

5. Provision of Health and Safety Information

Training for dealing with discarded needles and sharps was delivered by the H&S Manager and an Occupational Health Nurse to 106 employees from various services

across the Council on Wednesday 14th January. Due to the high demand further sessions will be arranged later in the year.

Tool box talk packs have been completed and copies given to DLO managers for use during team briefings. Talk packs are also available to download from the H&S intranet site. New information has been put together on the following key areas:

Discarded needles
Stress at work
Accident prevention

DSE workstation refresher training for the assessor volunteers took place on 18th February 2015.

6. Policy updates

As described above policies continue to be reviewed in accordance with a dated schedule and taken to joint Unison H&S Committee for approval:

Policy and Progress update:

February

Lone working policy – to H&S Committee for comments

General Safety Policy statement – to H&S Committee for comments

March:

Changes to Construction Design Management Regulations – H&S team to attend training

Health surveillance programme year one completed, review of baseline data.

April

Lone working system pilot starting for Housing Officers

Infection Control Policy

DLO safety Handbook reviewed and re-published

Risk assessment workshops for Managers

7. Key activities of the Health and Safety Advisor

As an employer, we need to protect our employees from noise under the Control of Noise at Work Regulations 2005. Employees who are exposed to noisy equipment (such as woodworking tools, breakers, leaf blowers, hedge cutters, strimmers) are required to have a hearing test. Tests have been carried out for 40 employees (DLO and print room) and a further 27 are planned. There have been 2 referrals for further assessment with an occupational physician.

Medical assessments for the task trained DLO employees removing asbestos and those working in confined spaces are planned for completion before the end of March 2015.

A risk assessment workshop has been carried out for DLO Managers. This was a successful exercise which will be repeated as required.

The H&S team have been involved in the detailed process of reviewing pre-qualification information for the tender to carry out works to the Market House. Pre-construction information is being collated and works will be monitored by the H&S team.

8. 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.

9. Legal Comments

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

10. Links to Corporate Aims

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

11. Environmental Implications

There are no environmental implications arising from this report.

12. Community Safety Implications

There are no community safety implications arising from this report.

13. Equalities Impact

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

14. 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.

15. 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.

16. 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.

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