

Taunton Deane Borough Council

Corporate Governance Committee – 23 September 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 –12 September 2013
- Capturing Accident and Incident data

2. Health and Safety Advisor Position

The health and safety service has now been brought within Taunton Deane Borough Council from South West One. The temporary arrangements are continuing with the Health and Safety Advisor role being covered by Catrin Brown 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.

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 23rd July 2013 with the next meeting scheduled for 24th October 2013.

An additional Joint Health and Safety Committee is held at the DLO chaired by Chris Hall, Theme Manager, who also attends full Joint H&S Committee meetings. The last committee was held on 22 August 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.

Quarterly meetings are now taking place with the Unison Safety Representatives and Facilities Management at Deane House and between Representatives and the DLO H&S coordinator at the DLO. A system for ensuring that actions required are followed up is being implemented.

The inspections are reported on at the Joint Health and Safety Committee and actions are monitored to ensure progress is being made.

5. Training

Developing Health and Safety competency continues to be a priority.

In total four sessions of Health and Safety training for Managers have now been run with 32 Managers attending. A Personal Safety at Work course was run in April for the Housing Support Services team (11 attendees).

Two DLO employees have undertaken training on dealing with non licensed asbestos activities. Asbestos Awareness training is planned in October for 40 employees and Asbestos Non licensed removal in November for 22 employees

IOSH refresher training for DLO Managers is arranged for November.

All DLO staff who use the Viridor Recycling Site at Priorswood must undertake Viridor Health and Safety familiarisation/training, which is in the form of a Health and Safety DVD and a visit to the site to ensure that staff are aware of its layout and hazards. Most employees have now been through this training process.

DLO operatives have undertaken training in a permit to work system for dealing with hot works (e.g. welding).

6. Provision of Health and Safety Information

Ongoing improvements are being made to the sharepoint site for staff with advice notes provided on commonly occurring safety questions such as safety of cabling within the office environment.

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 although progress has been slower than anticipated 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 it was anticipated that a more detailed report would have been provided to this meeting but unfortunately this will now not be available until later in 2013..

9. Accident and Incident Data

Accident and incident data for the period 1 April 2013 through to 12 September 2013 are attached at Appendix A.

10. Capturing Accident and Incident Data

A report was taken to H&S Committee to detail the accident reporting procedures to be used by the organisation, comments have been made and the final report will be brought to the October Joint Committee.

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 A: Accident report Summary

The committee are asked to note:

Accident, incident data and lessons implemented

TDBC Totals 1 April 2013 –12 September 2013					
Classification	Core Council	DLO	Public	Public (Open Spaces)*	Contractors
Reportable	0	1	1	1	
Non-reportable	1	5	0	1	0
Reportable Incident	1	0	0	0	0
Period total	1	6	1	2	0

*potential uncertainty in numbers reported by public

RIDDOR reportable accidents

1. 9th June 2013: Fatality of member of the public adjacent to wooden footbridge in Wilton Lands, Vivary Park Taunton. Body of deceased male (named as Stewart Jarvis, aged 61) found in stream on Sunday morning by a member of the public. Cause of death unknown. Investigation carried out and report produced for HSE. Initial response of HSE Inspector was that no further information was required from TDBC and that the bridge was obviously closed. No recommendations for TDBC as a result of investigation. Case referred by Police to Coroner, now awaiting inquest

2. 20 June 2013: Injury to parks employee working at a school. The employee required hospitalisation and was not able to work for more than seven days, resulting in the RIDDOR. The Supervisor for the section has undertaken a review of systems of work and this will be followed up by a review by the H&S Advisor.

3. A reportable incident relating to exposure to asbestos in a void council property that was in the process of being upgraded. An investigation is being carried out alongside a separate HR investigation.