

Taunton Deane Borough Council

Corporate Governance Committee – 22 June 2015

Update on Health and Safety Performance and strategy for 2015-16.

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
- Policy updates
- Key activities of the Health and Safety Advisor

2. Accident and Incident Data for the period

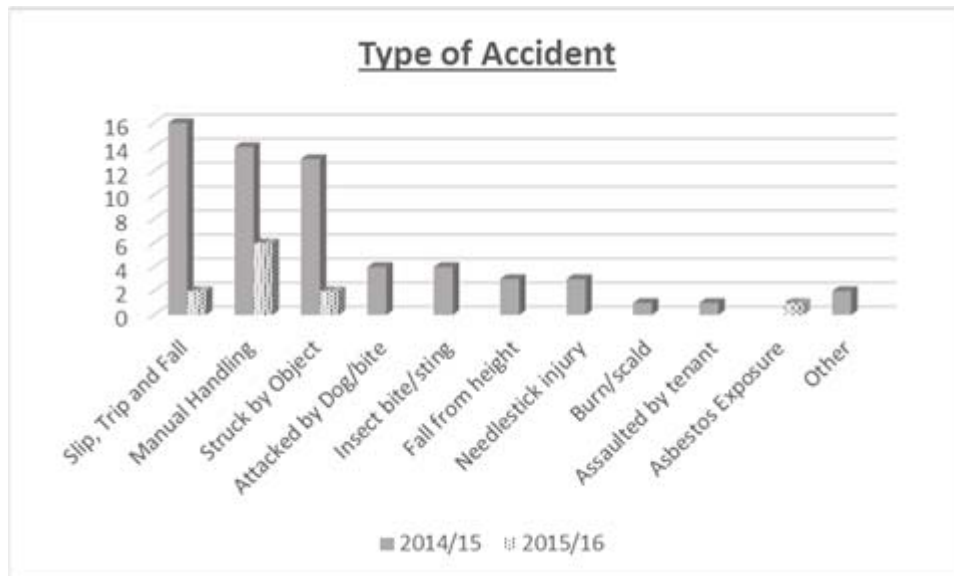
Figures provided up to end of May 2015. Figures listed for 2013 – 2014 and 2014 – 2015 below for comparison.

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 March 2015				
Classification	TDBC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	0	3	0	1
Non-reportable	9	48	5	2
Near Miss	0	9	0	0
Period Total	9	60	5	3

TDBC Accident Totals 1st April 2015 - 31st May 2015

Classification	TDBC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	1	0	0	0
Non-reportable	2	8	0	0
Near Miss	0	0	0	0
Period Total	3	8	0	0



The graphs above show numbers of accidents reported by month and by type up to the end of May 2015. There was a 70% increase in the total number of incidents reported from the 2013 – 2014, to 2014-15 figures. The significant majority of accidents reported continue to originate with the DLO, due to the nature and risks associated with the work undertaken.

There was an increase in near misses reported from 5 during the 2013-14 period to 9 during 2014 -15. Information on how to report near misses has been delivered at health surveillance sessions and tool box talks and can account for the increase.

Since 1 April 2015 the health and safety team have issued 3 investigation forms for completion by Deane DLO area works managers and are involved in investigating the RIDDOR reportable dangerous occurrence.

3. Monitoring Health and Safety Performance

Monitoring of health and safety performance against the key performance indicators has been carried out since 1 April 2014. Key performance indicators have been revised from the standards set in 2014 -15 as a result of 1) accident reporting having increased to a level commensurate with the size and nature of the organisation 2) the previous audit targets proving unachievable, and having been set as “test targets”.

KPIs Monitored from 1 April 2015

1. Target to monitor accident reporting to ensure that it stays within 10% of baseline figure provided during 2014-15

11 accidents reported April, May 2014
11 accidents reported April, May 2015

2. Target to carry out accident investigation within 2 weeks

1 outstanding accident investigation form – DLO accident

3. Target to carry out 2 audits per quarter Quarter 1

2 Audits currently in progress and planned for completion before the end of June (current amber, on target for green by end of quarter).

4. To ensure 100% of audit reports completed within 2 weeks

Audits not yet complete

1	G
2	R
3	A
4	N/A

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

The full Joint Unison H&S Committee met on 23rd April 2015.

The committee considered accident reporting for the period.

The terms of reference for the committee were considered within the context of the new One Team, the review of the safety policy and proposed amalgamation of the TDBC and WSC UNISON branches. It was agreed that a draft terms of reference would be prepared and discussed for the next committee on 16th July 2015.

The committee also discussed the stress survey and how this would be best achieved.

5. Policy updates

Policies continue to be reviewed and taken to joint Unison H&S Committee for approval. A full health and safety policy statement and arrangements is currently being prepared by the Health and Safety Manager for discussion at the next health and safety committee.

A policy for dealing with the internal escalation of outstanding health and safety risks (using prohibition and improvement safety action notices), was considered and approved subject to minor amendments at the Leadership Team Operations meeting on 1 June 2015.

6. Key activities of the Health and Safety Advisor

Stress Management Survey

A stress management survey has been issued to 500 randomly selected employees from across the organisation. The survey has been planned in consultation with UNISON and uses the HSE stress management tool to assess and analyse where causes of stress may lie in order to target resources and set suitable control measures. Drop in sessions for employees were also held and stress management suggestion cards and drop boxes provided at the Deane House, Priory Depot and West Somerset House. The closing date for surveys was 8th June 2015 and an initial report will be provided to health and safety committee on 16th July 2015.

Health Surveillance programme

Hearing tests have been completed for all employees working with potentially noisy machinery (54 in total) including 3 employees working in the print room. There have been a small number of referrals for further assessment with an occupational physician and where recommendations have been made (e.g. for PPE such as specialist hearing protection), arrangements have been made with the DLO stores team and changes in working practices implemented with area works managers. Medical assessments for the task trained DLO employees removing asbestos and those working in confined spaces have been carried out during June 2015.

A full audit has been carried out for the Print section at Deane House and a recommendations report provided to the manager.

Ergonomic assessments for 2 employees who have medical requirements have been carried out by a specialist and appropriate equipment and adjustments made.

A further risk assessment workshop has been organised for DLO Managers.

7. 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.

8. Legal Comments

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

9. Links to Corporate Aims

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

10. Environmental Implications

There are no environmental implications arising from this report.

11. Community Safety Implications

There are no community safety implications arising from this report.

12. Equalities Impact

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

13. 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.

14. 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.

15. 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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