

Taunton Deane Borough Council

Corporate Governance Committee – 25 June 2012

Health and Safety Strategy for 2012 - 13

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

CMT have agreed to a 12 month consolidation and compliance audit approach led by each Theme Manager and supported by the Corporate H&S Advisor, Safety Rep and SWAP. The object is to ensure:

- Visible ownership and leadership of H&S within each Theme;
- High levels of compliance with relevant Corporate documentation;
- Delivery of a 'can do' and a 'H&S matters' culture;
- Reliable data for the quarterly reports.
- Establish Management monitoring and review of H&S.

2. Background

The current Health and Safety 'Priority Issues' identified within the TDBC Health and Safety Forward Plan are now over three years old and a new strategy is required to ensure that we build on the progress made.

Safe operation and legal compliance is a line management responsibility and the Chief Executive needs to be confident that the whole Council is working to and delivering the required standard.

The Council has a number of effective checks and controls in place to ensure this happens, such as Scrutiny, Corporate Governance, SWAP audits and line management/employee PREDS.

The Challenge has been how to measure and record H&S performance information in a consistent and meaningful way to identify success and highlight areas of weakness.

3. Health and Safety Key Performance Indicators – KPIs 2012.

Three Key Performance Indicators (KPIs) have been previously identified and if these are to be useful we need to establish how much and what resource is required to capture accurate information and provide a compliance percentage:

	Issue	Action	Who	How	When
1	Management competency and legal compliance	Level of compliance tested against roles and responsibilities document,	Combination: Theme Managers H&S Advisor, CMT, H&S committee, (SWAP)	Theme Manager reviews, PREDS, internal & external audit Measured as % compliant.	Quarterly reports to CMT & Corporate Governance.
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, Theme Managers H&S Advisor, CMT, H&S committee, (SWAP)	- Written summary reports produced for all HSE reportable (RIDDOR) accidents and occurrences.	As above with summary reports to H&S Committee.

How

A draft audit template is attached in Appendix One below, the exact detail and scope will be worked on assisted by advice and participation from SWAP. The link to the corporate scorecard and the high risk activities for each theme (as identified on the Local responsibilities form) will be targeted for level of compliance and if required an action plan produced for implementation. The ownership by the Theme means the audit process is non-threatening, but is a positive contribution to management performance.

Communications plan

- The strategy will be an agenda item at the next available Leads meeting and/or core brief.
- Theme managers will be required to discuss the audit at the next available team meeting.
- The strategy will be an agenda item at the next H&S Safety Committee meeting.
- All employees will be encouraged to raise any concerns or issues directly with the audit team either by e-mail or face to face.
- Progress will be reported on the H&S Sharepoint page.

Resource implications

- Initial one hour meeting with the individual Theme manager.
- Follow-up report to Theme Manager/team meeting as appropriate.
- Interviews with team managers.
- Audit team membership: Relevant line manager, SWAP auditor, H&S Advisor and H&S Representative.

Current Accident data see appendix 2 below.

4. Finance Comments

Unchanged -Any emerging issues or additional training will have to be funded from existing budgets. Line managers are expected to prioritise and refer any difficulties to CMT.

5. Legal Comments

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

6. Links to Corporate Aims

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

7. Environmental Implications

Unchanged- As in 6 above.

8. Community Safety Implications

Unchanged- As in 6 above

9. Equalities Impact

Unchanged- There are no equalities impact over and above those already identified in the Theme delivery plans and existing arrangements.

The Equalities Impact assessment for H&S policy and procedures is available on the H&S sharepoint site.

10. Risk Management

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

11. Partnership Implications

The strategy sets out the majority of the work programme for delivery by SW One. – Business as usual.

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

12. Recommendations

The Committee are asked to endorse this strategy and to note there are currently no significant risks or incidents to report.

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Appendix 1.

Structure of Theme based H&S consolidation and compliance audit.

Audit Plan and Reporting: Start May 2012, finish March 31st 2013. Quarterly progress reports to: CMT, H&S Committee and Corporate Governance Committee.

Audit team membership: Relevant line manager (for Theme or team) H&S Representative, H&S Advisor and SWAP auditor.

Final Report: Agreed Score card with attached Theme action plan.(if required)

1. Audit Structure

1.1. Meet with Theme Manager

- Check the H&S local responsibilities form (LRF) is completed.
- Roles and responsibilities for delivery and monitoring are stated and clear.
- Agree extent of audit with Theme manager.

1.2. Meet with Theme Lead managers

Carry out detailed audit on areas required by CMT and agreed with Theme manager.

2. Standard Audit of Review and Actions

Three Target areas audit:

2.1. Management competency and legal compliance

Review LRF (is complete) and arrangements for any high risk activities listed:

- Work activities have been assessed.
- High risk activities identified.
- Risk assessments and Controls in place and are monitored.
- Review Competency framework for individual employee roles against current and predicted workload.
- Review training delivery programme and timescales.

2.2. H&S Management System and implementation fit

- Check Corporate Policy and Guidance is accessible, relevant, clear and appropriate for work activities.
- Identify any gaps or improvements.
- Inspect office/depot work location.
- Accompany off-site routine work activity for compliance check.

(Keep audit proportional to risk)

2.3. Accident, incident data and lessons implemented

- Concentrate on the serious events.
- Review incidents and confirm 'root cause analysis' is correct.
- Review corrective actions.
- Review 'near-miss' reporting or lack of reporting.
- Gather evidence of safety culture within team, consultations, communications, absence records, work related stress reviews, etc.

2.4. **Other**

- Consider any other areas of concern identified during audit and submit to Theme manager/CMT for information and/or further action.
- Identify and share any good or proactive practice.
- Implement communications plan to support and inform all employees.

3. **Submit end of year report.**

- Submit quarterly reports as agreed)

ENDS

Appendix 2.

Accident, incident data and lessons implemented

TDBC Totals– 31 March 2012 31 May 2012				
Classification	Core Council	DLO	public	Contractors
Reportable	0	0	0	No data
Non-reportable	0	3	0	–
Near Miss	-	0	-	-
Period total	0	0	0	0

*potential uncertainty in numbers reported by public.

Trends: The reasons behind such low figures are being looked at and accident reporting will be considered in the compliance audit.

ENDS