

**REPORT OF SERVICE DIRECTOR – CUSTOMERS AND HUMAN
RESOURCES****HEALTH AND SAFETY REVIEW AND ACTION PLAN 2017/18****Purpose of the Report**

1. The purpose of the report is to update Personnel Committee on current health and safety performance and seek agreement to the 2017-2018 Health and Safety Action Plan attached as Appendix A.

Information and Advice**Background information:**

2. The corporate health and safety management system currently remains based on British Standard Occupational Health Safety Assessment Series (OHSAS) 18001. Significant changes to service delivery models during this reporting period have necessitated re-scoping to account for new service delivery models and new client management functions. The future scope will include monitoring key supply chain partner safety performance.
3. In July 2016 the three yearly OHSAS strategic review and re-certification audit was undertaken by the British Standards Institute (BSI). This confirmed that the audit objectives had been met by Nottinghamshire County Council (NCC) and that NCC fulfilled the standards and criteria required for continuing certification for a further three years.
4. During this reporting period (2013-2016) 37 audit days identified 69 non conformities, the majority minor and all seen as opportunities for safety improvements. The four key areas identified were operational control, risk assessment, control of documents and emergency preparedness. This reflects those deficiencies found by the health and safety team's internal monitoring and review programmes as well as BSI trends for other OHSAS 18001 accredited organisations. The local issues identified have all been addressed and are reflected within the 2017-2018 action plan.

Performance:

5. In relation to incident data and to help set the Council's performance in context we have benchmarked our performance against other local authority employers in relation to serious incidents. The figure used is an industry standard figure. RIDDOR reportable incidents are prescribed by legislation (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) and are amongst the most serious having resulted in specified serious injuries or more than 7 days absence from work and are reportable direct to the Health and Safety

Executive (HSE). The number of RIDDOR reportable incidents for the last 12 months per 1,000 employees is 3.5. This figure is comparable with the CIPFA average figure for 2015 (the most recent CIPFA data available) of 3.6 incidents per 1000 employees across other local government employers.

6. Overall there has been a fall in incidents reported, mainly due to services moving to joint ventures resulting in a decrease in staffing numbers. The nature of incidents reported is changing reflecting the move away from 'heavy manual tasks' associated with highways and construction work and subsequent fall in lifting and handling injuries. Incidents related to personal safety under challenging behaviour, verbal abuse, threat and physical violence are now in the top incidence causes together with slip trip and fall, struck by / against object or collision between people. Work is still ongoing to ensure incidents are recorded, reviewed and closed in a timely manner and that the learning from any incidents is shared more widely.
7. Demolition of the CLASP block at County Hall commenced in July 2016. Robust communication, planning and monitoring arrangements proved effective in delivering a successful project without significant incident. Control measures for environmental dust, noise and vibration emissions proved to be equally effective with no reported concerns. A successful staff engagement session was held at the end of the demolition phase with the aim of communicating how risk had been managed and raising the profile and importance of risk management .
8. Asbestos remains a risk primarily in the CLASP building stock and the asbestos code of practice is under constant review and robust. This highlights the need for ongoing internal awareness training and ensuring contractors are both competent to work with asbestos and have safe working systems in place. There have been no RIDDOR reportable asbestos exposure incidents in this period. An emerging issue is the disturbance of buried construction waste containing asbestos, with three disturbances of material recorded in the last year. All were managed in line with legislative requirements but this indicates that future development works need to account for this both procedurally and financially.
9. Terrorist incidents and heightened national threat levels have led to a review and strengthening of security procedures. A premises security review and local level 'action cards' have been developed and police advice sought. Our approach is under ongoing review following recent terrorist incidents across the country. The importance of confirmed awareness and change of suspicious activities or items has been reinforced for all staff and national advice and training made available and has already been delivered for senior staff.
10. During 2016 NCC gained approval from the National Counter Terrorism Security Office to self-deliver 'Project Griffin' a modular counter terrorism awareness programme. This is currently delivered on a risk based approach with transport hubs and crowded places (bus stations and events) and those who may receive suspect packages as priority. Following the murder of Jo Cox in June 2016 a personal security training package for elected members was delivered with 20 having attended. This has now been offered as part of the elected members induction programme.
11. In June 2015 a serious incident occurred at Rufford Country Park during which a member of the public was injured. The Council was prosecuted under the Health and Safety at Work Act. The new health and safety sentencing guidelines applied to this case which were reflective of the significant fine received. A disciplinary investigation took place in relation to the incident

but the member of staff (a casual worker) resigned prior to the hearing taking place. Two local managers were cautioned in respect of their responsibilities in relation to the incident and all staff and managers underwent compulsory health and safety retraining. Managers also received compulsory training on HR policies and procedures – specifically those in relation to recruitment. Further actions have now been agreed by the Corporate Leadership Team to reflect the learning from the Rufford incident together with a review of similar previous incidents. All staff are required to undertake health and safety refresher training and core competency training will be reflective of the learning outcomes. Users of high risk plant will have safe systems of work and risk assessments reviewed including evidencing operator competencies. A base line management culture survey modelled on the Health and Safety Executive's guidance will also be undertaken. The issues identified are reflected within the 2017-2018 action plan in Appendix A.

12. From April 2017 Corporate Director Employee Performance and Development Reviews (EPDR's) will reflect health and safety as a key priority for action. This will be cascaded throughout the management chain and employees by revising the corporate EPDR process to reflect an increased focus on health and safety.
13. Work will also be undertaken to review the governance arrangements in relation to health and safety matters to streamline the approach, remove duplication and ensure that responsibilities are clarified and key people actively engaged in relation to the issues in their departments and service areas. Compliance Board will be re-established, initially chaired by the Chief Executive, to raise the profile and provide an appropriate level of direction.
14. Discussions have begun with senior officers through the Corporate Leadership team, the Director's Business Meeting and Extended Leadership Team to embed health and safety awareness and good practice as part of developing a health and safety culture across the Council. This work will continue with a cultural survey to baseline the current position and measure improvement as the action plan is taken forward.

Other Options Considered

15. The Council's approach to health and safety management is subject to continuous review and applied best practice in line with HSE guidance. Ongoing discussion with trades union colleagues through the Joint Health and Safety Working Group feed into this process. Joint working with trades union colleagues is a key part of the Council's approach to health and safety and was commented on positively by the trades unions in their response to this report.

Reasons for Recommendation

16. The health and safety action plan aims to address areas of significant risk, identified compliance gaps, or key action points resulting from incidents, best practice and compliance with agreed standards. Implementing the actions will minimise risk and facilitate continuous improvement of the safety management system and help embed a culture of health and safety.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

It is recommended that Personnel Committee approve the 2017-18 Health and Safety Action Plan contained within Appendix A to this report.

Marjorie Toward
Service Director - Customers and HR

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Constitutional Comments (KK 01/06/17)

18. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (CSB 30/05/17)

19. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Trades Union comments 19/6/17

Electoral Division(s) and Member(s) Affected

All