

REPORT OF SERVICE DIRECTOR – CUSTOMERS AND HR**HEALTH AND SAFETY REVIEW AND ACTION PLAN****Purpose of the Report**

1. The purpose of the report is to update the Personnel Committee on current health and safety performance and seek agreement on the 2016-2017 Health and Safety Action Plan. Relevant supporting documents are attached in summary as appendices A and B.

Information and Advice**Background information:**

2. The County Council's health and safety management system, externally accredited to the Occupational Health and Safety Assessment Series (OHSAS) 18001 is subject to ongoing assessment and review. This accounts for auditing the setting of objectives and programmes in the form of an annual action plan based on performance monitoring outcomes.
3. In August 2015 the corporate management system was audited by British Standards Institute (BSI) and found to have no compliance issues or observations raised, in effect a very positive outcome. This audit also considered the 2015-2016 action plan and its suitability to support continuous improvement. It should be noted that the three yearly re-accreditation review against the OHSAS18001 standard will be in July 2016.
4. Services within the scope of OHSAS 18001 have now increased with the addition of the Library's service and Children's Residential Social Care, both having been accredited following external assessment. Further change in scope is likely as some services become arms-length and the management system focus changes to account for supply chain compliance monitoring and retained client functions.

Performance:

5. Health and Safety Executive (HSE) interventions increased last year arising mainly as a result of incident notification. This culminated in enforcement action for an incident at the 2011 Robin Hood festival for breaches of health and safety law relating to risk assessment. A further reportable incident occurred at Rufford Country Park in June 2015, again involving off road driving, and is currently under investigation.
6. Over the last 6 months the health and safety team have reviewed the safety plans for suitability and inspected during the set up or actual event for five Council sponsored events. Safety plans were found to be inconsistent in format albeit they covered the essential

elements but further work is required on contingency arrangements and vehicle movement plans. The health and safety team will develop a standard event planning template and provide associated training with a view to a future eLearning package. The health and safety team will now maintain an overview of all significant Council sponsored events.

7. Reviewing recent serious incidents, a trend arising is the risk posed by workplace transport and vehicle operation off road and this has been reflected in the current action plan together with a review commissioned from our insurers (Zurich) of occupational road risk in general.
8. Incident investigations also indicate a significant trend of supply chain-contractor involvement and communication and planning can be attributed to underlying the causes. 'Active' safety management briefings have focussed on the need to manage the safety aspects of outsourced work following the principles of specify, select and monitor and a supporting eLearning training package has been developed for managers guidance.
9. Asbestos related incidents have improved since the launch of the asbestos code of practice and provision of supporting awareness training. However, lack of planning or compliance with procedures particularly with an external supply chain involved has prompted internal safety investigations. The systems for managing and avoiding accidental release of asbestos containing material (ACM) are well documented and accessible. Current incidents highlight the need to continually monitor work that disturbs the fabric of pre 2000 buildings including those actions of contractors and the application of the Construction (design and management) Regulations 2015 ensuring that the respective duty holders fulfil their roles.
10. Work is also currently underway in relation to the operation of Biomass boilers to ensure that site specific risk assessments are in place with adequate on site information and that caretaking staff are appropriately trained and confident in their use. The Council's health and safety and property teams are putting in place an inspection regime to monitor biomass installations to ensure that basic operational and maintenance requirements are being met.
11. A review of incident reporting indicated improved compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) last period. This can be attributed to increased awareness following training and system upgrades. Staff have been encouraged to use the newly introduced 'near miss' reporting module enabling opportunities for incident prevention and triggering risk assessment review.
12. Findings from internal and external audit of the management system findings indicate that the elements of the standard-risk assessment, operational control, incident investigation and corrective action, i.e. addressing non-conformities raised should be a focus this year. Where specific health and safety legislation is not being fully applied, we should place a greater emphasis on the evaluation of compliance in order to prioritise corrective action.
13. The buyback of the health and safety service by schools and academies remains strong with an increasing customer base of out of county academy chains. The development and delivery of bespoke head teacher and business manager training under the Institute of Occupational Safety and Health (IOSH) licence provides a unique selling point, further supported by a newly launched schools premises management package, both being key income generators with an overall forecast of £293,000 this year.

14. Since their introduction in 2013, 11 Safety Smart certificates, a scheme aimed specifically at education establishments, have been awarded. One school, Leas Park Junior, who were awarded safety smart in November 2013 have progressed to receive a national safety award for 'innovation in safety' following mentoring by the Council's school's safety team. This continues to be popular and provides a recognisable safety benchmark for schools to attain.

Current position

15. Organisational change continues at a pace and we are adapting our safety management strategy accordingly. We have established regular review meetings with our key service delivery partners enabling the monitoring of supply chain compliance. This will further develop as selected in-house services become arm's length and formal health and safety performance measures (KPI's) are established.
16. Changes in ways of working via home, use of touch down or mobile brings challenges in planning for premises emergencies and difficulties associated maintaining trained first aid and fire warden cover. Making online training available to a broader audience and working with managers to plan local service arrangements in moving to address this but it remains an area for future development.
17. International terrorist incidents in recent months and heightened risk levels have led the Council to commission a further review of security measures, particularly in key buildings, involving the Police Counter-Terrorism Security Advisor.
18. The recruitment of safety advisors has proved challenging and to address this health and safety have supported the apprenticeship scheme. We have had a successful year with our current apprentice Pearce Whetton receiving the Prostart apprentice of the year – runner up award for NVQ2 Business Administration. Pearce has additionally undertaken basic safety awareness training and shadowing advisors during their day to day work. Pearce is now moving to a full time position within the health and safety team as trainee to continue his career development as a safety advisor.

Other Options Considered

19. 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 feeds into this process.

Reason for Recommendation

20. The health and safety action plan aims to address those areas of significant risk or identified compliance gaps. Implementing the actions will minimise risk and facilitate continuous improvement.

Statutory and Policy Implications

21. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and

where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

22. The action plan focuses on core risks and identifies improvements to the health and safety management system, minimising risk to service users.

Financial Implications

23. Non-compliance with health and safety legislation may lead to financial penalties in the form of Health and Safety Executive fees for intervention for material breaches of Regulations and fines associated with prosecution through the courts.

24. Additionally, civil claims made against identified breaches of duty of care may have significant financial implications as a result of direct settlement, legal costs or increased insurance premiums.

Human Resources Implications

25. The health and safety action plan aims to deliver a safer working environment minimising risk of injury and ill health and reducing sickness absence.

RECOMMENDATION

1. It is recommended that Personnel Committee note the content of this report and approve the 2016-2017 Corporate Health and Safety Action Plan.

Marjorie Toward

Service Director – Customers and HR

For any enquiries about this report please contact: John Nilan, Team Manager – Health and Safety – john.nilan@nottscg.gov.uk Telephone 01623 434560.

Constitutional Comments (SLB 26/10/15)

26. Personnel Committee is the appropriate body to consider the content of this report.

Financial Comments (SES 22/10/15)

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

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All