



Annual Corporate Health and Safety Management Review Summary

Date: August 2014

Review period: April 2013 to March 2014

This management review meets the requirement under clause 4,6 of the standard BS OHSAS 18001:2007 to ensure the suitability, adequacy and effectiveness of Nottinghamshire County Councils health and safety management system and identify opportunity for ongoing safety management system improvement.

1.Key findings

1. All services within the scope of the Council's OHSAS 18001 certificate maintained their registration throughout 2013-14 with a new 3 year Corporate certificate being issued in July 2013 following the formal re-certification audit by British Standards Institute. This audit found the management system to be effective in preventing ill health and injury and provide for continual improvement. A new programme for the next three years was developed accounting for structural changes. For the forthcoming year 2014-2015 the certificate scope will be increased to include the Library Service in autumn 2014.
2. Findings from internal and external audit indicate risk assessment, operational control, incident investigation and corrective action should be the focus for 2014 -15 continual improvements. Additionally collective findings from both active and reactive monitoring indicate the need to place an emphasis on the evaluation of compliance against legislative requirements. Identified compliance gaps as a result of audit, inspections and incident investigations can then be prioritised.
3. The Health and Safety Executive (HSE) increased activity by both investigating incidents as a result of RIDDOR reporting or responding to enquiries received via the HSE contact centre. No enforcement action or fees for intervention were received during this period. The Health and Safety team will continue to record activity and monitor enquiry trends.
4. Work related and RIDDOR reportable incidents show a marginal increase on 2012-13. Raised awareness via training was identified as the main cause for the increase. An additional near 'miss facility' will be included in a planned upgrade of the system in spring 14 in order to further improve reporting and recording. The top two incident causes remain slip, trip and fall and manual handling(see table1below)
5. Inspections this period have focused on contractor and supplier safety performance. This has proved positive in terms of liaison and preventative action and reinforced the need for robust compliance monitoring arrangements to be in place working in conjunction with key supply chain partners who have an active role to play in the active monitoring of their subcontractors. Contractor incidents further support the requirement for a robust compliance monitoring programme.

Appendix A

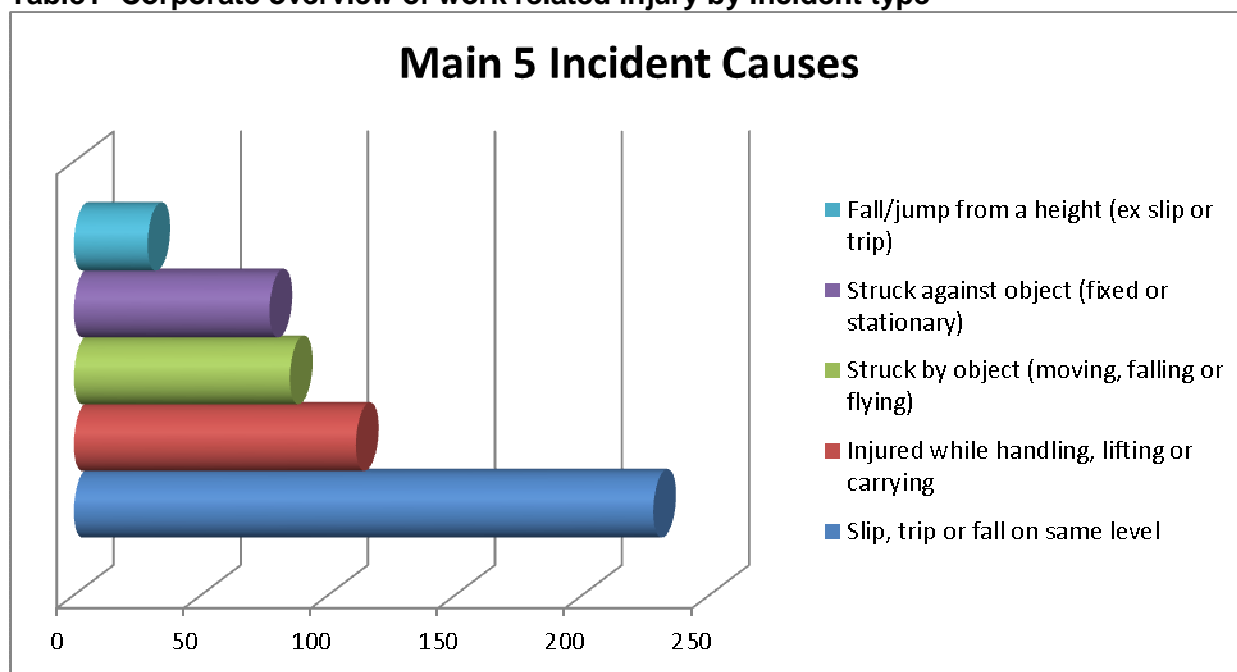
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6. Organisational change and transformation presents new safety challenges. Risk controls require constant review to account for this dynamic including ensuring those persons with key safety roles are aware of their responsibilities where new to the role. Awareness of and cover for premises emergencies must remain effective, for example fire warden, evac-chair operators and first aiders particular where flexible working and touch down arrangements are in place. Vacant premises require a safe 'closedown, and routine monitoring for vandalism and theft.
7. Progress has been made this period with the development of e-learning packages for basic health and safety awareness courses. Those developed included display screen equipment, infection control, violence and aggression manual handling and asbestos awareness. This has improved end user accessibility and realised cost savings from venue bookings and training time. e-learning packages are supplemented by short follow on sessions where practical training is required for example fire extinguisher use or safe lifting techniques. It is anticipated that further packages will be developed during 2014-15.
8. The management of asbestos associated with major refurbishment projects provided the opportunity for system improvements. Key lessons learned this period are to ensure that asbestos surveyors and analysts receive clear briefs as to the scope of proposed works and that the commissioner understands the survey reports and conveys accurately to the end user. Significant progress has been made with raising awareness of the Asbestos code of practice, particularly in schools and consequently accidental exposure incidents have been reduced.

Table1 -Corporate overview of work related injury by incident type



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2. Evaluation of Compliance

The health and safety team carry out unannounced site inspections providing a measure of safety performance. Issues are often addressed at the time of the inspection. Inspections are measured using the same 1 (Exemplary) to 4 (Major non-conformity) scale as for internal audits.

Overall the level of compliance across 56 inspections was an average of 2.2. This represents the health and safety team identifying minor non-conformities with certain health and safety standards considered during the inspection. This figure includes supplier and contractor led projects.

3. Review of Health and Safety Action Plan (Year: 2013-14)

95% of actions from the 2013-14 action plan were closed out demonstrating significant improvement against the recommendations of the 2012-13 review.

4. Recommendations for improvement in 2014-15

Actions carried forward to 2014-15 action plan		Action Plan Ref
1	Maintain ongoing BS OHSAS 18001 surveillance assessments and expand scope to include library service	1.3
2	Focus improvement action on risk assessment, operational control, incident investigation and corrective action. Note legislative compliance gaps and prioritise for action	1.3
3	Continue to record trends in HSE intervention activity and communicate learning points and monitor HSE workplace inspection programmes	1.3
4	Further upgrade and develop Wellworker incident recording system including near miss module	1.3
5	Establish health and safety compliance monitoring and performance review processes in conjunction with key supply chain partners and contractors	2.3
6	Ensure organisational change is reflected in roles and responsibility documents and ensure continuity of cover in premises emergency roles. Ensure safety implications are included and assessed when planning changes	4.1
7	Routinely monitor unoccupied premises for hazardous conditions.	4.1
8	Review processes relating to commissioning asbestos surveys	4.3