

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

1. The purpose of the report is to inform the Personnel Committee of the outcome of the 2013 - 2014 Management Review and associated 2014-15 Health and Safety Action Plan and provide an update on current health and safety issues. The relevant 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 is accredited to the Occupational Health and Safety Assessment Series (OHSAS) 18001 which is externally verified by the British Standards institute (BSI).
3. The overarching Council-wide health and safety management system and the following areas of service are currently accredited against this standard:

Highways
Property
Catering and Facilities Management
Country Parks
Youth Service
Libraries Service – to be assessed for accreditation January 2015.

This approach has been implemented on a phased basis with these areas of service prioritised based on the nature of the service area and associated risks.

4. The requirement to undertake a management review is an integral part of the risk management cycle under OHSAS18001 and examines health and safety performance for the previous reporting period.
5. The management review is conducted with the involvement of senior management and outcomes communicated to key decision makers. Findings from the management review inform the following period's health and safety action plan. The findings and action plan are agreed with Compliance Board and shared with departmental Risk, Safety and Emergency Management groups and the recognised trades unions via and the Joint Health and Safety Working Group.

6. Key areas of focus identified in the 2013-14 review includes the safety implications emerging from changes to working arrangements and service delivery and the need for robust compliance monitoring of contractors, supply chain and service delivery partners in respect of their safety management systems.
7. The management review and action plan was audited by BSI during August 2014 noting the action plans in place, consideration of compliance, competence and core risks and was approved by the Corporate Leadership Team on the 9th December 2014.

Current position:

8. Organisational change continues to be an important factor that impacts on the health and safety management system. This has been factored into health and safety planning and will be monitored during future audits. Managers are being supported on an ongoing basis with reviewing service roles and responsibility records and identifying emerging risk as a result of organisational change.
9. Investigations during 2013-14 indicate that contractors have been significantly involved in premises related incidents with the trend continuing to date. It is not possible to transfer health and safety responsibilities by engaging contractors or implementing alternative service delivery models. Therefore it is important that appointing managers and key supply chain partners have suitable arrangements in place for monitoring and review of those working on their behalf and that these are audited as part of contract compliance. Work is being undertaken to ensure that this is the case across the board.
10. Work has also taken place with the Procurement Centre to strengthen pre-qualification processes to ensure before the contract is awarded that satisfactory arrangements for health and safety are in place. Work has been undertaken to identify potentially high risk contracts so that appropriate safety management strategies can be implemented for each contract. Regular review meetings are now scheduled with key partners and periodic safety reports are received and reviewed to ensure that satisfactory arrangements are in place and working effectively to manage and mitigate key risks.
11. Training for managers has been reviewed and tailored specifically to meet individual departmental needs with continued positive feedback from participants. New e-learning packages of training have also been developed to provide greater accessibility to training whilst realising savings on venues and training time. Specific training packages have also been developed for schools and academies with high levels of take up and very positive feedback. This approach will be rolled out further in the new year.

Other Options Considered

12. No other options were considered.

Reason for Recommendation

13. In order to demonstrate strong, dynamic health and safety leadership it is important that key decision makers and senior management are informed of the outcomes of management reviews and are aware of improvements required and ensure that these are delivered

through the current action plan and existing corporate and departmental health and safety management systems.

Statutory and Policy Implications

14. 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

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

Financial Implications

16. 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.

17. 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

18. The health and safety action plan aims to deliver a safer working environment minimising risk of injury and ill health and reducing sickness absence as a result of work related injury or occupational disease.

RECOMMENDATION

1. It is recommended that Personnel Committee note the attached 2013-14 Management Review Summary and the 2014-15 Corporate Health and Safety Action Plan.

Marjorie Toward
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Constitutional Comments (CEH 21/12/14)

19. The report is for noting purposes only.

Financial Comments (SEM 02/01/15)

20. The financial implications are set out in the report.

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All