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REPORT TO:	Audit Sub-Committee	AGENDA ITEM: 9
DATE OF MEETING:	30 <sup>th</sup> September 2009	CATEGORY: DELEGATED
REPORT FROM:	Jayne Jones, Director Corporate Services	OPEN
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SUBJECT:	Health and Safety Update	REF:
WARD(S) AFFECTED:	None	TERMS OF REFERENCE:

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## 1.0 Recommendations

- 1.1 That the arrangements for reporting on health and safety performance and accidents are noted.

## 2.0 Purpose of Report

- 2.1 This report provides an overview of the Council's recent health and safety performance, including an analysis of accident data. It reflects the Council's approach in enabling managers and employees to understand and fulfil their health and safety responsibilities.

## 3.0 Detail

- 3.1 The new Health and Safety Officer; Jenny Lucas started in post in March 2009. One of the first pieces of work was to develop a **Corporate Health and Safety Action Plan**. This sets out a number of ambitious targets, along with timescales and responsibilities, in line with the Council's aim to continually improve health and safety performance. The Plan is updated on a monthly basis, with completed actions being recorded within an Archive of Achievements, found at the back of the Action Plan. Progress is fed back to the Health and Safety Committee that meets quarterly and monthly to the Director of Community Services who is the Council's lead officer for health and safety matters.
- 3.2 An analysis of health and safety accidents was reported to the meeting of the Finance and Management Committee held on 4<sup>th</sup> December 2008. It was approved that this Committee receive an annual overview of the number of accidents as part of the Council's performance management framework

### 3.3 Main Achievements

- 3.3.1** Conducting a review of the **Health and Safety Management framework**, in line with legislation and best practice. This has included identifying priority local arrangements (policies) for review, commencing quarterly horizon scanning on new legislation and reviewing previous health and safety audits, including Foston and Lullington Gypsy sites, Sheltered Housing (communal areas), and Allotments. As part of the review, the Health and Safety internal intranet site has been redesigned and rebuilt to ensure it is user-friendly and policies can be easily located. This includes a section for Policies and Guidance, Health and Safety Committee, Members Health and Safety and Accident Analysis.
- 3.3.2** Identification of **health and safety training needs** and developing training materials for core modules. Where necessary, courses are tailored to meet departmental needs. A Corporate Health and Safety Training programme has now been launched and includes courses on Health and Safety Induction, Risk Assessment for Assessors, Display Screen Equipment (DSE) Assessment for Assessors Manual Handling Techniques and Health and Safety Training for Members. Training has also been extended to staff at Etwall Leisure Centre. So far, fifteen employees have been trained in Health and Safety Induction (with another seven courses planned) and twenty-five employees have been trained in specialist Manual Handling techniques training, including summer play scheme employees and leisure staff at Etwall Leisure Centre. This continues the robust training programme that has been in place at the Council over the past two years.
- 3.3.3** Coordination and maintenance of the **electronic health & safety software 'Assess Net'** to manage key documents. So far the system has been populated with accident data dating back to April 2008, allowing detailed trend analysis to be undertaken and communicated across the Council (see Appendix A for latest analysis). The system also includes modules for DSE assessments and risk assessments, which will be rolled out in this financial year. This IT solution will provide more comprehensive management information, support the sharing of information and reduce the administration burden on Officers throughout the Council with health & safety responsibilities.
- 3.3.4** Providing support to ensure the **completion of risk assessments** for all Council operations and activities. This has included a detailed 'Gap Analysis' and producing worked examples of risk assessments for common areas and hazards known as 'Generic Assessments'. Assistance has also been provided to managers by carrying out specific individual assessments where legally required such as manual handling assessments, ergonomic workstation assessments for those with existing medical conditions and individual stress risk assessments.
- 3.3.5** Providing **additional support to higher risk areas and activities** which has includes Canvassing for the electoral registration process (producing risk assessment, guidance and presentation), Community Events toolkit (risk assessment template, generic risk assessment and text on external web pages), Allotments (generic risk assessment) and Litter Picking (generic risk assessment available on external web pages). Additional support has also been provided to HR in terms of Occupational Health reviews with both employees and management, in cases of work-related ill health.

**3.3.6** Providing support for the achievement of the RoSPA Gold award in Housing Services. It is also planned to progress similar accreditation for the Council in this financial year.

### **3.4 Accident Analysis**

**3.4.1** The Health and Safety Officer is responsible for producing management information on the number of accidents occurring, as well as carrying out investigation and reporting functions to the Health & Safety Executive (HSE) where necessary. All accidents are recorded on the Assess Net system; trade union health and safety representatives also have access to this system and have been offered training in its use. Accident statistics are collated and reported back to the joint Health & Safety Committee. This Committee reviews the accidents and makes recommendations on any action or learning that needs to be implemented.

**3.4.2** The Director of Community Services chairs the Health & Safety Committee. Officers from across the Council attend the meetings along with trade unions health & safety representatives. The Committee meets every quarter and a review of accidents is a permanent agenda item, along with risk assessments, training and health & safety audit reports.

**3.4.3** An annual trend analysis of all accidents has been produced for April 2008 – March 2009; a brief analysis has also been made of accidents occurring this financial year from April 2009 – August 2009 and can be found in Appendix A.

**3.4.4** In summary, within this financial year, there have been eighteen accidents so far one of which was RIDDOR reportable.

### **4.0 Financial Implications**

**4.1** None. All resources are contained within existing budgets.

### **5.0 Corporate Implications**

**5.1** Communication and consultation of proposed changes to health and safety is an essential means of ensuring worker involvement and buy in. Effective communication is achieved through a variety of media including the newly designed intranet site, notice boards, through internal publications such as 'Better' and through the Health and Safety Committee.

### **6.0 Community Implications**

**6.1** The Council has responsibility for providing a safe work environment for its employees and any member of the public, contractor or visitor receiving services or accessing buildings or areas managed or owned by the Council. The arrangements detailed in this report outline how this responsibility is managed.

### **7.0 Background Papers**

**7.1** Accident Analysis 2008/09