

DUNDEE CITY COUNCIL

REPORT TO: Policy and Resources Committee - 31 October 2011

REPORT ON: Corporate Health and Safety Plan

REPORT BY: Head of Personnel

REPORT NO: 445-2011

1 PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek the Policy & Resources Committee's approval of the Corporate Health and Safety Plan for 2011 - 2015.

2 RECOMMENDATION

- 2.1 It is recommended that the Policy and Resources Committee approve the Council's Corporate Health and Safety Plan for 2011/2015, to ensure the continuous improvement of health and safety management within the Council.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of implementing the plan will be funded from existing departmental budgets.

4 MAIN TEXT

- 4.1 The Corporate Health and Safety Plan 2011/2015 builds upon the achievements of the previous plan covering the period 2008/ 2011.
- 4.2 The Key aim of the Plan is to establish a health and safety culture in which the opportunities for accident and ill health are minimised through effective management. A series of targets and includes an action plan to address key health and issues facing the Council.
- 4.3 The main health and safety issues facing the Council include the management of slips, trips and falls, the management of occupational stress, and the management of manual handling risks, the management of occupational road risk and construction health and safety. A series of performance indicators have been established which will be actively monitored to ensure continuous improvement.
- 4.4 Significant progress has been made by the Council in the Management of Health and Safety through the implementation of previous plans, supported by the production and delivery of a comprehensive health and safety training programme, the updating of the Health and Safety Toolkit which will be supported also by establishing health and safety committees in all Departments, following the recent restructuring of the Council. These successes provide the foundation, for continuous improvement and the platform for the Corporate Health and Safety Plan for 2011 - 2015.

5 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

6 CONSULTATIONS

- 6.1 The report has been accepted by the Council Management Team.
- 6.2 The trade unions, through the Council Health and Safety Committee, have been fully consulted in the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 None.

Iain Martin
Head of Personnel

21 October 2011

Dundee City Council

CORPORATE HEALTH AND SAFETY PLAN 2011 – 2015

Corporate Services

September 2011

Contents

	Page
1 Introduction	3
2 Background	3
3 Implementation of the Corporate Health and Safety Plan	4
4 Monitoring and Review of Plan	5

Appendix 1 Council Management Team Statement of Commitment

Appendix 2 Corporate Health and Safety Action Plan

1 INTRODUCTION

The Corporate Health and Safety Plan establishes strategic targets to support the Council's Corporate Health and Safety Policy. This Corporate Health and Safety Plan has been developed for the years 2011-2015 with the aim of ensuring the continuous improvement of health and safety management, which can be measured against an agreed set of standards. The plan builds upon the achievements of the previous plan covering the years 2008 -2011.

The Council is committed to providing employees with good health and safety conditions which requires effective management arrangements at all levels to ensure the well being of employees to minimise the adverse impact to individuals and the Council from ill health and injury. It requires that we search out and adopt best practice relevant and proportionate to the risks involved and that we follow our own Health & Safety Guidance. Managers at all levels need to be committed and ensure that safe working practices are developed, adopted and are followed.

This approach supports the Health & Safety Commission's (HSC) Council's "Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond". The HSC's strategy endorses the principle that those who create risks are best placed to manage those risks. The objective is to protect people's health and safety, by ensuring that risks in the changing workplace are properly controlled.

This document establishes the Council's plan to address the key health and safety issues currently facing the Council. This Corporate Health and Safety Plan sets out the expectations of the Chief Executive, and details the measures required to achieve the Council's health and safety objectives.

2 BACKGROUND

The Health and Safety Commission's document "Revitalising Health and Safety" established and detailed a series of targets which were to be achieved by 2010. Many of these targets were and included in the Council's Corporate Health & Safety Plan for 2008 - 2011. This current document builds upon the successes delivered by the previous plan and retains the same strategic health and safety aim.

Key Aim

The Council's strategic health and safety aim is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are minimised by the effective management of health, safety and welfare.

To achieve this aim and to further the Council's progress towards meeting the targets set by the Revitalising Health and Safety Strategy, the following 5 objectives have been developed:-

- 1 To lead the Council forward by providing health and safety policies and guidance that provides clear support and direction to achieve best practice, recognising legal compliance as a minimum standard.
- 2 To ensure that all levels of management, and employees, are sufficiently competent to discharge their duties with due regard for health and safety.
- 3 To facilitate the integration of health and safety considerations into the Council's decision making process, so as to ensure that resources are appropriately and effectively allocated by all levels of management.

- 4 To promote and co-ordinate the development of health and safety plans to improve standards, and their implementation, for the benefit of all who may be affected by the Council's work activities.
- 5 To monitor and evaluate the health and safety performance, motivating management to take effective measures to reduce health and safety losses and improve performance.

3 IMPLEMENTATION OF THE CORPORATE HEALTH AND SAFETY PLAN

Risk priorities: Display Screen Equipment, Occupational Stress, Manual Handling, Slips, Trips and Falls, Construction Health & Safety

The Plan will build upon the work already undertaken in the past three years and will focus upon the following key issues:-

- Reducing work-related accidents relating to slips, trips and falls in the workplace
- Reduce the number of days lost through musculo-skeletal injuries
- Actively manage the causes of organisational work-related stress
- Actively manage occupational health risks by reducing exposure to health risks through the adoption of occupational risk control measures
- Establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery
- Improve the health and safety culture within the Council, through the effective development and implementation of health and safety management systems by all departments
- Actively measuring and monitoring occupational health and safety performance
- Keep health & safety policies, guidance and procedures under review

The Chief Executive and the Strategic Management Team acknowledge their collective and individual responsibilities to ensure the effective implementation of this Plan. Individual Chief Officers do have choices in the context of how they effectively manage health and safety, and in the areas of what can, and should, be delegated. All Chief Officers should, however, be aware that they are ultimately accountable for the health and safety performance of their department. The Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond places great emphasis on partnership working between, Government, employers, employees and trade unions. The effective partnership-working between all these stakeholders on health and safety is seen as being essential to achieve a culture whereby health and safety is designed into all its processes and services.

In meeting specific targets, for the reduction of accidents and occupational ill-health, the Council has established an occupational health policy which is aimed at not only protecting employees health from occupational hazards but also at promoting the mental and physical health and well-being of Council employees.

4 MONITORING AND REVIEW

The Plan will be co-ordinated by the Council's Health and Safety Co-ordinator, with the Head of Personnel acting as the Council's Health and Safety Champion. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Strategic Management Team to determine the need for any additional corrective action at a local level within departments. The Corporate Health and Safety Plan will be reviewed at the end of 2015, and revised to reflect any change in priorities to replicate the Council's performance or due to a change in national priorities as determined by the Health and Safety Executive (HSE).

Appendix 1 SMT statement of commitment

Appendix 2 Corporate Health and Safety Action Plan 2011 - 2015

DUNDEE CITY COUNCIL - STRATEGIC MANAGEMENT TEAM**Our Commitment to Health and Safety**

We, the Strategic Management Team (SMT), recognise our collective and individual responsibilities to employees and others in providing health and safety leadership within the Council.

In committing to continuous improvement in health and safety performance, we will:-

- Review, and report on, the Council's health and safety performance annually.
- Ensure that health and safety policy is reflected in the Council's work practices and procedures.
- Ensure that we are informed of significant health and safety risks which are faced by our employees and of any significant health and safety failures that require to be addressed.
- Ensure that health and safety implications of all SMT decisions are addressed.
- Ensure health and safety remains a standing item on the agenda of all SMT meetings.
- Ensure that health and safety management systems and health and safety committees are in place in all departments, and that they remain effective.
- Ensure the monitoring of the Council's health and safety performance.

The SMT recognises its role in engaging the active participation of representatives of employee health and safety representatives in improving health and safety performance.

The Council's Health and Safety Policy outlines the individual roles of the Chief Executive, Chief Officers and other individual employees. Copies of the Council's and department's' Health and Safety Policies will be available for employees at all staffed work locations.

APPENDIX 2

DUNDEE CITY COUNCIL'S HEALTH & SAFETY ACTION PLAN 2011 – 2015

Issue 1		Reducing work-related accidents relating to slips, trips & falls in the workplace				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Slips, trips & falls	Implementation of Policy on Prevention of Slips, Trips & Falls	Chief Officers	Review Annually -	A 10 % reduction in number of slip trip & fall incidents by 2015. Baseline of 99 incidents in 2010/11	
2	Slips, trips & falls	Design out slip, trip & fall hazards in the workplace, in new buildings and during refurbishment.	Council Health & Safety Co-ordinator and Chief Officers	Review Annually	Where new floor surfaces within buildings are likely to become wet, they are to have non-slip surfaces for wet conditions	
3	Slips trips & falls	All Procedures to be in place for the removal of spillages in all workplace establishments	Building Managers	December 2011	Written spillages procedures to be available and known by employees at all indoor work places	
4	Slips, trips & falls	a. All main entrance foyers/reception areas in Council buildings to be risk-assessed.	Chief Officers	April 2012	Programme of slip resistance measurements to be in place for buildings. 90% of results being satisfactory.	
		b. All kitchen and food preparation areas to be risk assessed	Chief Officers	May 2013	See above	
		c. Secondary access routes in buildings to be risk assessed	Chief Officers	April 2015	See above	

Issue 2		Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health & safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Reduce the number of musculo-skeletal injuries	Risk assess D.S.E. work activities	Managers and employees responsible for the allocated work activities.	Review Annually in April	a) A progression towards 80% of employees to have an up to date DSE risk assessment by 2015	This is a fluid figure as work locations continually change
2	Reduce the number of musculo-skeletal injuries	Investigate all manual handling injuries	Chief Officers	Review Annually in April	a) Manual handling incidents to be accompanied by the summary front sheet of the manual handling risk assessment b) Following an incident 80% of recommendations implemented within 6 months of incident	
3	Reduce the number of musculo-skeletal injuries	Employees engaged in manual handling to receive manual handling training.	Chief Officers	Review Annually in April	A progression towards 80% of employees to have received relevant manual handling training, prior to any incident.	
4	Reduce the number of musculo-skeletal injuries	a Monitor the no. of days lost through back, neck, arm and musculo-skeletal injuries on an annual basis.	Personnel Manager & Council Health & Safety Co-ordinator	Review Annually in April	A 20% reduction in number of musculo-skeletal injuries by April 2015. Baseline established in 2010/11 of 80 incidents and 560 days lost	

Issue 3		Actively manage organisational stress in the Council				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Management of Occupational Stress	Undertake an Organisation Stress Survey every 3 years	Chief Officers, and Council Health & Safety Co-ordinator	December 2013	Production of survey results for all Departments	
2	Management of Occupational Stress	<p>a) Hold Focus Groups within Departments for current survey results where warranted</p> <p>b) Hold Focus Groups within Departments for 2013 survey results where warranted</p> <p>Production of an Action Plan for each focus group</p> <p>Monitor implementation of Action Plans</p>	<p>Chief Officers</p> <p>Chief Officers</p> <p>Chief Officers</p> <p>Council Health & Safety Co-ordinator</p>	<p>September 2011</p> <p>June 2014</p> <p>Within 2 months of focus group</p> <p>Within 4 months from issue of Action Plan</p>	<p>a No. of Focus Groups held. 90% Number of Focus Groups Held within timescale</p> <p>b 90% Number of Focus Groups Held within timescale</p> <p>c Action Plans produced and issued</p> <p>d New controls in place</p>	Completed
3	Management of Occupational Stress	Review Council's Occupational Stress Management Policy	Head of Personnel	January 2012	Approval of Revised Policy.	

Issue 4		Actively manage occupational health risks				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Management of occupational health risks	Identify Occupational Health hazards that pose a risk to employees	Chief Officers/ Council Health & Safety Co-ordinator	October 2011	Complete survey	Completed for Occupational Health Tender
2	Management of occupational health risks	Revise and risk assess identified occupational health risks and record where occupational health surveillance is required	Chief Officers	January 2013	Risk assessments and controls in place	
3	Management of occupational health risks	Provide occupational health surveillance where required	Chief Officers	January 2012	New Occupational Health contract with Departments having a health surveillance programme in place	
4	Management of occupational health risks	Implementation of Occupational Health Policy	Chief Officers	Review Annually in May	No. of health surveillance results requiring further controls / actions	
5	Management of occupational health risks	Implementation of Occupational Health Policy	Council Health & Safety Co-ordinator	Review Annually in June	Monitor Occupational Health Surveillance Service	
6	Management of occupational health risks	Implementation of Occupational Health Policy	Chief Officers	Review every 6 months	Reduce Did Not Attend (DNA's) Appointments from 155. A progressive improvement to reduce DNAs by 75% by 2015	

Issue 5		To establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Incident Investigation	Recording, reporting & investigation of all health and safety incidents	Chief Officers	To establish and maintain the standard by December 2012	All work places with 10 + employees to have a person trained in Incident Investigation	
2	Health & Safety Management	High Risk sites or activities to have managers trained to IOSH Managing Safely Standard	Chief Officers	All sites to be covered by December 2013	At present 132 managers trained by March 2011	
3	Health & Safety Risk Control	Ensure local access to competent risk assessors on site	Chief Officers	To establish and maintain the standard by December 2013	Work places with 20 + employees to have sufficient trained competent risk assessors	
4	Managing Risks of Lone Workers	Risk controls and procedures in place to support lone workers in high risk situations	Chief Officers	To establish and maintain the standard by October 2012	Operating Procedures and risk controls and assessments in place for lone persons working in high risk situations.	
5	The Corporate H & S Section Performance	The Section is to receive a peer review once every 3 years by an ABC partner	Council Health & Safety Co-ordinator	Next Peer Review December 2013	Improve Audit Score Current Score 70/99	

Issue 6		Improve the health & safety culture within the Council, through the effective development and implementation of health & safety management systems by all Departments.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Visible leadership of Health & Safety	Provide H & S Leadership training for Chief Officers	Council Health & Safety Co-ordinator	June 2012	All Chief Officers to receive training.	
2	Health & Safety Training	Produce a Corporate Health & Safety Training Programme	Chief Officers Council Health & Safety Co-ordinator	In November each year In December each year	a. Identify departmental, health & safety training needs. b. Produce and implement H & S training programme	
3	Management of Health & Safety Risks	All Departments to implement their own Health & Safety Action Plans	Chief Officers	October 2012	Departments to submit their completed Action Plans	
4	Health & Safety Committees	Effective Departmental H & S committees	Chief Officers	Every 6 months	a. Minutes of Departmental H & S Committees available. b. Corporate H & S Adviser to attend each committee once per year	
5.	Health & Safety Training	Maintenance of H & S Training records	Training Co-ordinators & Council Health & Safety Co-ordinator	In April each year from 2012	70% pass rates for risk assessor courses.	

Issue 7		To monitor and evaluate the health & safety performance, to motivating management to take effective measures to reduce health & safety losses and improve performance.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Annual Health & Safety Report	Production of Annual H & S Report with involvement of all Departments	Council H & S Co-ordinator and H & S Champion	Annually by October	Approval at Policy & Resources Committee	
2	Health & Safety Inspections	Departments to complete H & S inspection of the workplace	Chief Officers	High Risk Annually - other sites 2 -yearly from January 2012	Site management to complete new Health & Safety Inspection checklist	
3	Incident Reporting	Reporting Health & Safety to Council Management Team Accident statistics, and any significant legislative changes.	Council Health & Safety Co-ordinator	3-monthly reports to the CMT. Accident statistics to have a downward trend.	To have less than 400 health and safety incidents per year.	.
4	Monitor H & S standards during construction phase of projects	Corporate H & S Section, to undertake a spot checks on Council F10 sites during the construction phase of projects	Council H & S Co-ordinator & Chief Officers	Client to advise Corporate H & S Section of F10 projects, monthly from April 2012	Number of reports issued to Departments to check compliance with Part 4 of CDM Regs 2007	
5	Monitoring Performance	Periodically undertake surveys and specific audits, to monitor the implementation of corporate guidance.	Council H & S Co-ordinator	2 large audits or surveys per year	Publication of survey results to Directors / Chief Officers	
6	Monitoring Performance	Monitor progress of implementation of this Corporate H & S Action Plan	Council H & S Co-ordinator	Review Progress Annually in December	Report to Council Management Team	

Issue 8		Keep Health & Safety Policies, Guidance and procedures under review.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1.	Health & Safety Management	Council Health & Safety Policy to be kept under review	Council Health & Safety Co-ordinator	Annually in April	Provision of Council Health & Safety Policy	Current Policy dated April 2011
2.	Health & Safety Management	New Departmental Health & Safety Policies to be established and kept under review.	Chief Officers	September 2012 and thereafter Review Annually	Provision of Departmental Health Arrangements to comply with Council Policy	
3.	Risk Assessments	Keep operational risk assessments under review	Chief Officers	December each Year	Publish a list of risk assessments to be reviewed during the following year and record progress	
4.	Health & Safety Toolkit	Keep Health & Safety Toolkit up to Date	Council Health & Safety Co-ordinator	Annually in September	Publish an annual Update and document under review.	Completed for 2011