

ITEM No ...5.....

REPORT TO: Policy and Resources Committee - 11 January 2016
REPORT ON: Corporate Health & Safety Plan 2015 - 2018
REPORT BY: Executive Director - Corporate Services
REPORT NO: 7-2016

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek approval of the Corporate Health and Safety Plan for 2015 - 2018.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the Corporate Health and Safety Plan for 2015/2018, 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 Service budgets.

4 MAIN TEXT

- 4.1 The Corporate Health and Safety Plan 2015 - 2018 builds upon the achievements of the previous plans covering the period 2011 - 2015.
- 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 and implementation of policies, improving the quality of incident investigation, the provision of health and safety training, monitoring the implementation of risk controls and managing occupational health risks. 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 the implementing of health and safety procedures. These successes provide the foundation, for continuous improvement and the platform for the Corporate Health and Safety Plan for 2015 - 2018.

5 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, and Risk Management. An equality impact assessment is attached.

6 CONSULTATIONS

- 6.1 The Chief Executive, Executive Director of Corporate Services, Head of Democratic and Legal Services and the Health and Safety Co-ordinators Group and Council Health & Safety Committee have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

- 7.1 None.

Marjory Stewart
Executive Director - Corporate Services

December 2015

Dundee City Council

CORPORATE HEALTH AND SAFETY PLAN 2015 – 2018

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Appendix 1 Council Management Team Statement of Commitment

Appendix 2 Corporate Health and Safety Action Plan

1 INTRODUCTION

The Corporate Health and Safety Plan sets strategic targets to support the Council's Health and Safety Policy. This Corporate Health and Safety Plan has been developed for the years 2015-2018 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 plans covering the years 2008-2011 and 2011-15.

The Council is committed to providing and maintaining a health and safety culture in which the opportunities for accidents and occupational ill health are minimised through the effective management of health, safety and welfare. 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 "Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond". The 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 Executive (HSE) encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes" (HSE 2013). The Council's previous Corporate Health and Safety Plans have operated to focus upon the management of risks, ensuring that specific standards of compliance are achieved across the Council. 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 provide 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

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

- Having Health and Safety Policy Arrangements in place to implement at Service level.
- Reducing the number of health and safety incidents and work-related absences.
- Improving the quality of incident investigation
- Having suitable and sufficient risk assessment in place where required.
- Monitoring to ensure that effective occupational health surveillance is being provided.
- Providing effective health and safety training where required.

The Chief Executive and the Council Management Team (CMT) acknowledge their collective and individual responsibilities to ensure the effective implementation of this Plan. Individual Executive Directors (EDs) and Heads of Service (HoS) 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 EDs and HoS should, however, be aware that they are ultimately accountable for the health and safety performance of their Service. The “Strategy for Workplace Health & Safety in Great Britain to 2010 and Beyond”, places great emphasis on partnership working between, the 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 HR and Business Support. Progress will be monitored on a 6-monthly basis, which will be incorporated into the Annual Health and Safety Report to the CMT to determine the need for any additional corrective action at a local level within Services. The Corporate Health and Safety Plan will be reviewed 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 HSE.

Appendix 1 CMT statement of commitment

Appendix 2 Corporate Health and Safety Action Plan 2015 - 2018

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

We, the Council Management Team (CMT), 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 CMT decisions are addressed.
- Ensure health and safety remains a standing item on the agenda of all Service Team Meetings.
- Ensure that health and safety management systems and health and safety committees are in place in all Services, and that they remain effective.
- Ensure the monitoring of the Council's health and safety performance.

The CMT 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, EDs and HoS and other individual employees. Copies of the Council's Health and Safety Policy, and arrangements for complying with it, will be available to employees.

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APPENDIX 2

DUNDEE CITY COUNCIL'S HEALTH & SAFETY ACTION PLAN 2015 – 2018

Issue 1		To have Health & Safety Policy and Arrangements in place to implement at Service level				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	The Health & Safety Policy is to address the Council's requirements	Produce the Council H&S Policy and keep it under review annually	Council H&S Co-ordinator	Council Policy to be reviewed annually	Policy signed December 2014	This is reviewed annually
2	Not all Service arrangements to implement policies are recorded	Service health and safety arrangements to be recorded in Sections 9 and 10, kept updated and communicated to employees	Executive Directors, with H&S Officers and Advisers assisting.	Arrangements to be in place and kept up to date on a continuous basis	Sections 9 and 10 to be signed by Directors /Head of Service/ Service Manager	
3	Service arrangements to be readily known and followed	Undertake a 30% sample survey of Section 9 of the policy to verify that arrangements are current.	H&S Officers / Co-ordinators	Annually	Service arrangements are recorded in CeRDMS, or in an appropriate manner known to, and accessible by employees.	Concerns to be raised with Exec Directors /Heads of Service
4	Implement Health & Safety Policy	Undertake Health & Safety self-inspections for all workplaces	Executive Directors	Every 2 years	Inspection Reports completed and stored in CeRDMS	
5	All Services to produce Health & Safety data to contribute towards Annual Health & Safety Report	Monitor Health and Safety Performance to demonstrate compliance with the Council's Action Plan	Executive Directors	Annually - by April	Produce data to measure Service's Health & Safety Performance	

Issue 2		To reduce the number of health and safety incidents and work related absences				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Effective management of health and safety.	Managers to instruct and support employees to follow safe systems of work.	Managers/ Supervisors/ Employees.	Continuous	a) Annual 5% reduction in number of lost-time incidents. b)Annual 5% reduction in number of RIDDOR incidents.	2014/15 baseline – 52 lost-time incidents 2014/15 baseline – 40 RIDDOR incidents
2	Days lost due to a work-related injury	Effectively manage health and safety risks to reduce length of absences.	Managers/ Supervisors/ Employees	Continuous	Each Service to have a 5% annual improvement.	Baseline of number of days lost per year by New Services 2014/15 baseline:- Total -1741
3	Increase the reporting of near-misses by employees	The Near Miss reporting hotline 08006783801 is to be widely publicised with employees being encouraged to use the hotline. Hotline number able to be viewed on H&S Noticeboards	Council H&S Co-ordinator/ Service Management Teams/ Managers/ Supervisors	Continuous	Increase in number of near-miss reports received. 10% annual increase	2014/15 baseline – 25 near-miss reports received

No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
4	Days lost due to work-related manual handling activities.	<p>Employees to be trained in manual handling tasks in line with risk assessment /controls.</p> <p>Early intervention to occupational health</p>	Managers/ Supervisors	Continuous	Each Service to have a 5% annual improvement.	Baseline of number of days lost per year by 2014/15 baseline Total 275

Issue 3		To improve the quality of Incident Investigation				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Not all incidents are being investigated by trained investigators	a) Monitor all incidents to identify if the investigator has been trained. Offer training for untrained investigators.	H&S Officers/ Advisers	Monitor incidents every month and report to Services.	90% of incidents investigated by a trained investigator by 2018	Baseline In 2014/15, 75% of incidents were investigated by a trained investigator
		b) Investigation of incidents allocated to a trained investigator	Managers/ Supervisors	Upon incident occurring	As above	As above
2	The quality of incident investigations varies with appropriate remedial actions not always being identified	Audit the quality of the investigation to determine that appropriate remedial actions have been recommended	H&S Officers/ Advisers	Quarterly report to each Service	95% of incidents to have appropriate remedial actions by 2018	A survey in 2014/15 identified 13 out of 14 lost time incidents had appropriate remedial actions recommended – 92%
3	Management approved remedial actions are not always implemented	Audit to determine if the remedial actions recommended have been implemented	Service H&S Officers. Corporate Section when no officer in Service	Every month, with 4 month latency	95% of recommendations to be implemented within 4 months of incident	A survey in 2014/15 identified appropriate remedial actions had been implemented - 78% of cases

Issue 4		To have suitable and sufficient risk assessments in place where required				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Risk assessments undertaken on an ad-hoc basis	<p>Services to determine their risk assessment priorities and produce a written strategy/plan</p> <p>Monitor implementation of RA Plan</p> <p>Report to Service H & S Committees</p>	Managers / Service H&S Co-ordinators / H&S Officers /Advisers	<p>January 2016</p> <p>December 2016</p> <p>Annually - March</p>	<p>a) Arrangements in place for risk assessments to be undertaken.</p> <p>b) Appendix 1 of Policy completed</p> <p>c) RA plan then implemented</p>	
2	Risk assessments often not approved or signed or communicated to relevant persons	<p>a) Risk assessments to be approved and communicated to relevant persons.</p> <p>b) Each Service to have one area of risk assessments audited each year</p>	<p>Managers / Supervisors</p> <p>H&S Officers /Advisers</p>	<p>Immediate</p> <p>Annually by March</p>	<p>Risk assessment dated and signed.</p> <p>% of risk assessment approved and dated</p>	
3	The quality of risk assessments varies considerably	<p>a) Monitor the quality of risk assessments following an incident and make recommendations</p> <p>b) Monitor the quality of risk assessments during annual audit.</p>	<p>Managers / Supervisors</p> <p>H&S Officers/ Advisers</p>	<p>Continuous</p> <p>Annual sampling of risk assessments in each Service for quality of controls</p>	<p>a) % of assessments requiring to be revised following an incident.</p> <p>b) % of risk assessments requiring recommendations</p>	

Issue 5		To promote a positive health and safety culture and have effective systems for communicating health and safety messages				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Ensure effective communications with safety representatives and representatives of employee safety.	Revise the constitution and structure of the Council Health & Safety Committee to become more effective.	Council Health & Safety Co-ordinator	September 2016	a) Appoint an Executive Director as the H & S champion b) The Council Health and Safety Committee has a representative from each Service. c) Minutes of Council Health & Safety Committee on agenda item at the Trade Union / CMT Meeting.	
2	Services to hold a Health & Safety Committee/ Forum at least every 6 months	A 6 monthly agenda is produced for the Service Health and Safety Committee with appropriate representation and involvement from both employees and management	Executive Directors	March 2016 and at least 6 monthly thereafter	a) Both employees and management to contribute to the agenda b) Production of minutes of Service H & S committees to be available. Issues of a corporate nature to be shared at Council H & S Committee.	
3	Produce a regular Health & Safety Bulletin for Employees which is hosted on OneDundee HR/BS Intranet	The Council H & S Committee are to endorse "Safety Matters" on a 6 monthly basis	Health & Safety Champion and Council Health & Safety Co-ordinator	Every 6 months	Publication of Safety Matters on OneDundee and HR&BS Intranet.	
4	Produce a regular Health & Safety Bulletin for Executive Directors	Publish a quarterly Health & safety Bulletin for Executive Directors	Council Health & Safety Co-ordinator	Every 3 months	Library of Bulletins for Executive Directors and members of CMT	
5	Promote a positive health and safety culture	Hold an annual Health & Safety Week	Health & Safety Champion and Council Health & Safety Co-ordinator	Annually	Production of a Newsletter to publicise health and safety messages from the week.	

Issue 6		Monitoring to ensure that effective Occupational Health Services are being provided				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	All employees are to attend occupational health surveillance appointments	Services to be informed immediately an appointment is missed. Monthly reports to include 'did not attend' figures. Occupational Health provider to be informed 48hrs in advance if an appointment is to be cancelled.	Occupational Health Provider/ Corporate H&S Section/ Service Management Employee's line manager / supervisor	Monthly	95% of appointments to be attended or cancelled in advance by 2018 As Above	
2	Monitor the provision of Occupational Health Services	Produce an Annual Report on the Provision of Occupational Health Services	Manager of the Occupational Health Contract	Annual - July	Produce an Annual Occupational Health Surveillance Report	

Issue 7		To increase promotion of Health and Wellbeing				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Raise the profile of health awareness	Hold Annual Council Health & Safety Week which will include at least one major Health campaign	Council Health & Safety Co-ordinator in conjunction with Healthy Working Lives Co-ordinator	Monitor progress Annually	Produce a Newsletter to promote Health campaign and the H & S Week	
2	Reduce sickness absence and promote the wellbeing agenda	In conjunction with the HR Teams. Occupational Health and the Trade Unions to provide guidance /information for managers and supervisors on Workplace Interventions to improve health and wellbeing	HR Managers/Council H&S Co-ordinator in conjunction with Healthy Working Lives Co-ordinators and Trade Unions	Regular involvement with specific topics every 2 years	All supervisory staff to be briefed by 2018 then ongoing and part of induction/	
3	Promote the Health and Wellbeing including HWL	Healthy and Wellbeing including HWL to be a topic on every agenda for team meetings and Service Management meetings	Heads of Service	Every 3 months	Health and Wellbeing including HWL discussed in the minute of meetings	

Issue 8		Health & Safety Training to be provided where required				
No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Services are obtaining health and safety training from a variety of sources.	a) Quality assurance process to be developed. b) List of training providers /courses to be developed corporately. c) Review of training providers/courses delivered. d) Delivery of In-house Council H&S Courses	L&OD Manager / Service Training Co-ordinators / Council H&S Co-ordinator/ Training Co-ordinators / Corporate H&S Section Corporate H&S Section	June 2016 April 2016 and then updated as required. March 2017 and then annually On-going	Quality Assurance process approved List of training providers / course published and maintained. 100% of H&S training courses delivered by approved training providers. Delegates competence assessed by Corp H&S Section	
2	Health and safety training requirements need to be identified by Services for employees/posts	Services to produce a Training / Competency matrix to identify health and safety training needs with H&S being consulted in the process.	Executive Directors / Managers / Service Training Co-ordinators	April 2017	100% of Services have an approved training/competency matrix.	
3	Health & Safety training needs require to be prioritised by Services.	Service Training Plan to be developed prioritising H&S training in line with a Service training /competency matrix.	Managers / Service Training Co-ordinators	October 2017	Service Training Plans approved. Targets within Training Plans are met.	

No	Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
4	Health & Safety training needs required by Services is delivered.	Services to work towards ensuring training is delivered to meet the requirements of training/competency matrix.	Managers / Service Training Co-ordinators	June 2018	70% of employees have received/ completed the relevant health and safety training or any competencies for their post.	
5	Manual handling training to be undertaken to Scottish Manual Handling Passport Scheme (SMHPS) standard	<p>Manual handling training providers to be evaluated to ensure the course meets the standards of the SMHPS –</p> <p>a) Identify providers who deliver manual handling training.</p> <p>b) Audit is carried out on courses delivered by the above training providers</p>	<p>Managers / Service Training Co-ordinators</p> <p>Corporate H&S Section / Managers / Moving & Handling Co-ordinators</p>	<p>April 2016 and then annually</p> <p>Audit within 6 months of provider being identified.</p> <p>Recommendations from audit report implemented.</p>	<p>List of training providers produced.</p> <p>Audit reports provided, approved and monitored.</p> <p>Recommendations implemented and monitored.</p>	

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment

Part 1

Date 14 August 2015	Title Corporate Health & Safety Plan 2015/18
Is this a new document? Yes	Is this an existing document under review? <input type="checkbox"/>
Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	The Council's Equalities Impact Assessment Toolkit
What is the description of the policy, procedure or strategy?	The document provides a strategic focus on the Council's Health and Safety priorities over the next 3 years to further improve the health and safety performance of the Council.
What is the intended outcome of this policy, procedure or strategy?	To inform stakeholders of our intent to manage our health and safety performance over the next four years highlighting areas where further improvements are being sought.
Which individuals are responsible for undertaking Equality and Diversity Impact Assessment?	Neil Doherty - Council Health & Safety Co-ordinator

Part 2

Which groups of the population will be positively or negatively affected by this policy, procedure or strategy?

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Gender including transgender people	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
People with a disability	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Socio-economic	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

Equality and Diversity Rapid Impact Assessment

<p>a) Have any positive impacts been identified?</p> <p><i>We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another.</i></p>	<p>The Document highlights the Council's commitment to actively managing its health and safety performance for the benefit of all employees, members of the public and visitors it engages with during the provision of services.</p>
<p>b) Have any negative impacts been identified?</p> <p><i>Based on direct knowledge, published research, community involvement, customer feedback etc</i></p> <p><i>If unsure seek advice.</i></p>	<p>If yes please give further details</p>
<p>c) What action is proposed to overcome any negative impacts?</p> <p><i>If you identify a negative impact that cannot be eliminated by amending or replacing the policy it would then be necessary to seek legal advice.</i></p>	<p>Please give details</p>
<p>d) Consultation or involvement which has informed this assessment.</p>	<p>The Trade Unions through the Council's Health & Safety Committee have been consulted with regard to this report and the Department's Equality Champion was also consulted.</p>
<p>e) Is there a need to collect further evidence?</p>	<p>No</p>
<p>f) How will the policy be monitored ?</p>	<p>The contents of this report will be examined on at least an annual basis with monitoring reports being provided to the Strategic Management Team.</p>

Part 4

Department

The document provides detailed information to Departments in relation to health and safety objectives that are to be achieved with agreed timescales and performance indicators being incorporated into the plan.

Type of Document

Human Resource Policy	√
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

Contact Information

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Signature of author of the policy, procedure or strategy: Neil Doherty

Head of Service area: Janet Robertson

Date of next review: September 2016