

PERFORMANCE PORTFOLIO (Health & Safety Consultative Group)

DECISION RECORD

13th July 2007

The meeting commenced at 3.40 p.m. at Belle Vue Community, Sports and Youth Centre, Kendal Road, Hartlepool

Present:

Councillor Pam Hargreaves (Performance Portfolio Holder)

Councillor M James was also in attendance to observe

Trade Union Representatives: Edwin Jeffries (HJTUC)
Malcolm Sullivan
Tony Watson

Officers: Joanne Machers, Chief Personnel Officer
Barbara Taylor, Health, Safety and Wellbeing Team
Sylvia Callaghan, Health, Safety and Wellbeing Team
Pat Watson, Democratic Services Officer

1. Safety and Health Work Plan 2007/08 *(Chief Personnel Officer)*

Type of decision

Non-key

Purpose of report

To provide updating information on progress of work on the safety and health projects included in the Health, Safety and Wellbeing Team's plan of work for 2007/08.

Issue(s) considered by the Portfolio Holder

The report, via its appendix, provided a commentary on progress made on the projects included in the plan for safety and health work to be carried out during the current year, by the Health, Safety and Wellbeing Team Manager and the Health, Safety and Wellbeing Team. This was work on specific projects, rather than the scheduled and reactive work carried out continuously.

The Chief Personnel Officer outlined verbally some of the milestones mentioned in the appendix. The Secretary of the HJTUC commented that

there were some excellent procedures and requested that reference to his name in the appendices be changed to Secretary of HJTUC.

Decision

The Portfolio Holder noted the report.

2. Prevention of Violence and Aggression to Employees (Chief Personnel Officer)

Type of decision

Non-key

Purpose of report

To provide information on progress towards the completion of corporate procedures for the protection of employees from violence or aggression or threats of such actions.

Issue(s) considered by the Portfolio Holder

The report provided an update on the development of a system of red-flagging of difficult-to-deal with individuals and premises that should be subject to additional control measures. This would be named the Employee Protection Register and would be an information technology based system whereby a list of people and addresses would be provided where an incident or event would be recorded and categorised in terms of seriousness and potential risk to staff members. Decisions on making additions to the register would be made by a line manager and the Register would be maintained by the Health Safety and Wellbeing Team. Access rights were being established and officer training would be arranged in July with relevant staff. All departments had provided the Legal Division with a list of name and addresses of individuals that may pose a risk to staff members. These were categorised depending on the level of perceived threat.

The Portfolio Holder asked if the report was consistent with timescales discussed earlier. The Chief Personnel Officer indicated that it was and that 250 staff would be trained. The Secretary of the HJTUC commented that progress had been made but there was concern in relation to the areas mentioned at 4.2 of the report. The Chief Personnel Officer expressed her views on the possible problem areas and indicated that near miss incidents need to be recorded – she would encourage employees to report anything potential. The Secretary of the HJTUC said it was vital for staff to be able to check on the system before visits.

Decision

The Portfolio Holder noted the progress to date and planned actions.

3. Health and Safety Performance Statistics (Chief Personnel Officer)

Type of decision

Non-key.

Purpose of report

To present the data obtained for the first quarter of 2007/8, with comparative data for the four quarters of 2005/6 and 2006/7

Issue(s) considered by the Portfolio Holder

The report included statistical data regarding incidents over the last 27 months. A brief commentary was also provided on emerging trends in the statistics. Discussion took place on links between accidents and sickness absence.

The Secretary of the HJTUC referred to reportable incidents and that it was good to see a downward trend. He stressed the need for accidents/incidents to be recorded even if they were not felt serious at the time.

An explanation of “reportable” and “un-reportable” was given, as follows:-

“Reportable” incidents are those which the Health, Safety and Wellbeing Team report to the Health and Safety Executive (HSE) on behalf of the Council. The Council have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report work-related deaths, major injuries or over-three-day injuries, work related diseases and dangerous occurrences (near miss accidents).

The information helps the HSE to identify where and how risks arise, and to investigate serious accidents. They can then assist in providing advice on how to reduce injury, and ill health in the workplace.

“Un-reportable” incidents are also received by the Health, Safety and Wellbeing Team by departments on a Safety Incident Report Form. This allows for all accidents and incidents occurring on Council premises or associated with Council activities to be adequately recorded and investigated as part of the procedural arrangements.

Decision

The Portfolio Holder noted the report.

The Portfolio Holder thanked Pat Watson for her work on the Portfolio over recent months and wished her a long and happy retirement.

J A BROWN

CHIEF SOLICITOR

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