

FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION SCHEDULE



Monday 13th March 2006

at 4.30 pm

**or immediately following the Finance and Performance Management Portfolio
whichever is the later**

in Committee Room “B”

Councillor Peter Jackson, Cabinet Member responsible for Finance and Performance Management, Councillors Cambridge and Sutheran will consider the following items:-

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

No items

3. ITEMS FOR INFORMATION

- 3.1 Health and Safety Performance Statistics – *Chief Personnel Services Officer*
- 3.2 Health and Safety in Community and School Swimming Pools – *Chief Personnel Services Officer*
- 3.3 Health and Safety Project Plan – *Chief Personnel Services Officer*
- 3.4 Post Restructure Health and Safety Questionnaire – *Chief Personnel Services Officer*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

**FINANCE AND PERFORMANCE MANAGEMENT
(HEALTH AND SAFETY CONSULTATIVE GROUP)
PORTFOLIO**

**Report to Portfolio Holder
13th March 2006**



Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY PERFORMANCE STATISTICS

SUMMARY

1. PURPOSE OF REPORT

To present the data obtained for the first, second and third quarters of 2005/6, for which statistical analyses have been introduced to indicate safety performance, using standard measures.

2. SUMMARY OF CONTENTS

The report outlines the standard measures of safety performance that are used to analyse the safety incidents reported to the Employee Wellbeing Team during the three quarters of 2005/6 and presents the data obtained.

3. RELEVANCE TO PORTFOLIO HOLDER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only

6. DECISION(S) REQUIRED

To note the report and provide comments on the statistics presented.

Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY PERFORMANCE STATISTICS

1.0 PURPOSE OF REPORT

- 1.1 To present the data obtained for the first, second and third quarters of 2005/6, for which statistical analyses have been introduced to indicate safety performance, using standard measures.

2.0 BACKGROUND

- 2.1 This is the third report of this kind to be presented to the Portfolio Holder and covers the first three quarters of 2005/6. The analyses of the available data are again presented in standard forms that are used nationally and internationally.
- 2.2 These standard data based measures of safety performance are Incidence Rate, Frequency Rate and Severity Rate. Their use enables more informative comparisons to be made over periods of time. This is mainly because the number of employees and period of exposure to hazards is taken into account, as well as the number of reported safety incidents and injuries. The severity rate also provides useful analysis of the outcome of accidents, in terms of the duration of subsequent sickness absences.

3.0 THE STATISTICS

- 3.1 The statistical analyses that form **Appendix A** to this report cover the first three quarters 2005/6, the months April to June and July, August to September and October to December. As with the first two analyses of this type, presented to the September and November Portfolio Holder meetings, the data is sorted into the Council's present departmental structure, with further analysis of the Chief Executive's department and the separation of schools from the remainder of Children's Services.
- 3.2 Item 3 records the total number of safety incident reports received by the Employee Wellbeing Team during the three quarters. Items 1 and 2 analyse these into those which were reportable and non-reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 3.3 Item 6 records the number of days of absence attributable to the safety incidents reported in item 3. Again the reportable, non-reportable figures are indicated separately, by items 4 and 5.

- 3.4 Items 7 to 15 then present the data on safety incident reports and the resulting absences in the standard measures:
- Incidence Rate;
 - Severity Rate;
 - and Frequency Rate.
- 3.5 Again there is differentiation between reportable and non-reportable incidents, as well the provision of totals.
- 3.6 Incidence rate refines the analysis of data by calculating the number reports per 1,000 full time equivalent employees over the period considered. This eliminates distortions that might result from a fluctuating number employees, as may be the case because of seasonal employment.
- 3.7 Frequency rate takes this refinement a stage further by calculating the number of reports per 100,000 hours worked. This should eliminate distortion caused by a varying number of hours being worked at different times of the year, as may be the case in grounds maintenance for instance.
- 3.8 Severity rate then provides an analysis of the average amount of time lost as a result of both reportable and non-reportable incidents. This should in turn provide a more informed approach to sickness absence management and in particular to the use of rehabilitation facilities.

4.0 ANALYSIS OF TRENDS AND COMMENTARY ON STATISTICS

- 4.1 With results for only three quarters available, it is still too early to be able to identify performance trends within departments and divisions. But, as would be expected, it continues to be evident that there are distinct differences between those departments and divisions where employees are mainly sedentary and office based and those where more manual and peripatetic work is undertaken. These differences are clear in both the number of incidents reported and in the subsequent absences. Such differences are not an unexpected finding though and certain operations in which there are perceived to be higher risks are already provided by the Employee Wellbeing Team with more frequent safety inspections and other attention. Continuing study of statistical trends should help to refine the allocation of resources, so as to deal more effectively with any new safety “hotspots” identified or with changes in those currently treated in this way.
- 4.2 Even in the longer term, care will be necessary to avoid wrongly identifying safety performance trends in particular departments or divisions because of apparently large changes in quarterly statistics. A single RIDDOR reportable accident in one of the departments or divisions that have not, since the start of the new statistical analyses, had such an incident would make a dramatic difference to its incidence and frequency rates, which presently remain at nil. This would not however be of real statistical significance, because of the

comparatively short period of time over which the measurement would be made and the also comparatively small size of the group of employees being studied.

- 4.3 For the time being, trend analysis of RIDDOR reports for the whole council may be a more useful guide to performance. This is because the larger group of employees included, and therefore of safety incident reports, which should have a smoothing effect on the statistics, although this is not yet the case. (See the Whole Council column in item 1 of the statistics). The figures of 7, 3 and 1 RIDDOR reports during successive quarters are, unfortunately, far more likely to be merely wide and random fluctuations than a true reflection of a rapidly improving safety performance. This appears to be confirmed by the non-reportable incidents recorded for the same quarters being 70, 43 and 93, thereby also showing wide fluctuation but mainly in the opposite direction.
- 4.4 Overall and in the long term, a steady reduction in incidents reportable under RIDDOR is an important objective and, in due course it may be possible to set realistic and achievable targets for this. Conversely though, a continuing increase in the total number of safety incidents reported to the Employee Wellbeing Team should be welcomed. In order to manage safety effectively it is necessary to have as full a picture as possible of the safety related incidents that are occurring. Once an incident has begun to happen, it will largely be a matter of luck whether the outcome is a serious injury or, as in most cases, a minor one or a near miss. But unless information is available to allow action to prevent reoccurrence of the minor injury and near miss incidents, similar future incidents where luck determines that the outcome is serious injury will not be prevented either. So fuller reporting needs to be positively encouraged, even if this means that the quarterly statistics appear to show an increasing trend in incidents overall.
- 4.5 The Safety Incident Report Forms (SIRFs) issued by the Employee Wellbeing Team require the manager or supervisor involved to carry out a basic investigation of the incident and to send with the SIRF a copy of any risk assessment applicable to the activity in progress at the time of the incident. This requirement is designed to ensure that all reported incidents, even those with minor outcomes, are appropriately considered. This should be done with a view to avoiding repetition of the incident, checking that there are risk assessments in place covering the activities being undertaken by employees and ensuring that these assessments remain effective or, if not, are suitably revised. In this way, future serious outcome incident should be avoided, as well as those where luck means the outcome is minor.

5.0 RECOMMENDATION

To note the report and provide comments on the statistics presented.

		BASEDATA												
No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
1		Number of HSE reportable occurrences involving employees												
		Apr - Jun	N/A	0	0	0	0	0	0	0	3	3	1	7
		Jul - Sep		0	0	0	0	0	0	0	0	3	0	3
		Oct - Dec		0	0	0	0	0	0	0	1	0	0	1
		Jan - Mar						0						0
		Apr - Sept		0	0	0	0	0	0	0	3	6	1	10
		Apr - Dec		0	0	0	0	0	0	0	4	6	1	11
		Apr - Mar		0	0	0	0	0	0	0	4	6	1	11
2		Number of HSE non reportable occurrences involving employees												
		Apr - Jun		4	0	0	0	4	34	2	18	11	1	70
		Jul - Sep		0	4	0	3	7	15	7	3	8	3	43
		Oct - Dec		0	2	1	0	3	45	0	32	9	4	93
		Jan - Mar						0						0
		Apr - Sept		4	4	0	3	11	49	9	21	19	4	113
		Apr - Dec		4	6	1	3	14	94	9	53	28	8	206
		Apr - Mar		4	6	1	3	14	94	9	53	28	8	206
3		Number of HSE reportable and non reportable occurrences involving employees												
		Apr - Jun		4	0	0	0	4	34	2	21	14	2	77
		Jul - Sep		0	4	0	3	7	15	7	3	11	3	46
		Oct - Dec		0	2	1	0	3	45	0	33	9	4	94
		Jan - Mar		0	0	0	0	0	0	0	0	0	0	0
		Apr - Sept		4	4	0	3	11	49	9	24	25	5	123
		Apr - Dec		4	6	1	3	14	94	9	57	34	9	217
		Apr - Mar		4	6	1	3	14	94	9	57	34	9	217

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
4		No of days absence associated with HSE reportable occurrences												
		Apr - Jun		0	0	0	0	0	0	0	81	62	3	146
		Jul - Sep		0	0	0	0	0	0	0	0	18	0	18
		Oct - Dec		0	0	0	0	0	0	0	14	0	0	14
		Jan - Mar						0						0
		Apr - Sept		0	0	0	0	0	0	0	81	80	3	164
		Apr - Dec		0	0	0	0	0	0	0	95	80	3	178
		Apr - Mar		0	0	0	0	0	0	0	95	80	3	178
5		No of days absence associated with HSE non reportable occurrences												
		Apr - Jun		0	0	0	0	0	0	0	1	0	0	1
		Jul - Sep		0	0	0	0	0	0	1	0	0	0	1
		Oct - Dec		0	0	0	0	0	56	0	46	16	1.5	119.5
		Jan - Mar						0						0
		Apr - Sept		0	0	0	0	0	0	1	1	0	0	2
		Apr - Dec		0	0	0	0	0	56	1	47	16	1.5	121.5
		Apr - Mar		0	0	0	0	0	56	1	47	16	1.5	121.5
6		No of days absence associated with HSE reportable and non reportable occurrences												
		Apr - Jun		0	0	0	0	0	0	0	82	62	3	147
		Jul - Sep		0	0	0	0	0	0	1	0	18	0	19
		Oct - Dec		0	0	0	0	0	56	0	60	16	1.5	133.5
		Jan - Mar		0	0	0	0	0	0	0	0	0	0	0
		Apr - Sept		0	0	0	0	0	0	1	82	80	3	166
		Apr - Dec		0	0	0	0	0	56	1	142	96	4.5	299.5
		Apr - Mar		0	0	0	0	0	56	1	142	96	4.5	299.5

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
		CALCULATIONS												
		Annual Equivalent Incidence rate:HSE reportable occurrences per 1,000 FTE employees												
7	H&S 1a													
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.31	9.18	5.72	8.40
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.18	0.00	3.60
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.10	0.00	0.00	1.20
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.16	9.18	2.86	6.00
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.14	6.12	1.91	4.40
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.10	4.59	1.43	3.30
		Annual Equivalent Incidence rate:HSE non reportable occurrences per 1,000 FTE employees												
8	H&S 1b													
		Apr - Jun	N/A	501.72	0.00	0.00	0.00	58.35	495.36	66.66	325.88	33.66	5.72	83.95
		Jul - Sept		0.00	104.11	0.00	157.42	102.11	218.54	233.31	54.31	24.48	17.16	51.57
		Oct - Dec		0.00	52.05	322.32	0.00	43.76	655.62	0.00	579.34	27.54	22.88	111.54
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		250.86	52.05	0.00	78.71	80.23	356.95	149.99	190.10	29.07	11.44	67.76
		Apr - Dec		167.24	52.05	107.44	52.47	68.07	456.50	99.99	319.85	28.56	15.25	82.35
		Apr - Mar		125.43	39.04	80.58	39.35	51.05	342.38	74.99	239.88	21.42	11.44	61.76
		Annual equivalent Incidence rate:HSE reportable and non reportable occurrences per 1,000 FTE employees												
9	H&S 1c													
		Apr - Jun	N/A	501.72	0.00	0.00	0.00	58.35	495.36	66.66	380.19	42.84	11.44	92.35
		Jul - Sept	N/A	0.00	104.11	0.00	157.42	102.11	218.54	233.31	54.31	33.66	17.16	55.17
		Oct - Dec		0.00	52.05	322.32	0.00	43.76	655.62	0.00	597.45	27.54	22.88	112.74
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		250.86	52.05	0.00	78.71	80.23	356.95	149.99	217.25	38.25	14.30	73.76
		Apr - Dec		167.24	52.05	107.44	52.47	68.07	456.50	99.99	343.98	34.68	17.16	86.75
		Apr - Mar		125.43	39.04	80.58	39.35	51.05	342.38	74.99	257.99	26.01	12.87	65.06

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
10	H&S 2a	Annual Equivalent Frequency rate:HSE reportable occurrences per 100,000 hours worked	N/A											
		Apr - Jun		0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.79	24.81	15.46	22.69
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.81	0.00	9.72
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.93	0.00	0.00	3.24
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.40	24.81	7.73	16.21
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.24	16.54	5.15	11.89
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.93	12.41	3.86	8.91
11	H&S 2b	Annual Equivalent Frequency rate:HSE non reportable occurrences per 100,000 hours worked	N/A											
		Apr - Jun		1356.01	0.00	0.00	0.00	157.70	1338.80	180.17	880.76	90.98	15.46	226.90
		Jul - Sept		0.00	281.37	0.00	425.45	275.97	590.65	630.58	146.79	66.17	46.38	139.38
		Oct - Dec		0.00	140.68	871.14	0.00	118.27	1771.94	0.00	1565.79	74.44	61.84	301.45
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		678.01	140.68	0.00	212.73	216.83	964.72	405.37	513.78	78.58	30.92	183.14
		Apr - Dec		452.00	140.68	290.38	141.82	183.98	1233.80	270.25	864.45	77.20	41.22	222.58
		Apr - Mar		339.00	105.51	217.78	106.36	137.98	925.35	202.69	648.34	57.90	30.92	166.93
12	H&S 2c	Annual Equivalent Frequency rate:HSE reportable and non reportable occurrences per 100,000 hours worked	N/A											
		Apr - Jun		1356.01	0.00	0.00	0.00	157.70	1338.80	180.17	1027.55	115.80	30.92	249.59
		Jul - Sept		0.00	281.37	0.00	425.45	275.97	590.65	630.58	146.79	90.98	46.38	149.10
		Oct - Dec		0.00	140.68	871.14	0.00	118.27	1771.94	0.00	1614.72	74.44	61.84	304.69
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		678.01	140.68	0.00	212.73	216.83	964.72	405.37	587.17	103.39	38.65	199.35
		Apr - Dec		452.00	140.68	290.38	141.82	183.98	1233.80	270.25	929.69	93.74	46.38	234.46
		Apr - Mar		339.00	105.51	217.78	106.36	137.98	925.35	202.69	697.27	70.30	34.78	175.85

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
13	H&S 3a	Annual Equivalent Severity Rate : Ave Time lost per HSE reportable occurrences												
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00	20.67	3.00	20.86
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	6.00
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	0.00	0.00	14.00
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.00	13.33	3.00	16.40
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.75	13.33	3.00	16.18
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.75	13.33	3.00	16.18
14	H&S 3b	Annual Equivalent Severity Rate : Ave Time lost per HSE non reportable occurrences												
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.06	0.00	0.00	0.01
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.00	0.00	0.00	0.02
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	1.24	0.00	1.44	1.78	0.38	1.28
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.11	0.05	0.00	0.00	0.02
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	0.60	0.11	0.89	0.57	0.19	0.59
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	0.60	0.11	0.89	0.57	0.19	0.59
15	H&S 3c	Annual Equivalent Severity Rate : Ave Time lost per HSE reportable and non reportable occurrences												
		Apr - Jun	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.90	4.43	1.50	1.91
		Jul - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.00	1.64	0.00	0.41
		Oct - Dec		0.00	0.00	0.00	0.00	0.00	1.24	0.00	1.82	1.78	0.38	1.42
		Jan - Mar		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Apr - Sept		0.00	0.00	0.00	0.00	0.00	0.00	0.11	3.42	3.20	0.60	1.35
		Apr - Dec		0.00	0.00	0.00	0.00	0.00	0.60	0.11	2.49	2.82	0.50	1.38
		Apr - Mar		0.00	0.00	0.00	0.00	0.00	0.60	0.11	2.49	2.82	0.50	1.38

**FINANCE AND PERFORMANCE MANAGEMENT
(HEALTH AND SAFETY CONSULTATIVE GROUP)
PORTFOLIO**

**Report to Portfolio Holder
13th March 2006**



Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY IN COMMUNITY AND SCHOOL
SWIMMING POOLS

SUMMARY

1. PURPOSE OF REPORT

To confirm that the actions required to fulfil recommendations made in the Chief Personnel Services Officer's Investigation Report on Health and Safety Arrangements in Community and School Swimming Pools, dated 9th May 2005, have been fully carried out.

2. SUMMARY OF CONTENTS

The report outlines the origin and purpose of the Chief Personnel Services Officer's Investigation Report and indicates the actions that have been taken on the recommendations made by that report.

3. RELEVANCE TO PORTFOLIO HOLDER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only

6. DECISION(S) REQUIRED

To note the report.

Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY IN COMMUNITY AND SCHOOL
SWIMMING POOLS

1.0 PURPOSE OF REPORT

- 1.1 To confirm that the actions required to fulfil recommendations made in the Chief Personnel Services Officer's Investigation Report on Health and Safety Arrangements in Community and School Swimming Pools, dated 9th May 2005, have been fully carried out.

2.0 BACKGROUND

- 2.1 The Chief Personnel Services Officer's Investigation Report was commissioned by the Portfolio Holder for Performance Management on Friday 29th April 2005, following a debate at a full Council meeting the evening before.
- 2.2 The terms of reference for the report, in relation to community and school pools in Hartlepool (excluding Mill House Leisure Centre) were to be:
- Assess what action was taken in response to health and safety reports and determine any failures to respond appropriately since the IRSM report in 2002;
 - Identify the Council's legal and health and safety obligations and assess compliance and risk management arrangements including audit of all a relevant paperwork;
 - Clarify the advice and information given to elected members during the scrutiny process;
 - Make recommendations which will protect both the well-being of staff and service users of pools and the Council's legal position and image.

3.0 THE RECOMMENDATIONS OF THE CHIEF PERSONNEL SERVICES OFFICER'S REPORT AND THE ACTIONS TAKEN ON THESE

- 3.1 A follow up procedure is developed which ensures that health and safety annual inspection report recommendations are implemented within agreed timescales.

This was achieved and implemented early in July 2005.

- 3.2 A formal procedure for considering and implementing independent health and safety reports is produced by the Health and Safety Adviser

The Health and Safety Adviser completed the briefing of departmental management teams on the details of the required procedure early in July 2005.

- 3.3 A 'compliance checklist' is used during health and safety inspections.

A compliance checklist was completed and came into use during September 2005 and this remains under review, in the light of further experience gained by its use.

- 3.4 Well-Being Team members are trained in swimming pool health and safety.

Two safety officer members of the Employee Well-being Team attended training that is specific to the management of and safety in swimming pools, the first during August and the second during November of 2005.

- 3.5 Normal operating procedures and emergency action plans guidance will be published by the Education Department by June 2005.

Normal operating procedures were issued during June and emergency actions plans during October 2005. Although now in use, these documents remain open for consultation and review, in the light of further experience gained by their use.

- 3.6 A comprehensive audit of documentation and paperwork within schools and corporately will be undertaken to determine compliance and identify weaknesses.

Inspection and audit of pools is now carried out with increased frequency and separately from the inspection of the schools or other premises of which the pools form a part. This monitoring is undertaken by the two members of the Employee Well-being Team that have received additional specialist training in this respect. These new arrangements remain under review, as part of a comprehensive review of all health and safety monitoring procedures.

- 3.7 The Health and Safety Adviser will co-ordinate a risk assessment of past and on-going liabilities.

During August 2005 Health and Safety Adviser reported on this matter, concluding that there appeared to be no past or on-going liabilities relating to health and safety in the pools, in terms of in terms of either civil or statute law.

- 3.8 That the Portfolio Holder for Performance Management release a statement confirming that an investigation has been undertaken, gives an assurance regarding current health and safety arrangements in pools and confirms that action will be taken where appropriate.

The Portfolio Holder released a statement to this effect shortly after the receiving the Chief Personnel Services Officer's Report.

4.0 RECOMMENDATION

To note the report.

**FINANCE AND PERFORMANCE MANAGEMENT
(HEALTH AND SAFETY CONSULTATIVE GROUP)
PORTFOLIO**

**Report to Portfolio Holder
13th March 2006**



Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY PROJECT PLAN

SUMMARY

1. PURPOSE OF REPORT

To advise of the items of work included in a draft plan for health and safety related projects to be carried out during 2006/7 and to seek comments on the items presently included in the plan, additional items that may be appropriate and the relative priorities that should be applied to them.

2. SUMMARY OF CONTENTS

The report lists the items presently included in the draft plan of work and provides a brief commentary on each one, so as to explain its inclusion in the plan.

3. RELEVANCE TO PORTFOLIO HOLDER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only

6. DECISION(S) REQUIRED

To note the report and provide comments on the proposed projects and the priorities that should be applied to them.

Report of: Chief Personnel Services Officer

Subject: HEALTH AND SAFETY PROJECT PLAN

1.0 PURPOSE OF REPORT

To advise of the items of work included in a draft plan for health and safety related projects to be carried out during 2006/7 and seek comments on the items presently included in the plan, additional items that may be appropriate and the relative priorities that should be applied to them.

2.0 BACKGROUND

In addition to inspections, investigations, delivery of training and advice and the other scheduled and reactive work carried out continuously by the safety officer members of the Employee Well-being Team, items of work arise that require to be treated as finite projects. These projects arise for various reasons, not infrequently including changes in safety regulations or official guidance. Projects also arise simply because of the passage of time, which means that existing corporate or departmental policies or safety procedures need to be reviewed and revised, in order that they continue to reflect the current structure of the Council. Alternatively review and revision may become desirable in order to maintain the effectiveness of procedures and the efficient use of human and other resources that their continued implementation demands.

In the case of changes to statutory requirements and official guidance there is no choice but to initiate projects aimed at ensuring compliance and usually little choice as to when this needs to be done. With other items of work, concerning internal arrangements for managing health and safety, some flexibility is available, at least where there is an existing procedure in place, which it may be possible to continue using for a further period of time. Also, where guidance on good practice exists but there is not yet a statutory requirement, it may not be necessary to take action to introduce new internal procedures, until other priorities are dealt with and resources become available.

It is particularly in the areas of project work where some flexibility is possible, that consideration of and comments on to the priorities that should be allocated is sought.

3.0 THE THEMED OBJECTIVES OF THE PROJECT WORK

In order to achieve consistency and coherence, the project work in the draft plan for 2006/7 has been grouped under five themed titles, in relation to the objective of each proposed project. These five themes are as follows:

3.1 Health and safety policy development and reviews

This theme covers the development of new policies and procedures, which are to be developed and implemented in response to, and to ensure compliance with, new and revised health and safety legislation, approved codes of practice or other authoritative guidance, as well as reviews of existing policy and guidance, which become necessary due to the passage of time and operational experience gained.

3.2 Development of health and safety culture

This theme deals with the promotion of awareness of health and safety issues and expertise in their management, via training, instruction and the provision of information, as well as arrangements for the style and frequency of communication on health and safety matters with employees at every level throughout the organisation.

3.3 Departmental activities

This theme relates to health and safety work that is planned to be specific for needs of any of the five departments of the Council.

3.4 Health and safety governance

This theme deals with the means employed to ensure effectiveness of corporate control and authority in relation to health and safety and covers centrally placed items such as the Corporate Health and Safety Policy, health and safety monitoring, the formal review performance and its management by members and senior officers.

3.5 Health and safety management information

This theme covers the collection, processing, analysing, reporting and dissemination of information on health and safety performance, trends, successes or failures, in order that such information can be used widely and with effectiveness within the organisation as management tool, as a measure allowing comparison and a means of promoting enhanced performance.

4.0 THE PROPOSED PROJECTS

The projects listed in the draft plan are arranged here under their themed objective headings and with a brief commentary on each one. The commentaries explain the item's inclusion in the plan and outlines the present status in terms of any work already undertaken.

4.1 Safety policy development and reviews

4.1.1 Publish corporate policy and guidance on aggression and violence to employees

The objective is to bring together policy and guidance used by separate departments, so as to produce a corporate document. Drafting work is well advanced but consultation remains to be completed.

4.1.2 Complete and implement first aid policy

First aid cover is already provided satisfactorily but no formal policy supports this. A draft policy has been in existence for some time with adoption awaiting further information on the number of first aiders in post, the resulting training and other costs that are involved and other matters. This information should be provided by the post-restructure health and safety questionnaire exercise recently carried out.

4.1.3 Ensure compliance with the regulations on vibration

New regulations came into effect during 2005 and, although there is an existing policy and procedures, further work is required to ensure full compliance. This work will include creation of a database to record details of the pieces of the relevant items of equipment used by council employees and their resulting exposure to vibration.

4.1.4 Ensure compliance with the regulations on work at height

New regulations came into effect during 2005 and the Employee Well-being Team responded by producing guidance and training material for use within the workforce. It remains only to monitor the use of this material and review and develop it further, as greater experience of its use is gained.

4.1.5 Ensure compliance with the new regulations on noise

New regulations will come into effect during 2006, which will tighten the requirements on noise. A considerable amount of work

will be required, including the development of a noise survey capacity.

4.1.6 Ensure compliance with the new regulations on fire

New regulations will come into effect during 2006, which will change and clarify the requirements on fire. However, the Council's existing arrangements for producing fire risk assessments and carrying out other fire precaution procedures will form a good basis for compliance with the altered requirements

4.1.7 Update and publish revised asbestos management procedures

Well developed and effective asbestos management procedures were brought into effect when the regulations were changed during 2004. However, two years of operational experience enables further refinements to be made. This review and revision work has largely been completed and it now only remains to publish the revised procedure document.

4.1.8 Develop and publish corporate road risk policy and guidance

This is not the subject of existing or proposed legislation but, as the operator of significant number of vehicles, together with use at work of employees' own cars, there are good economic as well as safety reasons to pursue this objective. No work has been undertaken so far though.

4.2 Development of safety culture

4.2.1 Review of corporate health and safety training

The provision of safety training for employees is a statutory requirement and it is carried within the Council's workforce at both corporate and departmental level. Via an action plan, a commitment has already been made to a review during 2006 of corporate training arrangements and this is now in progress.

4.2.2 Review of the HBC/HJTUC safety partnership agreement

This agreement contains provision for it to be reviewed annually. The first review will therefore become due during November 2006. It is not anticipated that this review will entail an extensive amount of work.

4.3 Departmental activities

4.3.1 Publish Children's Services Department health and safety manual

The origin of this project was the long delayed re-drafting of a health and safety manual for the former Social Services Department. The delayed progress of this work necessitates an early completion during 2006 and an action plan has been agreed to this effect. However the widening of the brief, from a manual on care services to one encompassing the entire scope of the new department's activities, also increases significantly the amount of work involved.

4.3.2 Publish Adult and Community Services Department health and safety manual

The origin, history of delay and widening of the scope of this project are all exactly as with the Children's Services manual. However, because there will be significant commonality between the two manuals, some of the work required will suffice for both documents.

4.3.3 Publish Chief Executive's Department Health and Safety Policy

Drafting of departmental health and safety policies (which are required to complement the Corporate Health and Safety Policy) are a matter for the departments concerned. But, as the Council's health and safety function is part of the Chief Executive's Department, the drafting work has been carried out by the Health and Safety Adviser in this instance. Consultation on the draft is almost complete, which should permit early publication.

4.3.4 Publish revised educational visits procedures and guidance

A third revised edition of this document is required to accommodate fully the HSE's recommendations following the Glenridding report (which dealt with the accidental drowning of a child) and to incorporate changes needed to text and forms which have been identified via further experience of operating the existing procedures. The revisions have been made and it remains only complete final sub-editing before publication.

4.3.5 Develop and Publish policy and guidance for off-site activity visits by the Youth Service

This is required to provide a framework of scrutiny and management which will parallel educational visits procedures and guidance. This project initially set out also to cover outdoor activities and other off-site visits for looked-after children and for

fostered children. The significant differences between these services has though led to a concentration on the Youth Service only for the present. Some work has already been carried out and draft document is in the process of being assembled.

4.4 Safety governance

4.4.1 Undertake health and safety review

This originates from the Human Resources Division 2005/6 action plan and requires the Employee Well-being Team to provide a supportive, safe and healthy working environment that reduces sickness and improves attendance. The tasks required to achieve this will consist to a large extent of completion of other items included in the draft safety work plan.

4.4.2 Review and revise bomb threats procedures

The second edition of the existing procedures now require review, because of the further passage of time and the changes, both internal and external, that have taken place meanwhile. This work has not yet been started.

4.4.3 Develop & implement revised safety & health monitoring procedures, that will improve service provided, reduce resources required & permit the future incorporation of a wider range of wellbeing issues

This activity is of key importance as, if completed successfully and in a timely manner, it will release resources, currently used on monitoring and enable a larger proportion of the projects in the draft plan to be completed during 2006/7.

4.5 Safety management information

4.5.1 Create a database for fire and bomb threat procedures appointees, first aiders and others

This will use some of the data gather by the post-restructure health and safety questionnaire and provide an improved means of ensuring continuity of appointments to the various safety related roles involved.

4.5.2 Re-publish revised standard forms issued or used by the Employee Well-being Team

Review and updating of Safety Incident Report Forms, general, COSHH and fire risk assessment forms and several others are now overdue for revision. Work has not yet been started on this.

4.5.3 Establish a facility for assessing and advising on the health and safety performance of external contractors

This is needed to complement the corporate procurement procedures, which require health and safety assessments to be considered in relation to all external contractors and partners. A procedure and database for this purpose has been in existence for some years but these have not dealt with all external contractors and will need to be entirely re-engineered in order to deal with the greater number of assessments involved. A major aim of this re-engineering exercise will be to investigate and maximise the extent to which information technology can be used to collect and present effective management and monitoring information in this important area.

5.0 RECOMMENDATION

To note the report and provide comments on the proposed projects and the priorities that should be applied to them.

**FINANCE AND PERFORMANCE MANAGEMENT
(HEALTH AND SAFETY CONSULTATIVE GROUP)
PORTFOLIO**

**Report to Portfolio Holder
13th March 2006**



Report of: Chief Personnel Services Officer

Subject: POST RESTRUCTURE HEALTH AND SAFETY
QUESTIONNAIRE

SUMMARY

1. PURPOSE OF REPORT

To advise on the receipt and progress made in the processing of information obtained from an authority-wide check that was made to ensure the continuity of fire, first aid and other health and safety arrangements and to facilitate the replacement and training of officers appointed for these purposes, as this becomes necessary.

2. SUMMARY OF CONTENTS

The report indicates that action was taken to ensure the timely receipt of completed questionnaires, indicates how the information obtained is being recorded and how it will be used and kept up to date.

3. RELEVANCE TO PORTFOLIO HOLDER

Corporate issues.

4. TYPE OF DECISION

Non-key decision.

5. DECISION MAKING ROUTE

Portfolio Holder only

6. DECISION(S) REQUIRED

To note the report.

Report of: Chief Personnel Services Officer

Subject: POST RESTRUCTURE HEALTH AND SAFETY QUESTIONNAIRE

1.0 PURPOSE OF REPORT

- 1.1 To advise on the receipt and progress made in the processing of information obtained from an authority-wide check that was made to ensure the continuity of fire, first aid and other health and safety arrangements and to facilitate the replacement and training of officers appointed for these purposes, as this becomes necessary.

2.0 BACKGROUND

- 2.1 As was reported to the Portfolio Holder during November, it was clear that the restructuring of the Council's departments during 2005 would result in a significant number of employees changing their workplaces and management arrangements. Therefore disruption was inevitable in some important health and safety arrangements, because many employees carry out essential roles in the interests of health and safety, in addition to their normal work. Notably these extra roles cover fire procedures, action in the event of bomb threats, the provision of first aid treatments and operation of the asbestos management procedures. But as well as being a potential problem, the restructuring and establishment of two new departments provided an opportunity to construct a corporate register of fire wardens and others. This could then be kept up to date, thereby prompting new appointments when needed, and the training and retraining needed to support them.

As the initial step in achieving this objective, a two-part questionnaire was devised and sent during October to each director and Chief Executive's Department Divisional Heads. The questionnaire recognised that where buildings are shared between departments, divisions and, in some cases with external organisations, the appointments need to be on a shared basis. In such workplaces it is particularly important that fire wardens, first aiders and other appointees should be clearly identified, as they may not be the immediate colleagues of those who need assistance in emergency situations.

The questionnaire also sought to establish where each department's or division's employees are based. It is important for the Employee Wellbeing Team to know this for the planning of health and safety inspections, both so that all of the premises concerned are covered by periodic inspections and so that inspection reports are copied to all of the managers concerned.

3.0 RECEIPT AND PROCESSING OF QUESTIONNAIRES

Completed Questionnaires were initially due to be completed and returned the Employee Wellbeing Team by the 30th November. The response to this was slow however and, with the support of the Portfolio Holder, a reminder was circulated, giving a revised deadline of 31st January.

All the completed questionnaires required have now reached the Employee Wellbeing Team and the information contained is currently being used populate a database. This database will contain information on each building occupied by the council's employees and details of the individuals appointed to act as fire wardens, bomb incident team members, site asbestos checking officers and first aiders. In addition details of training provided to these individuals will be recorded, so that dates for necessary re-training is flagged up automatically. Local managers will be required to keep the Employee Wellbeing Team advised of changes in appointments to the roles covered by the database, so as to facilitate updating and will be sent a regular reminder to confirm whether records are still accurate.

4.0 RECOMMENDATION

To note the report.