

# **PERFORMANCE MANAGEMENT PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION SCHEDULE**



**Monday 26th June 2006**

**at 10.00 am or immediately following  
the Performance Management Portfolio (being held at 9am)  
or whichever is the later**

**in Committee Room "A"**

Councillor Peter Jackson, Cabinet Member responsible for Performance Management and Councillor Sutheran will consider the following items:-  
(1 vacancy)

**1. KEY DECISIONS**

None

**2. OTHER ITEMS REQUIRING DECISION**

- 2.1 Health and Safety Performance Statistics – Chief Personnel Services Officer
- 2.2 Employee Survey 2005 – Health, Safety and Wellbeing Issues – Chief Personnel Services Officer

**3. ITEMS FOR INFORMATION**

- 3.1 Safety and Health Work Plan 2006/07 – Chief Personnel Services Officer
- 3.2 No Smoking Matters – Chief Personnel Services Officer

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

None

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

Report to Portfolio Holder  
26th June 2006



**Report of:** Chief Personnel Services Officer

**Subject:** HEALTH AND SAFETY PERFORMANCE STATISTICS

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## **SUMMARY**

### **1. PURPOSE OF REPORT**

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

### **2. SUMMARY OF CONTENTS**

The report recapitulates on the standard measures of safety performance that have been used to analyse the safety incidents that were reported to the Employee Wellbeing Team during of 2005/6 and presents the data obtained. The report also addresses some problems that have emerged in the compilation of the statistics.

### **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, provide comments on the statistics presented and on the proposals for improvements in the method and timing of their compilation.

**Report of:** Chief Personnel Services Officer

**Subject:** HEALTH AND SAFETY PERFORMANCE STATISTICS

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## **1. PURPOSE OF REPORT**

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

## **2. BACKGROUND**

With this report the first full year has been completed in which data obtained from the Safety Incident Report Forms (SIRFs) received by the Employee Wellbeing Team has been combined with sickness absence and other personnel data and presented in standard forms that are used nationally and internationally.

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.

At the Consultative Group's meeting during March, the HJTUC representative queried two figures in the statistical appendix to the report. The Health and Safety Adviser undertook to examine these figures and to report back. Members of the Consultative Group have been advised separately on the detailed findings of this examination. In order to avoid similar problems in future, changes proposed to the timing and method of compiling the statistics are set out below.

## **3. PROPOSED CHANGES IN THE COMPILATION OF THE STATISTICS**

The examination of the statistics requested by the Portfolio Holder and reported on above, identified the difficulties with their compilation of as having their origin in:

- Late reporting of some incidents by the managers concerned;
- Compilation of the quarterly ahead of all of the full data being available.

For our own safety management purposes and to endeavour to comply with the time restraints imposed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR), managers and supervisors are requested to submit SIRFs to the Employee Wellbeing Team without any avoidable delay. To a large extent this is done but, occasionally, an establishment or section will send in a batch of SIRFs, with dates ranging back over a week or more.

During the first year of the use of new statistical measures, the data received in the form of SIRFs has been used to produce and finalise the published statistics within a week of the end of each quarter. If a batch of SIRFs was then received, some of which related to the end of the previous quarter, all of those incidents were recorded as having occurred in the new quarter.

It is therefore proposed that that compilation of the statistics by the Employee Wellbeing Team should be delayed, so that late received SIRFs can be included in their appropriate quarter. A further effort will be also made to ensure that managers do report without delay, as their failure to do so could result in the authority's failure to comply with reporting dates required under RIDDOR.

A further reason for delaying the compilation of statistics is to ensure that information about sick leave reaches the Employee Wellbeing Team and enables an incident to be classified in the statistics as reportable or non reportable.

At present the quarterly statistics on safety performance are presented only to meetings of the Health and Safety Consultative Group. These are special meetings held, as supplements to the Portfolio Holders Meetings, during June, September, November and February or March. This means that statistics for the 4<sup>th</sup>, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters of the municipal year are presented to these meetings respectively in that order. As a result, there are at least two months between the end of the relevant quarter and the report deadline for the meeting at which the statistics will be presented. Therefore the postponement of the compilation of the statistics, until all the SIRFs for the quarter have been received and the length of sick leave is known in almost all cases should not be a problem.

#### **4. ANALYSIS OF TRENDS AND COMMENTARY ON STATISTICS**

Following the end of the first three quarters during which safety performance statistics were recorded in the present manner, caution was expressed in relation to identifying trends. Even after a full year, this caveat still applies, particularly so since difficulties in the compilation of the figures presented have now been identified. Consequently no in depth analysis is offered and a previously made comment will be repeated. This is that the figures continue to show the expected higher reporting, incidence, frequency and severity rates in the departments where there is more manual work and

customer contact tasks undertaken and lower rates in the more sedentary and office based environments.

However the very fact that a problem in the compilation of the statistics been spotted and investigated, indicates that we now have a tool that is capable of telling us much more about our safety performance. Also that we are scrutinising the figures that emerge and using them more effectively than was previously the case. The first full year of the new statistical measures has, despite some problems, achieved much and provided the basis for further achievement.

## **5. RECOMMENDATION**

To note the report, provide comments on the statistics presented and on the proposals for improvements in the method and timing of their compilation.

<b>BASEDATA</b>														
No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
1		<b>Number of HSE reportable occurrences involving employees</b>												
		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	0	0	0	1	0	1	2	1	5
		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	1	0	5	8	2	16
2		<b>Number of HSE non reportable occurrences involving employees</b>												
		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	1	0	0	1	28	2	19	3	5	58
		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	7	1	3	15	122	11	72	31	13	264
3		<b>Number of HSE reportable and non reportable occurrences involving employees</b>												
		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	1	0	0	1	29	2	20	5	6	63
		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	7	1	3	15	123	11	77	39	15	280

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
4		<b>No of days absence associated with HSE reportable occurrences</b>												
		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	0	0	0	19	0	3	117	7	146
		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	19	0	98	197	10	324
5		<b>No of days absence associated with HSE non reportable occurrences</b>												
		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	0	0	0	20	0	0	1.5	7	28.5
		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	76	1	47	17.5	8.5	150
6		<b>No of days absence associated with HSE reportable and non reportable occurrences</b>												
		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	39	0	3	118.5	14	174.5
		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	95	1	145	214.5	18.5	474

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
		<b>CALCULATIONS</b>												
		<b>Annual Equivalent Incidence rate:HSE reportable occurrences per 1,000 FTE employees</b>												
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	14.57	0.00	18.10	6.12	5.72	6.00
		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	3.64	0.00	22.63	6.12	2.86	4.80
		<b>Annual Equivalent Incidence rate:HSE non reportable occurrences per 1,000 FTE employees</b>												
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	26.03	0.00	0.00	14.59	407.94	66.66	343.98	9.18	28.60	69.56
		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	45.55	80.58	39.35	54.70	444.36	91.66	325.88	23.72	18.59	79.15
		<b>Annual equivalent Incidence rate:HSE reportable and non reportable occurrences per 1,000 FTE employees</b>												
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	26.03	0.00	0.00	14.59	422.51	66.66	362.09	15.30	34.32	75.56
		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	45.55	80.58	39.35	54.70	448.01	91.66	348.51	29.84	21.45	83.95



No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
10	H&S 2a	<b>Annual Equivalent Frequency rate:HSE reportable occurrences per 100,000 hours worked</b>	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	39.38	0.00	48.93	16.54	15.46	16.21
		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	9.84	0.00	61.16	16.54	7.73	12.97
11	H&S 2b	<b>Annual Equivalent Frequency rate:HSE non reportable occurrences per 100,000 hours worked</b>	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	70.34	0.00	0.00	39.42	1102.54	180.17	929.69	24.81	77.30	188.00
		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	123.10	217.78	106.36	147.84	1200.98	247.73	880.76	64.10	50.24	213.93
12	H&S 2c	<b>Annual Equivalent Frequency rate:HSE reportable and non reportable occurrences per 100,000 hours worked</b>	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	70.34	0.00	0.00	39.42	1141.92	180.17	978.62	41.36	92.75	204.21
		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	123.10	217.78	106.36	147.84	1210.83	247.73	941.92	80.64	57.97	226.90

No.	Ref	Definition	Annual Target	ACE	CFO	CS	CPSO	CEX Overall	DACS	DChS	Schools	DNS	DRP	Whole Council
13	H&S 3a	<b>Annual Equivalent Severity Rate : Ave Time lost per HSE reportable occurrences</b>												
		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	19.00	0.00	3.00	58.50	7.00	29.20
		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	19.00	0.00	19.60	24.63	5.00	20.25
14	H&S 3b	<b>Annual Equivalent Severity Rate : Ave Time lost per HSE non reportable occurrences</b>												
		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	0.71	0.00	0.00	0.50	1.40	0.49
		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	0.62	0.09	0.65	0.56	0.65	0.57
15	H&S 3c	<b>Annual Equivalent Severity Rate : Ave Time lost per HSE reportable and non reportable occurrences</b>												
		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	1.34	0.00	0.15	23.70	2.33	2.77
		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	0.77	0.09	1.88	5.50	1.23	1.69

**PERFORMANCE MANAGEMENT PORTFOLIO**  
**(HEALTH AND SAFETY CONSULTATIVE GROUP)**  
Report To Portfolio Holder  
26<sup>th</sup> June 2006



**Report of:** Chief Personnel Services Officer

**Subject:** EMPLOYEE SURVEY 2005:  
HEALTH, SAFETY AND WELLBEING ISSUES

---

## **SUMMARY**

### **1. PURPOSE OF REPORT**

To highlight those parts of the Employee Survey Action Plan that relate to the health, safety and wellbeing of employees and obtain endorsement.

### **2. SUMMARY OF CONTENTS**

The report outlines and provides brief commentary on the health safety and wellbeing issues that are to be addressed in the Employee Survey Action 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 and endorse the report.

**Report of:** Chief Personnel Services Officer

**Subject:** EMPLOYEE SURVEY 2005:  
HEALTH, SAFETY AND WELLBEING ISSUES

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## **1.0 PURPOSE OF REPORT**

To highlight those parts of the Employee Survey Action Plan that relate to the health safety or wellbeing of employees.

## **2.0 BACKGROUND**

The results of the 2005 Employee Survey and a draft action plan were reported to the Portfolio Holder's meeting during April and a revised action plan was the subject of a report to the Portfolio Holder at this month's meeting.

Within the revised action plan are three activities for which Health and Safety Adviser and the Human Resources Manager - Operations, share the lead responsibility for the actions needed. The action plan also outlines the tasks that make up these three activities. Responsibility for the delivery of some of these tasks is shared by the Health and Safety Adviser and the Principal Human Resources Officer (Wellbeing), either together or with others. The areas of the action plan concerned are: Managing Pressure of Work; Managing Health, Safety and Welfare ; and Violence and Aggression.

## **3.0 THE ACTION PLAN HEALTH, SAFETY AND WELLBEING ISSUES**

The Managing Pressure of Work activity has a direct link to stress. Quite apart from the harm that can be caused to employees by unmanaged and inappropriate stress, it is also contributes a significant proportion of the sick leave taken by the Council's employees. Consequently, within this area of the action plan, the Principal Human Resources Officer (Wellbeing), who manages health, safety and wellbeing operations, shares with the Organisational Development Manager responsibility for the development of stress management scenarios and development of stress guidance for employees.

The actions required under the Managing Health, Safety and Welfare heading all relate to training. The training of employees, to enable them to work safely is a key requirement of the Health and Safety at Work Act itself and of other items of safety legislation. The tasks allotted to the Health and Safety Adviser and Principal HR Officer (Wellbeing) in this instance are to: identify why employees

have not received health and safety training and consider whether such training is necessary; to identify and provide training that is required but is not presently made available; and to consider requirements for refresher training.

Violence and aggression, a draft policy on which is the subject of a separate report to this meeting, is the third safety related activity in the action plan. The tasks required are, first, to explore why some employees indicated in the survey that they were not aware of precautions to protect them from violence and aggression. Next, to identify and advise employees on the precautionary measures, where this is appropriate. And the final task in this part of the action plan requires the introduction of a revised policy on violence and aggression. As indicated above, a draft of this policy is being presented separately to this meeting.

#### **4.0 RECOMMENDATION**

To note and endorse the report.

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

Report to Portfolio Holder  
26th June 2006



**Report of:** Chief Personnel Services Officer

**Subject:** SAFETY AND HEALTH WORK PLAN 2006/7

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To present the Health and Safety Adviser's and Employee Wellbeing Team's Employee completed plan for work on safety and health projects, during the year 2006/7.

#### **2. SUMMARY OF CONTENTS**

The report, via its appendix, presents the completed plan for safety and health work to be carried out during the current year, by the Health and Safety Adviser and the Employee Wellbeing Team. This is work on specific projects, rather than the scheduled and reactive work that is carried out continuously. The portfolio Holder's request for such planning to be risk assessment based is also addressed.

#### **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:** SAFETY AND HEALTH WORK PLAN 2006/7

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## **1. PURPOSE OF REPORT**

To present the Health and Safety Adviser's and Employee Wellbeing Team's Employee completed plan for work on safety and health projects, during the year 2006/7

## **2. BACKGROUND**

At its meeting during March, the Consultative Group received a report on the items included in a draft plan for safety and health projects proposed for the year that was about to start. The Portfolio Holder and Consultative Group members were asked for their comments on the items included in the draft plan and for guidance on the priorities that should be applied to them.

The Portfolio Holder requested that the inclusion of items in the plan and the priorities allocated to them should be based on overall risk assessment, also taking into account the resources available to undertake safety and health work.

## **3. THE COMPLETED PLAN**

The completed Safety and Health Work Plan: April 2006 – March 2007 forms the appendix to this report. The plan retains the classification of projects into five themes, which was introduced by the draft plan. For each project included has been added: identification of the officer taking lead responsibility; other officers from whom input is required; a breakdown of the tasks required for its completion; and target date milestones for each of these tasks.

In each case, the milestone dates and overall project completion dates have been influenced by the assessment of risk to employees and others and also by the risk of enforcement action against the Council, if statutory requirements are not addressed in a timely manner.

A further major consideration in the setting of target dates was the availability of resources to carry out the work required. It should be recalled that the items in the plan are specific finite projects, which must be undertaken by the officers in addition to continuing scheduled and reactive safety and health work. This work typically mainly consists of inspections, delivery of training,

professional support for health and safety committees, providing advice and consultation to managers, as well as accident reporting and investigation and reacting to other unplanned and unpredictable safety and health related events. The milestone dates and overall completion targets therefore have to be realistic, if other safety and health work is to be maintained at an appropriate level.

#### **4. PROGRESS AND FUTURE PLANNING**

Because the period covered by the plan started at the beginning of April, some of the early milestone targets have already passed and, in most cases have been successfully met. These include work on the violence and aggression policy (which is the subject of another report to this meeting) and the publication of updated procedures on the important and highly sensitive matter of asbestos management in the Council's buildings.

At each future meeting of the Consultative Group, reports will be made on further progress made with the tasks involved and on the final completion of each of the projects included in the plan.

The preparation of the Safety and Health Work Plan for the current year has been carried out as a part of the overall service delivery plans for the Human Resources Division, Chief Executive's Department and the whole authority. As such it ensures that the management of safety and health is more fully bound into the ethos and culture of the Council. This should in turn assist future safety and health work planning and eventual delivery, in terms of its acceptance as part of the wider management planning process.

#### **5. RECOMMENDATION**

To note the report.



# Safety and Health Work Plan: April 2006 – March 2007

The activities covered are classified in five themes, as follows:

1. Safety policy development and reviews
2. Development of safety culture
3. Departmental activities
4. Safety governance
5. Safety management information

## 1. 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.

Activity 1.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish policy & guidance on aggression & violence to employees	DQ	Edit existing draft policy & guidance Carry out final consultation Obtain members' approval Publish policy & guidance Start to monitor to ensure implementation of policy & guidance Report to Portfolio Holder on implementation monitoring		Jun. '06 Jul. '06 Sep. '06 Oct. '06 Nov. '06 Feb. '07	Extensive edit required of material handed over by IM

Activity 1.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Complete & Implement First Aid Policy	BT	<p>Use post restructure questionnaire data to determine the number of first aiders &amp; appointed persons required for each building &amp; service</p> <p>Obtain decision on payments</p> <p>Advise depts. on appointments required</p> <p>Dev. &amp; Diversity section organise training required</p>	<p>DQ</p> <p>JM</p> <p>WBT Admin</p> <p>WS/RW</p>	<p>Sept. '06</p> <p>Nv. '06</p> <p>Dec. '06</p> <p>Dec. '06</p>	<p>Policy has been in near final draft form for several years, awaiting decision on level of payment to first aiders and whether any payment should be made to emergency aid trained appointed persons.</p> <p>Decision held up by lack of information on how many appointees required &amp; hence the overall cost of training &amp; payment of allowances.</p> <p>This hold up should be cleared with information from post restructure questionnaire</p>
Activity 1.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Ensure compliance with vibration regs.	DQ	<p>Review existing policy &amp; procedures to determine additional or different requirements &amp; devise action plan</p> <p>Interpret regs. so as to identify requirements applicable to HBC operations</p> <p>Draft new policy &amp; procedures</p> <p>Consult on draft policy &amp; procedures</p> <p>Publish policy &amp; provide guidance to depts.</p> <p>Start monitoring to ensure implementation of new policy &amp; procedures</p>	<p>SH</p> <p>SH &amp; other WBT S/Offs.</p> <p>WBT S/Offs</p> <p>WBT S/Offs</p>	<p>Aug. '06</p> <p>Aug. '06</p> <p>Nov. '06</p> <p>Feb. '06</p> <p>Mar. '07</p>	<p>New regs. came into effect July 2005</p>

Appendix 1

Activity 1.4	Lead Resp.	Tasks	Input From	Target Date Milestones	Comments
Ensure compliance with work at height regs.	BT	Continue to monitor use of initial guidance & training material compliance with regs.	WBT S/Offs	Apr. '06	Work at height regs. in force since April 2005
		Continue to monitor delivery of training in NS Dept.	WBT S/Offs	Apr. '06	Initial guidance & training material has been published sufficiently developed for initial publication
		Start to review guidance & training material in light o experience gained, prior to revision of material	WBT S/Offs	Mar. '07	Review & further development will be required as experience is gained
Activity 1.5	Lead Resp.	Tasks	Input From	Target Date Milestones	Comments
Ensure compliance with noise regs.	DQ	Review existing compliance arrangements	RH	Jun. '06	New regs. come into effect April 2006, tightening existing requirements
		Develop draft policy & procedures	RH	Nov. '06	We have very little in place to ensure compliance with existing regs.
		Consult on policy & procedures	RH	Dec. '06	
		Identify suitable noise monitoring facility, arrange initial sampling work & continuing availability of service	RH	Aug. '06	We do not have an in house noise survey capacity
		Publish policy & procedures and guidance to depts.	RH	Mar. '07	
		Start to monitor compliance with policy & procedures	WBT S/Offs	Mar. '07	

Activity 1.6	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Ensure compliance with fire regs. & produce report & project plan on modifications to buildings & procedures to ensure proper evacuation of disabled persons	DQ	Review & update existing fire risk assessment procedures  Arrange training for fire risk assessors  Form working group to assess & report on requirements to ensure evacuation by disabled persons  Draft & present report & project plan	Placement student  WS/RW  L Bruce & others  L Bruce & others	Jun. '06  Jul. '06  Apr '06  May '06	Existing risk assessment procedure is a good basis for building compliance with new regs. expected to be in force late 2006
Activity 1.7	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Update & publish revised asbestos procedures	BT	Publish hard copies of revised procedures  Start to monitor compliance with revised procedures	FD & S. Horne  WBT S/Offs	May '06  May '06	Revisions have been completed & published on intranet  Publication in hard copy now required for RPs, SACOs & PAWs
Activity 1.8	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review bomb procedures & appointments of officers to carry them out	BT	Re-allocate roles for each building covered by procedures  Review & re-publish procedures  Devise & establish system for rolling re-appointment of bomb team members	JE & WBT Admin  JE  JE	Jun. '06  Jun. '06  Jun. '06	Re-appointment of bomb team members now urgently required due to passage of time, staff turnover & other changes  Procedures themselves likely to need little revision

Activity 1.9	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish corporate road risk policy & guidance	DQ				No statutory requirements in this respect – project shelved until at least 2007/8 because of lack of resources

## 2. Development of 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.

Activity 2.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review of corporate H&S training	DQ	Refer to KM's project plan	BT WBT S/Offs Workforce Development Officers	May '06	Refer to KM's project plan
Activity 2.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Review HBC/HJTUC safety partnership agreement	DQ	Review jointly with HJTUC Secretary, amend if required	Edwin Jeffries Other TU Reps.	Complete 31/12/06	Anniversary of adoption will be Nov. '06

## 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.

Activity 3.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish Children's Services Dept. care services H&S manual	DQ	Edit & add to A&CS Dept. manual as required	Alan Macnab Other CSD officers	Nov. '06	Content expected to be fairly similar to A&CS manual
Activity 3.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish Adult & Community Services Dept. care services H&S manual	DQ	Consult with dept. to finalise brief for manual, using mock up edition  Complete drafting & inserts & obtain dept's approval  Publish manual in form required	Caroline Monaghan & other A&CS dept officers	May '06  Sept. '06  Oct. '06	
Activity 3.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish CEX Dept. safety policy	DQ	Publish policy		May '06	Draft handed to CEX Dec. '05 Consultation with divisional heads has indicated no dissent from content & text of draft policy
Activity 3.4	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Publish revised educational visits	DQ	Insert addition items requested by EVSG, complete final edit of DTP text & return to	Alan Macnab Other CSD	Jul' '06	Revision required to accommodate fully the HSE's recommendations following the

procedures & guidance		CSD for publicatio	officers		Glenridding report & to incorporate changes needed to text & forms identified via further experience of operating procedures
<b>Activity 3.5</b>	<b>Lead Resp.</b>	<b>Tasks</b>	<b>Input From</b>	<b>Target Dates Milestones</b>	<b>Comments</b>
Publish policy & guidance for off-site activities visits provided by the youth service	DQ	Complete final parts of draft, draw together items contributed by other, draft introduction  Consult youth service officers  Re-edit as required & hand to CSD for publication	Alan Macnab, Other CSD officers * David Griffiths	Jun. '06  Jul. '06  Aug. '06	This is required so as to provide a framework of scrutiny & management which will parallel the educational visits procedures & guidance  Work now well advanced

#### 4. Safety governance

This theme deals with the means employed to ensure 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.

<b>Activity 4.1</b>	<b>Lead Resp.</b>	<b>Tasks</b>	<b>Input From</b>	<b>Target Dates Milestones</b>	<b>Comments</b>
Undertake Health & Safety Review	DQ	Tasks required consist mainly of a review of progress on those detailed in this plan & those likely to need to be included in the plan for 2007/8  Draft review  Consult  Report to Portfolio Holder	BT	Jun. '06  Jul. '06  Sep. '06	Refer to HR Action Plan 2005/6 Requires Employee Wellbeing Team provide a supportive, safe & healthy working environment that reduces sickness & improves attendance

Activity 4.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
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 & promote ownership & involvement throughout the authority	DQ	<p>Devise abbreviated safety inspection reporting format for temporary use</p> <p>Pilot new report format with selected inspections</p> <p>Evaluate new report format</p> <p>Launch new report format on for all inspections</p> <p>Select &amp; order IT inspection &amp; report system</p> <p>Train WBT on IT inspection &amp; report system</p> <p>Pilot use of IT system by WBT</p> <p>Set up pilot group of managers to use IT system &amp; train them</p> <p>Start to roll out use of IT System throughout the authority, starting with pilot group of managers</p>	<p>RH</p> <p>BT &amp; WBT S/Offs</p> <p>BT &amp; WBT S/Offs</p> <p>BT &amp; WBT S/Offs</p> <p>BT</p> <p>BT, WBT S/Offs &amp; Admin</p> <p>BT, WBT S/Offs &amp; Admin</p> <p>BT, WBT S/Offs &amp; Admin &amp; Selected Mgrs.</p> <p>BT, WBT S/Offs &amp; Admin &amp; Selected Mgrs.</p>	<p>Apr. '07</p> <p>May '07</p> <p>Jun. '07</p> <p>Jul. '07</p> <p>Jul. '07</p> <p>Sep. '07</p> <p>Oct. '07</p> <p>Jan. '07</p> <p>Apr. '07</p>	This activity is of key importance as it will release resources, currently used on monitoring, enable the additional workloads created by some of the activities below to be handled &, in due course, give greater ownership of and involvement in safety monitoring to local managers



Activity 4.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Co-ordinate agenda & items for Portfolio Holder consideration	DQ	Consult with Portfolio Holder, officers & HJTUC on agenda content  Draft or ensure drafting of reports  Ensure approval of reports prior to deadlines	P/F Holder Edwin Jeffries  JM & WS  JM	Ahead of meetings in Jun., Sep., Nov. & Feb.	Reports will normally go to quarterly H&S Consultative Group meetings but occasionally & by prior arrangement also to Portfolio Holders normal monthly meetings

## 5. 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 within the organisation as management tool, as a measure allowing comparison and a means of promoting enhanced performance.

Activity 5.1	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Create database for fire, bomb, first aid etc. appointees & keep it up dated	BT	Collect in remaining the few questionnaire returns  Devise & implement up dating system	WBT Admin.  WBT Admin.	May '06  Jul. '07	Database has been created – system now required to keep it up dated and prompt filling of vacancies & training
Activity 5.2	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Revise & re-publish revised standard forms used by Wellbeing Team	BT	Start review & revision of forms in following order of priority: COSHH Assessment, SIRF, General Risk Assessment, Manual Handling Risk Assessment, VDU Assessment Guidance, others identified as requiring attention  Complete review & revision	WBT S/Offs & Admin.  WBT S/Offs & Admin.	Jul. '06  Mar. '07	Revision now overdue – activity forms part of general H&S review

Activity 5.3	Lead Resp.	Tasks	Input From	Target Dates Milestones	Comments
Establish a facility for assessing, recording & advising on the H&S performance of external contractors, to satisfy requirements of corporate procurement procedure	BT	Devise new system & consult S/Offs.	FD & SH Northgate	Jul. '06	This is required to complement the corporate procurement arrangements, which require H&S assessments to be considered in relation to all external contractors & partners
		Consult within H&S function	DQ & other S/Offs	Jul. '06	
		Consult customer depts.	Dept officers	Aug. '06	The existing assessment procedure and database maintained by the Wellbeing Team should provide a starting point for this activity
		Start use of new system	WBT S/Offs & Admin	Sep. '06	

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

Report to Portfolio Holder

26 June 2006



**Report of:** Chief Personnel Services Officer

**Subject:** NO SMOKING MATTERS

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### **SUMMARY**

#### **1. PURPOSE OF REPORT**

To update the Portfolio Holder and Consultative Group members on amendments to the main smoking related provisions of the Health Bill 2005 as it passes through Parliament and progress within the Council on achieving Smoke-free premises by December 2006.

#### **2. SUMMARY OF CONTENTS**

The report provides details of the main amendments to the smoking related provisions of the Health Bill 2005 as it passes through Parliament and progress within the Council on achieving Smoke-free premises by December 2006.

#### **3. RELEVANCE TO PORTFOLIO MEMBER**

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:** NO SMOKING MATTERS

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## **1. PURPOSE OF REPORT**

- 1.1 To update the Portfolio Holder and Consultative Group members on amendments to the main smoking related provisions of the Health Bill 2005 as it passes through Parliament and progress within the Council on achieving Smoke-free premises by December 2006.

## **2. BACKGROUND**

- 2.1 In October 2005, the government presented its Health Bill 2005, which detailed the proposed legislative arrangements to deliver improvements in no smoking arrangements, relevant to Council premises and employees, by Summer 2007, as follows.

- Ban on smoking in enclosed and substantially enclosed work areas and areas where members of the public obtain goods or services from employees working there
- Exemptions for
  - a) premises where a person has his home, or is living whether permanently or temporarily (including hotels, care homes and prisons and other places where a person may be detained),
  - b) non food pubs and
  - c) private members clubs
- Requirement for No Smoking signs which conform to requirements determined by regulation (penalty of £200 for failing to conform)
- New offences of 'Smoking in Smoke Free Places' (penalty £50) and 'Failing to Prevent Smoking in Smoke Free Places' (penalty £200 – applies to managers of public buildings)
- Enforcement by local authority enforcement officers
- Provision for the Secretary of State to
  - a) declare vehicles occupied by more than one person to be 'Smoke Free'
  - b) determine the implementation date for the above arrangements
  - c) the Secretary of State to define 'enclosed' and 'substantially enclosed' if he/she so wishes

- 2.2 In anticipation of such a ban, the Portfolio Holder for Performance Management, at his 21<sup>st</sup> February 2005 meeting and subsequent meetings, declared a number of Council buildings as 'smoke-free' and

gave authority for applications being made for the National Clean Air Gold Award in respect of these buildings. At his Health and Safety Consultative Group meeting on 5 September 2005, he approved a programme declaring the remaining buildings/premises (including enclosed public spaces and workplaces but excluding residential homes) as 'smoke-free' by December 2006. At his 31<sup>st</sup> October 2005 meeting, authority was given to Directors to declare further buildings as 'smoke-free' and apply for the Gold Award, subject to six monthly reports on progress.

### **3. AMENDMENTS TO THE HEALTH BILL 2005**

- 3.1 Following a free vote at the Report stage in the House of Commons in February 2006, the Health Bill was amended such that exemptions would no longer be provided in respect of non food pubs and private members clubs, although smoking would still be permitted in care homes.
- 3.2 Whilst this will have no impact on the Council's timetable for making all buildings/premises (including enclosed public spaces and workplaces) 'smoke-free' by December 2006, it is likely to ease enforcement by Environmental Health Officers.

### **4. PROGRESS IN IMPLEMENTING THE COUNCIL'S TIMETABLE**

- 4.1 By 31<sup>st</sup> October 2005, 21 out of 67 Council premises (31%) had been formally declared 'smoke-free' by the Portfolio Holder, although it has transpired that many others were no smoking buildings. At that time, no premises (0%) had been awarded the Gold Award. By 31<sup>st</sup> March 2006, 62 Council premises (93%) had been formally declared 'smoke-free' and 17 (25%) had been awarded the Gold Award. Full details of progress against the plan is attached at Appendix A.

### **5. RECOMMENDATIONS**

- 5.1 That the report be noted.

Appendix A

**Timetable for declaring all Council Buildings/Premises as 'smoke-free'**

<b><u>Department/Location (excluding open spaces)</u></b>	<b><u>Date declared 'Smoke-free'</u></b>	<b><u>Date Gold Award achieved</u></b>
<b><u>MAIN ADMINISTRATIVE BUILDINGS</u></b>		
Civic Centre	9.3.05	9.11.05
Leadbitter Buildings	9.3.05	9.11.05
Aneurin Bevan House	9.3.05	9.11.05
Bryan Hanson House	9.3.05	9.11.05
Former Archive store	9.3.05	9.11.05
Municipal Buildings	9.3.05	9.11.05
Church Street Depot	9.3.05	
Windsor offices	31.3.06	
<b><u>CHIEF EXECUTIVE'S DEPARTMENT</u></b>		
Registrars	9.3.05	9.11.05
<b><u>ADULT AND COMMUNITY SERVICES</u></b>		
Museum of Hartlepool	9.3.05	1.12.05
Hartlepool Art Gallery	9.3.05	1.12.05
Carnegie Buildings	1.11.05	
Community Library & Resource Centre (Brougham Annexe)	1.4.05	
Eldon Grove Community Sports Centre	1.10.05	
Foggy Furze Library	1.4.05	
Headland Library (Borough Buildings)	1.4.05	
Historic Quay	1.4.05	
Jutland Road Community Centre	1.4.05	
Seaton Carew Library	1.4.05	
Sir William Gray House	1.4.05	
Throston Grange Library	1.4.05	
West View Branch Library	1.4.05	
West View Community Centre & SRB Office	1.4.05	
Borough Hall	1.4.05	
Bridge Youth Club	1.4.05	
Central Library	1.4.05	
Jutland Road Community Centre	1.4.05	
Mill House Leisure Centre	1.10.05	
Owton Manor Community Centre and Police Office	1.4.05	
Owton Manor Library	1.4.05	
Summerhill	1.4.05	
Throston Grange Community Centre	1.4.05	
Town Hall Theatre	1.1.05	
Ward Jackson Park Buildings	1.4.05	
Seaton Carew Youth Centre	1.4.05	
Brooklyn - 156 Grange Road	31.12.05	

Havelock Day Centre	1.1.05
Stewart House - 49 Church Street	1.1.05
Swinburne House	
The Firs	31.12.05
Warren Road Adult Training Centre	1.10.04
Burbank Community House & Community Wardens	1.4.05

### **NEIGHBOURHOOD SERVICES**

Emergency Planning Unit (Middlesbrough Fire Station)	1.12.05
Stranton Crematorium	1.12.05
Tanfield Road Depot	1.12.05

### **CHILDREN'S SERVICES**

85 Station Lane, Young Persons Team	1.10.05	
Exmoor Grove	1.10.05	
A2L at Brierton Top Site	5.9.05	14.12.05
Rossmere Youth Centre	5.9.05	14.12.05
Sure Start Rossmere	5.9.05	14.12.05
Sure Start Chatham Road	5.9.05	
Sure Start Ward Jackson	5.9.05	
Education Development Centre	5.9.05	14.12.05
Boys Welfare Centre (Subject to Trustee Agreement)	5.9.05	
The Link Leaholme Road		
Grange Family Resource Centre	31.10.05	14.12.05
Somersby Family Resource Centre	31.10.05	14.12.05
Brinkburn Youth and Community Centre		
Chatham House - Sure Start		

### **REGENERATION & PLANNING SERVICES**

	1.1.06 (excluding individual units)	
Brougham Enterprise Centre		
8 & 9 Church Street (Community Safety)	1.3.06	
Jutland Road Police Office	1.3.06	
Owton Manor Police Office	1.3.06	
West View Community Police Office	1.3.06	
The Arches (NDC)	1.7.05	9.11.05
The Arches 79 Park Road - Community Wardens	31.10.05	9.11.05
173 York Road (Community Wardens)		