

FOR PUBLICATION

OCCUPATIONAL HEALTH & SAFETY IMPROVEMENT PROGRAMME

2012 – 2015

(PERFORMANCE UPDATE REPORT – YEAR END 2013/14) (B460)

MEETING:	1. CABINET 2. EXECUTIVE MEMBER – GOVERNANCE & ORGANISATIONAL DEVELOPMENT
DATE:	1. 7 TH JULY 2014 2. 24 TH JUNE 2014
REPORT BY:	CORPORATE HEALTH & SAFETY ADVISER
WARD:	ALL
COMMUNITY ASSEMBLY	ALL

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BACKGROUND PAPERS FOR PUBLIC REPORTS:

1.0 **PURPOSE OF REPORT**

- 1.1 To present to members the performance outturn data for 2013/14 and to report on the progress made against the Occupational Health & Safety Improvement Programme 2012 - 2015.
- 1.2 A copy of the Occupational Health & Safety Improvement Programme 2012 – 2015 can be found at Appendix 1
- 1.3 A copy of the Performance Update Report – Year End 2013/14 can be found at Appendix 2

2.0 **RECOMMENDATIONS**

- 2.1 That members note and comment on the performance outturn for 2013/14.

2.2 That Senior Management teams continue to monitor performance within all Services to ensure the targets of the programme set for 2014/15 are met.

3.0 **BACKGROUND**

3.1 In 2011/12 a working group consisting of the Council's health & safety 'Champions', (Cllr. King and the Head of Business Transformation), senior service managers and employee safety reps prepared the Council's first 3-year Occupational Health & Safety Improvement Programme. The programme looked at four key areas for improvement with the aim of achieving best practice in occupational health & safety within Local Government. As well as setting objectives to be achieved over a three year period, the programme also set annual targets designed to monitor the corporate performance in meeting the agreed objectives.

3.2 The report is designed to present the performance outturn data and project delivery progress in a "dashboard style" with a RAG (red, amber, green) rating.

4.0 **PERFORMANCE UPDATE REPORT – YEAR END 2013/14**

4.1 The Occupational Health and Safety Improvement Programme 2012-2015 focuses on 4 key areas for improvement, which are:-

- Accident Performance
- H & S Management
- H & S Climate
- Occupational Health

4.2 11 key targets have been have been identified in the improvement programme. At the end of 2013/14, 55% of these were either complete or making satisfactory progress. This is a baseline year and future performance will be measured against this benchmark. Details are set out below:

4.2.1 **ACCIDENT PERFORMANCE** – Three targets for improvement in this area have been identified as:

1. To set a 12% reduction per year in non-fatal injury incidence rates. Although there was a reduction in incidents over the first year of the programme, there has, unfortunately, been a decrease in performance during 2013/14.
2. To set a reduction of accidents leading to employees having time off work. Compared to the previous year, the number of such accidents remained

the same. The most common causes of these accidents were slip, trip and fall accidents and accidents resulting in musculoskeletal injuries.

3. **Target Three** to set a reduction in the number of days lost due to accidents. This target also showed a decrease in performance during 2013/14.

4.2.2 **H & S MANAGEMENT** – Three targets for improvement in this area have been identified and are detailed below:

1. The Health & Safety Executive, (HSE), set up a Corporate Health & Safety Performance Index, (CHaSPI), on their website where organisations could measure their H&S performance by answering a series of questions. On the strength of their answers, each organisation received a mark out of 10. The Council's initial CHaSPI score came out at 4.4. A target was therefore set to achieve an overall score equal to or above the LA sector CHaSPI mean, (6.6), by March 2015. Good progress towards this target has been made and the score at the end of 2013/14 had risen to 5.9.
2. To develop a contractor management plan. Progress is satisfactory with new management systems introduced during 2013/14.
3. Monitoring the effectiveness of the contractor management system. The original concept of preparing a spreadsheet to monitor contractor effectiveness has been superseded by the implementation of the 'Civica' contract management system in Governance.

4.2.3 **H & S CLIMATE/CULTURE** – In 2011/12 an employee health & safety opinion survey was undertaken in all Council services to gauge how employees perceived health and safety performance was being implemented and monitored within their Service area. This was a baseline year and future performance will be measured against this benchmark. From the results of this survey, targets were set to improve the employee survey score in three key areas, (accident performance, barriers to safety and supervision), across all Council service areas to at least 50+ by the end of March 2015. The 2013/14 survey results show that some service areas have managed to increase their score and some have already met the target. However, further work is still needed in several service areas if they are going to reach the targets set for the final survey in 2015.

4.2.4 **OCCUPATIONAL HEALTH** – Four targets were set in 2012 to reduce work-related ill-health. By the end of 2013/14 all these targets had been met.

5.0 **H & S PERFORMANCE IMPROVEMENT PROGRAMME FOR 2014/15**

5.1 To ensure the objectives set out in the Occupational Health & safety Improvement Programme 2011/12 – 2015 are met the following action will be taken;

5.1.1 **ACCIDENT PERFORMANCE** – Steps must be taken by Service Managers to address accident trends and improve the current position. Action needs to be taken around, slips trips & falls accidents and accidents involving employees being struck by a moving object. The Health & Safety Unit will also be introducing more detailed training in accident investigation to ensure appropriate measures are taken to prevent similar accidents re-occurring

5.1.2 **H & S MANAGEMENT** –The working group will implement appropriate action to ensure continuing progress is made towards the objective of a CHaSPI score of 6.6 by the end of March 2015. An action plan has been developed to drive forward further improvements in managing contractors and the implementation of the 'Civica' system during 2014/15 will provide the Council with the ability to monitor contractor performance more effectively.

5.1.3 **H & S CLIMATE/CULTURE** - Management teams need to discuss their survey results with their staff through team meetings, focus group meetings etc. to understand the reasons for less than satisfactory survey responses. They can then prepare action plans to drive the improvements that are needed to ensure that the targets for 2015 will be met.

5.1.4 **OCCUPATIONAL HEALTH** – the following targets for improvement have been agreed to target high risk areas:

- 5% year on year reduction in the number of cases of occupationally related anxiety, stress and depression
- 5% year on year reduction in the number of days lost due to occupationally related anxiety, stress and depression
- 5% year on year reduction in the number of cases of occupationally related musculoskeletal conditions
- 5% year on year reduction in the number of days lost due to musculoskeletal conditions

6.0 **RISK MANAGEMENT**

6.1

Risks	Impact	Likelihood	Mitigating Action	Residual Impact	Residual Likelihood
That the Occupational H&S Improvement Programme objectives are not delivered.	H	M	<ul style="list-style-type: none">• Regular monitor (at least quarterly) progress in all Services in meeting the set objectives.• Use Performance Clinics to identify issues early and to develop mitigating actions.	M	L
That H&S performance management arrangements are not robust and fit for purpose.	H	M	<ul style="list-style-type: none">• Arrangements are regularly reviewed to take into account best practice.	M	L

7.0 **EQUALITIES CONSIDERATIONS**

7.1 The report provides an overview of corporate H & S performance during 2011/12. The equalities impact for each area has been examined and is considered to be satisfactory.

8.0 **RECOMMENDATIONS**

8.1 That members note and comment on the performance outturn for 2013/14.

8.2 That Senior Management teams continue to monitor performance within all Services to ensure the targets of the programme set for 2014/15 are met.

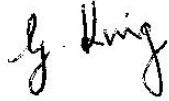
9.0 **REASON FOR RECOMMENDATIONS**

9.1 To raise awareness of performance against the Occupational Health & safety Improvement Programme 2012 – 2015 and to facilitate performance improvement.

CORPORATE HEALTH & SAFETY ADVISER

Further information on this matter can be obtained from Marc Jasinski (Extension 5297).

Officer recommendation supported/not supported/modified as below or Executive Member's recommendation/comments if no Officer recommendation.



Signed

Executive Member

Date 24.06.14

Consultee Executive Member/Support Member comments (if applicable)