

**COUNCIL HEALTH AND SAFETY COMMITTEE****Thursday 23 January, 2014****Present –**

M. Bollands (Sports and Leisure Manager)	Councillor J. Innes
P. Breedon (UNITE) (in the Chair)	M. Jasinski (Corporate Health and Safety Advisor)
A. Chapell (UNISON)	D. Johnson (Corporate Health and Safety)
I. Clay (Health and Safety Officer, Housing Services)	A. Kaushik (Human Resources)
T, Devereux (UNISON)	Councillor G. King
Councillor H. Elliott	A. Lawlor (Health and Safety arvato)
M. Evans (Head of Business Transformation)	Councillor A. Slack
C. Hayes (UNISON)	D. Townsend (Assistant Manager, Healthy Living Centre)
R. Hemmings (Human Resources)	K. Vaughan (Human Resources)
Councillor A. Hill	

<b>Min. No.</b>	<b><u>Item</u></b> <b>Decision/Action</b>	<b>By Whom</b>
0014	<b><u>Apologies for Absence</u></b>  Councillor R. Gibson, A. Fowler and P. Longley	
0015	<b><u>Occupational Health and Safety Improvement Programme</u></b>  Reports were considered on progress in respect of health and safety issues in the following Service Areas:-  <b><u>Finance</u></b>  <b><u>Pavements Shopping Centre</u></b>  Information was circulated by the Centre Manager, in relation to: <ul style="list-style-type: none"> <li>• staff absence</li> <li>• accident/incident report</li> <li>• accident reporting since opening of Market Hall</li> <li>• incidents attended by Security Staff</li> <li>• incidents of abuse of staff</li> <li>• health and safety inspections</li> <li>• printing of a Security Handbook</li> <li>• inspection by Kier Health and Safety Officer</li> </ul>	

	<ul style="list-style-type: none"> <li>• EMAS assessment</li> <li>• review of General Risk Assessment</li> <li>• review of COSHH Risk Assessment</li> <li>• DSE Risk Assessment</li> <li>• Fire Risk Assessment review in February 2014</li> <li>• Health and Safety checks on tenants' premises</li> <li>• Fire Alarm activations, mostly false alarms</li> <li>• Six-monthly fire drills</li> <li>• Health and Safety Training and Development, including Level 2</li> <li>• Health and Safety Culture, working with trade unions.</li> </ul> <p><u>Occupational Health</u></p> <p>Information was circulated in relation to:</p> <ul style="list-style-type: none"> <li>• Stress Risk Assessments</li> <li>• Staff attending OHP.</li> </ul> <p><u>Plans for 2014/15</u></p> <p>These included:</p> <ul style="list-style-type: none"> <li>• improvement plan for Security Service</li> <li>• improved sickness levels</li> <li>• Shopfitters guidelines</li> <li>• programme of refresher training</li> <li>• completing induction training for new starters</li> <li>• completing Stress Risk Assessments</li> <li>• attention to floor surface in Pavements Centre, to reduce slips</li> <li>• additional training for staff on how to handle difficult incidents</li> <li>• work with Legal to investigate issues raised in recent incidents involving members of the public</li> <li>• making more use of Police assistance.</li> </ul> <p><u>Accountancy and Audit</u></p> <p>The Head of Finance reported on:</p> <ul style="list-style-type: none"> <li>• work being done to reduce the accident/incident rate</li> <li>• efforts to improve the CHaSPI rating</li> <li>• improvements to the Health and Safety climate</li> <li>• work to reduce overall reported work-related ill health, with assistance from the trade union.</li> </ul> <p>Progress reported included:</p> <ul style="list-style-type: none"> <li>• a reduction in the accident rate to one incident</li> </ul>	
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- issuing a Stress Risk Assessment questionnaire
- one referral to OH
- Risk Assessments up to date
- On line Fire Awareness training
- Health and Safety on team meeting agendas
- DSE assessments up to date, eye test available.

### **Governance**

Information was provided by the Head of Governance and the Business Transformation Manager on the following:

### **Occupational Health**

Information was circulated in relation to:

- tidying the first floor strong room
- tidying the basement strongrooms
- prioritising improvement and use of the Staff Caution List
- Risk Assessments for Regulatory Committees
- temporary relocation of Election Room, with attic room used only for storage
- Health and Safety Week tour
- updating Health and Safety training records
- PAT testing update
- Health and Safety as standing item at team meetings
- EvacSafe slider training
- representation at quarterly Health and Safety Service Managers Forum
- Dump It days in service culture.

### **Plans for 2014/15**

#### Short term

- review of Governance Risk Assessments
- update of Governance Fire Risk Assessments
- monitor/develop effectiveness of Regulatory Committee Risk Assessment
- using Staff Caution List with staff involved in election work, to reduce risk, with appropriate training.

#### Medium term

- oversee and facilitate implementation of ICT solution to data security of Staff Caution List

- develop Governance Health and Safety Policy.

### **Senior Management Team for Housing**

An update was provided by the Operational Services Manager on:

- work to reduce accidents
- increased reporting of accidents
- addressing poor practice
- considering upgrading PPE e.g. gloves
- RIDDOR reportable injuries, including a needle-stick injury.

The Operational Services Division was promoting good health and safety by:

- increasing staff awareness at team briefs
- membership of manual handling working group
- working at height safety
- in depth induction for new contractors
- improved control of contractors in line with the Corporate Control Contractors Group
- membership of Service Managers' Health and Safety Group
- monthly safety inspections with trade unions
- regular senior management site inspections
- review of all Risk Assessments
- participation in European Health and Safety Week
- piloting a Lone Worker system, working with Careline to monitor the safety of employees working alone
- promoting a Health and Safety Culture
- comparing practice in Housing with other corporate Health and Safety practice.

### **Occupational Health**

To reduce risks to health and safety, the following measures are being taken:

- encourage early intervention by OHS
- make use of Chiropractic/Physio service
- provide lighter duties or different job roles for staff returning to work, until fit for normal duties
- full annual stress Risk Assessment.

### **Occupational Health and Safety Improvement Programme 2012 – 2015 Performance Update Report**

	<p>The Head of Business Transformation and the Health and Safety Advisor reported on the Council's performance to January 2014, using a new format for their report. The Business Transformation Manager and Human Resources Officers had contributed to the report and actions.</p> <p>Accident reports are viewable on line.</p> <p>The report provided an update on:</p> <ul style="list-style-type: none"> <li>• overall performance against the OH&amp;S Improvement Programme (55% on target, and 18% close to target)</li> </ul> <p><u>Target 1: Non fatal Injury incidence</u></p> <ul style="list-style-type: none"> <li>• performance on reduction of non-fatal injury incidence</li> <li>• identification of accident trends in non-fatal injuries, including slips, trips, falls and being struck by moving objects</li> <li>• new trends in non-fatal injuries and incidents including accidents with machinery, manual handling and verbal abuse</li> <li>• costs of non-fatal injuries</li> </ul> <p><u>Target 2: Accidents leading to employees having time off work</u></p> <ul style="list-style-type: none"> <li>• performance on reduction in accidents leading to employees having time off work</li> <li>• trends in accidents resulting in time off, including slips, trips, falls and musculoskeletal injuries</li> <li>• costs of accidents resulting in time off</li> </ul> <p><u>Target 3: Average number of days lost due to accidents</u></p> <ul style="list-style-type: none"> <li>• performance on reduction of average number of days lost due to accidents</li> <li>• details of four accidents resulting in prolonged absence</li> </ul> <p><u>Target 4: CHaSPI Score of 6.6</u></p> <ul style="list-style-type: none"> <li>• progress achieving a 6.6 Corporate Health and Safety Performance Index (CHaSPI) score</li> </ul> <p><u>Target 5: Development of a Contractor Management System</u></p> <ul style="list-style-type: none"> <li>• progress by a Contract Management Working Group in developing a Contract Management System</li> <li>• progress developing a corporate contracts register, contract management spreadsheet</li> <li>• training for officers on contract management</li> <li>• external audit of arrangements and improvement action plan</li> </ul>	
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<p><u>Target 6: Effectiveness of the Contractor Management System</u></p> <ul style="list-style-type: none"> <li>• progress developing a contract management spreadsheet to log contractor performance</li> </ul> <p><u>Target 7: Improved Health and Safety Climate/Culture</u></p> <ul style="list-style-type: none"> <li>• progress on improving 2011 score on accident reporting, barriers to Health and Safety and supervision, through Employee Health and Safety opinion survey</li> <li>• survey to be repeated in service areas in 2013/14</li> <li>• survey to be repeated across Council in 2014/15</li> <li>• details of survey results from Environmental Services</li> </ul> <p><u>Target 8: Comprehensive system to recode cases of work-related ill-health</u></p> <ul style="list-style-type: none"> <li>• development of Resource Link to capture more detailed absence data</li> <li>• managers to obtain more detailed information in Return to Work interviews using amended S2 form</li> </ul> <p><u>Target 9: Obtain a benchmark level for incidence of work-related ill-health</u></p> <ul style="list-style-type: none"> <li>• use of more detailed information on days lost due to work-related absences to produce a benchmark for April-December 2013</li> <li>• mental health and musculoskeletal issues identified as main causes of work-related absence</li> </ul> <p><u>Target 10: Reduce level of work-related ill-health</u></p> <ul style="list-style-type: none"> <li>• reduction of number of cases of occupationally related anxiety, stress and depression, and days lost because of them</li> <li>• reduction of number of cases of occupationally related musculoskeletal conditions, and days lost because of them</li> </ul> <p><u>Target 11: Implementation of Stress Management Policy</u></p> <ul style="list-style-type: none"> <li>• implementation of new Managing Workplace Stress Policy</li> <li>• stress training programme for senior managers</li> </ul> <p><u>Summary of Costs</u></p> <p>The report summarised the cost to the Council of accidents, near misses, days lost because of ill health or working reduced duties, and the cost of insurance claims lodged against the Council.</p> <p><u>Occupational Health and Safety Improvement</u></p>	<p>MJ, KB</p> <p>Dem. Services</p> <p>Service</p>
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	<p><u>Programme</u></p> <p>Attached for information. It included:</p> <ul style="list-style-type: none"> <li>• Targets to be met by 2015.</li> <li>• Used to identify reasons and locations of accidents and of work-related ill health.</li> <li>• To identify training priorities at all levels.</li> </ul> <p>Improvements to report were suggested:</p> <ul style="list-style-type: none"> <li>• scales more clearly shown on graphs</li> <li>• minimum sample size to ensure reliability of data</li> <li>• print in colour, to show graphs and traffic light system more clearly</li> <li>• action plan to address any negative responses to survey of employee attitudes to Health and Safety.</li> </ul> <p>Report to be presented to CMT, Cabinet and Council.</p>	<p>Managers</p> <p>ME</p>
0016	<p><b><u>Update on action taken following European Health and Safety Week</u></b></p> <p>The Health and Safety Advisor reported on workshops held during European Health and Safety Week 2013, and comments received at a travelling display in a bus.</p> <p>It summarised comments made by employees, and provided a written response detailing the practical measures taken on suggestions made at the workshop – increased employee engagement – engage staff in finding solutions.</p> <p>Reported in Borough Bulletin.</p>	
0017	<p><b><u>Stress Management Group</u></b></p> <p>The Terms of Reference for this group, renamed the Workplace Well-being Working Group, were circulated by the Health and Safety Advisor.</p> <p>Minutes of the meeting held on 11 December 2013 were provided, for information.</p> <p>Task and Finish group to monitor impact of restructures.</p> <p>Proactive – to identify issues and suggest measures to deal with them.</p>	

	Planned task completion date October 2014.	
0018	<p><b><u>Any Other Business</u></b></p> <p>Control of contractors working in the Town Hall – managed by Kier and the Client Officer.</p> <p>Not notifiable under CDM because project too small and short-lived.</p>	
0019	<p><b><u>Minutes of the Meeting held on 31 October, 2013</u></b></p> <p>The Minutes of the Council Health and Safety Committee held on 31 October, 2013 were agreed.</p>	
0020	<p><b><u>Dates of Future Meetings</u></b></p> <p>To be arranged by the Democratic Services, in consultation with the Chair.</p>	Dem.Services
0021	<p><b><u>Retirement of Vice-Chair</u></b></p> <p>Pete Breedon was retiring – thanked for his work on the committee.</p> <p>New Vice Chair to be nominated by trade unions.</p>	Trade unions