

COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday 15 May, 2014

Present –

M. Bollands (Operational Services Manager)
 A. Chapell (UNISON)
 I. Clay (Health and Safety Officer, Housing Services)
 T, Devereux (UNISON)
 Councillor H. Elliott
 M. Evans (Head of Business Transformation)
 Councillor R. Gibson
 M. Hayden (Head of Regeneration)
 C. Hayes (UNISON)
 Councillor A. Hill
 Councillor J. Innes

M. Jasinski (Corporate Health and Safety Advisor)
 D. Johnson (Corporate Health and Safety)
 A. Kaushik (Human Resources)
 Councillor G. King
 P. Longley (UNISON)
 Councillor A. Slack
 B. Tomlinson (Environmental Services)
 D. Townsend (Manager, Healthy Living Centre)
 D. West (Head of Environment)
 R. Wilkes (Unite)

Min. No.	<u>Item</u> Decision/Action	By Whom
0001	<p><u>Apologies for Absence</u></p> <p>A. Fowler (UNISON) and A Freeman (UNISON)</p>	
0002	<p><u>Occupational Health and Safety Improvement Programme</u></p> <p>Reports were considered on progress in respect of health and safety issues in the following Service Areas:</p> <p><u>Regeneration</u></p> <p>Regeneration continuing to make good progress on the management of health and safety which has been strengthened by the new management structure. Particular improvements included:</p> <ul style="list-style-type: none"> • The reduction in the number of accidents and 	

	<p>sickness absence;</p> <ul style="list-style-type: none"> • Improvements in health and safety climate revealed by the staff survey; • Improved management of health and safety through regular meetings in Arts and Venues, fire evacuation and contract management. <p><u>Sickness Absence</u></p> <p>Sickness absence has reduced in 2013/14 to 675 person days from 790 in 2012/13. This equates to an average of 4.3 days/member of staff FTE.</p> <p><u>Plans for 2014/15</u></p> <p>Specific actions planned include:</p> <ul style="list-style-type: none"> • Introduction of handrails in the Market Hall to reduce customer slips and trips • Introduction of a new automated stage extension at the Winding Wheel to reduce the amount of manual handling • A review and update of all health and safety procedures within Cultural and Visitor services. <p><u>Corporate Health and Safety Improvement Programme</u></p> <p>The Health and Safety Advisor presented a report which summarised the Councils performance against it Occupational, Health and Safety Improvement Programme.</p> <p>The Improvement Programme contains 11 targets and currently 55% were on target or complete, 36% were off target and a further 9% were off target with a 10% tolerance.</p> <p>The overall performance in respect of Target 1 – Non-fatal injury incidence had decreased by 9.2%. The trends shown highlighted that action needed to</p>	
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	<p>be taken around, slips trips and falls, being struck by a moving object and contact with a fixed object and manual handling.</p> <p>It was noted that the CHaSPI score was improving and was 5.9 in February 2014.</p> <p>Targets 8 – 11 should see progress being made as a result of the implementation of the Managing Workplace Stress Policy.</p> <p><u>Business Transformation</u></p> <p><u>Planned Improvements</u></p> <p>There are two new initiatives for 2014/15:</p> <ul style="list-style-type: none"> • To focus on talking work related stress, the service will run a number of focus groups, with employees to help better understand the factors causing stress. An action plan will be developed in consultation with Unison. • The Business Transformation team will increase the number of informal and formal health and safety walks. <p><u>European Health and Safety Week</u></p> <p>Took place in October 2013 and was a huge success. Members asked for consideration to be given introducing a local Health and Safety week once or twice a year. It was agreed that this suggestion be taken to the Occupational Health and Safety Improvement Group for further discussion.</p> <p><u>Environment</u></p> <p><u>Accident Performance</u></p> <p>62 days lost in 2013/14, with 47.5 of this being due to one incident.</p>	MJ
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Plans for 2014/15

Key areas which will be focussed on are:

- Full H & S Improvement Plan is being developed within Environmental Services – delayed due to focus on the move to the Depot
- Developing health and safety arrangements across building cleaning, waste management and bereavement services
- Working Relationships Group at Environmental Services is developing a Code of Conduct
- Review of delivery of health and safety training in Environmental Services is underway, with greater focus on training smaller groups of employees rather than in service briefings.
- Manual Handling Training across Environment
- Using the move to the Depot to review equipment that we keep and seeking to improve storage arrangements
- Review of the health and safety survey results to identify how we can improve scores, particularly in leisure
- Continued implementation of stress action plans
- Improving safety arrangements at watercourses that we manage
- Lone worker arrangements under review

0003	<u>Minutes of the meeting held on 23rd January, 2014</u> The minutes of the Council Health and Safety Committee held on 23 rd January, 2014 were agreed.	
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