

Chesterfield Borough Council Health & Safety Improvement Plan Implementation Strategy 2015-18

Introduction

The Council is committed to ensuring the health and safety at work of all its employees. The Council will also ensure that it conducts its activities in ways that do not expose others to risks to their health or safety.

The Health & Safety Improvement Plan Implementation Strategy is designed to support the Council's Corporate Health & Safety Policy, its related codes of practice, the Occupational Health & Safety Improvement Programme 2015-2018 and the Health & Safety Performance Standards.

Key Aim

The Council's strategic health and safety aim is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are minimised by the effective management of health, safety and welfare.

The Occupational Health & Safety Improvement Programme 2015-2018 has been developed to enable the council to objectives within four key areas:

- Health & Safety Management
- Health & Safety Climate/Culture
- Accident Performance
- Occupational Health

This document sets out actions which the council will take to deliver against these objectives during 2015-18

Monitoring and Review

The council will monitor its performance against the occupational Health & Safety Improvement Plan 2015-18 by quarterly reports to the Council's Health & Safety Committee and Corporate Management Team meetings. Summary reports will be presented to cabinet on a 6 monthly basis.

Health & Safety Management

Objective:

Over the period April 2015 to March 2018 the Council will demonstrate continuously improving performance in relation to specified areas of significant risk.

Specifically we will:-

- Embed the Council's procedures relating to contractor management across the authority during 2015/16
 - Train all relevant employees in the CBC contract management system and procedures in 2015/16
 - Issue a contract management training pack and supporting documentation on the council intranet during 2015/16
 - Audit the use and effectiveness of the contract management procedures across the council during 2015-18
- Review the commissioning cycle to ensure all H&S risks are addressed at specification, tender, contract and contract management stages of the cycle, by March 2017
- Revise and Reissue the 'Managing Workplace Stress Policy' during 2015/16
 - Provide refresher training for managers on the application of the policy
 - Monitor the application and effectiveness of the policy
 - Identify and tackle the causes of workplace stress and identify measures to prevent this occurring i.e. time limits on restructure programmes, timely resolution of workplace bullying and harassment and clear communication with employees following the HSE guidelines on managing risk of stress
- Develop, and commence delivery of, a 3 year corporate H&S management auditing programme
 - Audit programme to be agreed with CMT by Sept 2015
 - Audit template / methodology and approach to be agreed with CMT by Sept 2015

Health & Safety Climate/Culture

Objective:

Over the period April 2015 to March 2018 the Council will demonstrate a continuously improving health and safety climate, with senior management commitment and governance.

Specifically we will:

- Develop and maintain a targeted strategy / programme to tackle causes of injuries and ill health across the council, service managers and union representatives, supported by HR, will proactively work within the framework of the strategy to ensure improved performance

- Conduct two corporate employee Health & Safety Opinion Surveys during 2015-18 and to draw comparisons against the baseline 2012 data, and the interim 2014/15 data
 - Surveys to be conducted during early 2016 and mid 2017
 - Data shared at Corporate Management Team and Health & Safety Committee

Accident Performance

Objective:

Over the period April 2015 to March 2018 the Council will continuously reduce its employee injury /incidence rate.

Specifically we commit too:

- By 31 March 2018 the total non-fatal injury incidence rate will have been reduced to 49.5 per 1000 employees or better. This equates to a year on year reduction of 10%
- Reduce the total number of days lost due to accidents by 10% year on year. Baseline 184
- Maintain the average number of days lost due to accidents to 7 or fewer per accident.

In order to achieve this we will:

Service managers will focus improvements on areas where we have identified the most significant risks, existing records show that key areas of injuries, ill health and incidents across CBC are:

- Slips, trips and falls (STFs)
- Manual handling (MH)
- Work-related stress (WRS)
- Transport (moving vehicles) (MV)

Service managers will report progress on actions they are taking to mitigate these risks at the Councils Health & Safety Committee.

Continue to deliver a Corporate Health & Safety training programme for 2015/18

Complete the centralisation of the PPE contract with guidance from service managers and union representatives to ensure the most practicable products are supplied for employees use. (e.g. Investigating the suitability of incorporating the National standard of footwear grip guidelines into the PPE contract)

Occupational Health

Objective:

Over the period April 2015 to March 2018 the Council will continuously reduce its overall reported work related ill health.

Specifically we commit to a:

- 8% year on year reduction in the number of cases of occupationally related anxiety, stress and depression
- 8% year on year reduction in the number of days lost due to occupationally related anxiety, stress and depression
- 8% year on year reduction in the number of cases of occupationally related musculoskeletal conditions
- 8% year on year reduction in the number of days lost due to occupationally related musculoskeletal conditions

In order to achieve this we will:

- Revise and re issue the councils 'Managing Workplace Stress' Policy
 - Implement the policy in order to actively manage the causes of organisational work-related stress
 - Monitor absences to identify underlying causes of stress at work and monitor management actions Provide refresher training for all managers to ensure maximum benefit gained from the process
- Review all policies in relation to musculoskeletal conditions and injuries
- Renew the councils Occupational Health contract, seeking to add value to the contract by including additional services e.g. driver assessments
- Actively manage occupational health risks by reducing exposure to health risks through the adoption of occupational risk control measures