

## **Health, Safety & Welfare – Report**

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### **Purpose of the Report**

This report is designed to provide assurance to the Committee on health, safety and Welfare matters, our approach to minimising accidents and other incidents in the work place and our process for monitoring, reviewing and reporting them.

### **Recommendation**

- (1) Members are asked to review the content of the report and to comment on it. It is hoped that Members are reassured that our approach to managing all matters of health, safety and welfare matters is robust and feel able to support it.

### **Report**

#### **Health & Safety Management**

Following the last report to Member's in September 2017 there have been some significant changes in a number of areas of health & safety management.

#### **Transformation**

As part of the Transformation project, arrangements for the management of Health & Safety have changed. Following the Phase one senior leadership restructure, the responsibility for Health & Safety now lies in the Strategy & Commissioning Directorate, with the Director (Strategy & Commissioning) taking a lead role on Health & Safety. As part of the Phase 2/3 restructure, a Specialist will be responsible for Health & Safety. There is a requirement for the post holder to be qualified, or be prepared to study for the appropriate NEBOSH certificate.

#### **Safety Group**

As part of the Transformation project it became clear that the former Safety Panel required some significant organisational changes in order to support Managers and the organisation in transition. Therefore, in November 2017 the Safety Panel was relaunched as the Safety Group with revised terms of reference (see appendix 1) and a comprehensive work plan (appendix 2). The Safety group now meets more frequently during Phases 2/3 of the transformation project in order to drive through the work plan and support the accountable Officers.

#### **Health & Safety Management System**

The TEN Health & Safety Management System is regularly used by all services to enter and update risk assessments and to enter incident reports. There are now over 1000 operational risk assessments and safe systems of work that are specific to activities carried out by Council services. However, due to the inadequacies of the TEN system, as part of the Safety Group work programme we are looking to procure an 'off the shelf' Health & Safety system, that will assist with monitoring and compliance in

terms of the Councils Health & Safety responsibilities. An amount has been set aside from the IT transformation budget to procure the system, however there will be annual costs that will need to be built into budgets post transformation.

### Annual Health & Safety & Fire Risk Inspection's

All Council Offices have been inspected this year, and Property services have an action plan of works or modifications that are required. A programme of Fire Risk Assessments on all Council Offices has been carried out, and an action plan for each building will be compiled.

### First Aid & Fire Wardens

Due to the organisational changes there have been a variety of staff moves that have resulted in the arrangements for Fire Wardens and First Aiders in Council Offices being amended. At the present time there are interim arrangements in place until January 2019 when the transformation programme is completed and more formal arrangements can be made. The interim arrangements will be reviewed regularly as the staff changes gather pace.

### Training

As part of the Safety Group work plan, a comprehensive training programme for Safety Group members and managers is being compiled. This training is intended to support Safety Group members in understanding Health & Safety legislation to enable them to fully participate in the group. Managers training will be designed to support them to carry out their Health & Safety responsibilities as Managers in a forward thinking organisation.

### Accident Statistics

Period covered April 2017 – April 2018

Service	No of Reported Accidents	Days Lost	Comments
Streetscene	19	24	Mainly minor accidents 1 accident Riddor reportable
Development Control	2	0	Minor accidents
IT	1	0	Minor Accidents
Yeovil Innovation Centre	1	0	Minor Accidents
Revenues & Benefits	3	Over 6 months	One person with an ongoing medical condition*
Countryside	2	-	Minor accidents
Arts & Entertainment	6	-	Minor accidents
Property & Engineering	3	-	Minor accidents
Customer Services	1	0	Minor Accidents
Environmental Health	5	0	Minor Accidents
Housing & Welfare	1	0	Minor Accidents
Finance	1	0	Minor Accident
H/R	1	0	Minor Accident
Area Development	1	0	Minor Accident
<b>Total</b>	<b>47</b>	<b>202</b>	

Minor accident: Cuts & Bruising requiring minimal First Aid

## Incident Statistics

Period covered April 2017 – September 2017

<b>Service</b>	<b>No of Reported Incidents</b>	<b>Type of Incident</b>	<b>Comments</b>
Environmental Health	4	Violence to staff	
Customer Services	3	Violence to staff	
Countryside	2	Violence to staff	
Housing & Welfare	1	Violence to staff	
Development Control	1	Violence to staff	
Streetscene	1	Violence to staff	
Leisure	1	Violence to staff	
Revenues & Benefits	1	Violence to staff	
Octagon	1	Violence to staff	

# Further information will be available at the meeting

Appendix 1:

## **Terms of Reference for Health and Safety Group**

### **Aim:**

The Health and Safety Group aims to contribute to a working environment that is safe for Employees, Elected Members, Contractors, Visitors and Members of the Public. It is a Safety Group set up in accordance with the Health and Safety at Work etc Act 1974, The Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996 and will ensure we meet our legal responsibilities.

1. To promote a consistent and corporate approach to all aspects of health and safety.
2. To share knowledge, learn from and support colleagues and find solutions to health and safety matters.
3. To take a proactive approach to health and safety to reduce incidents and accidents.
4. To communicate health and safety guidance, policy and legislation to ensure the safety of all who undertake work and use the council's services, buildings and open spaces.

### **Governance and Composition:**

Membership of the Safety Group to reflect the full range of staff within the organisation:

- The Director of Commissioning and Strategy or a member of Senior Leadership Team (SLT)
- The Health and Safety Advisor or 'appointed person'
- A Safety Representative from each of the trade unions; Unison and GMB
- Two representatives from each Service area; Commissioning & Strategy, Service Delivery, Commercial Services & Income Generation and Support Services
- A representative for each of the higher risk operational services; Property Services, Streetscene, Countryside, Leisure, Octagon/Westlands, Locality

Quorum of the group will consist of:

- A member of SLT
- One Trade Union representative
- The Health & Safety Advisor
- One representative from each of the four service areas as listed above
- Three representatives from operational services as listed above

All Quorum members to be present for a meeting of the Health and Safety Group to take place. Additional representatives to be invited to join the Group where specialist input required.

Representatives will receive appropriate health and safety training (as delivered by the SSDC training policy) to enable full participation of the Group.

The Group will meet bi-monthly commencing January 2018. Extraordinary meetings may be called to discuss matters of immediate concern.

The Group to report annually to Audit Committee and bi-annually to SLT, or as required. Terms of Reference to be reviewed by the Group annually or as required.

### **Work Plan:**

A work plan to be agreed by the Group and reported to Audit Committee annually or as required. The plan to be realistic, achievable and focussed on delivering the organisations key priorities and strategies.

## Appendix 2

### Health and Safety Group Work Plan 2018

	Action	Timescale	Accountable Officer	Milestones	Milestone date	ToR Aim	Progress/comments	Status
1	Rewrite Safety Policy following Transformation	January 2019	Pam Harvey, Health and Safety Advisor	Set up sub-group (PH, AM, IC, SH, SWL)  Draft Policy to Safety Group  Update current H&S Policy  Section 9 Selection & Control of Contractors to be reviewed  Create new policy  Formally consult ECG & Unions	completed  31/05/18  Completed  30/06/18  30/01/19  Jun 18 – Jan 19	1, 2, 3, 4	First group meeting agreed to ensure compliance that the current safety policy will be brought up to date and put out for consultation with sub group. Draft policy to be brought to May Safety Group	
2	Health and Safety Reports to Audit Committee and SLT	June 2018 & Dec 2018	Netta Meadows, Director of Strategy and Commissioning	Reports to be taken to Health and Safety Group prior to meeting	15/05/18 27/11/18	1 & 4	Audit Committee June 2018 SLT June & December 2018	

3	Produce health and safety guidance for agile, home and lone workers (to include locality)	By June 2018	Alice Knight, Welfare and Careline Manager	Set up sub-group (AK, LD, AG, TG, SB + AML)  Draft guidelines for discussion at H&S Group  Final draft for consultation  Adopt guidelines – H&S Group	28/02/18  27/03/18  30/04/18  15/05/18	1, 2, 3	Draft guidance taken to Safety Group 27/3/18. Further revision required, to come back to Group 15/5/18  Next meeting of sub Group 20/4/18	
4	Programme of Health and Safety Training for managers and Health & Safety Group representatives	January – December 2018	Pam Harvey, Health and Safety Advisor	Diarise Training Dates  Develop training programme  LMT and H&S Group Members to be trained	30/04/18  30/06/18  31/08/18	1, 3, 4		
5	Risk Assessments	June – December 2018	Pam Harvey, Health and Safety Advisor	Establish reporting mechanism and review cycle for risk assessments  Review all current Risk Assessments (1,500)  Reallocation of risks where ownership changes  Report quarterly to H&S Group risks for review	30/06/18  Jun-Dec 18  Jun-Dec 18  17/07/18 27/11/18	1, 4		

6	Fully implement Skyguard lone working devices with registered users/services	By May 2018	Shirley Courage, Research & Support Officer	<p>Devices issued to all registered users/ services 30/04/18</p> <p>Training in use of devices delivered 31/05/18</p> <p>System admin training delivered 31/05/18</p>	2, 3, 4		
7	New arrangements for Fire Wardens and First Aiders during Transformation	By January 2019	Pam Harvey, Health and Safety Advisor	<p>Implement new arrangements for Phase 1 Completed</p> <p>Review of defibrillators on SSDC sites 30/06/18</p>	3, 4	Interim arrangements in places and constantly reviewed	
8	Health and Safety inspections and fire risk assessments conducted for all council premises	January – August 2018	David Coombs, Principal Property Management Officer	<p>Evaluate arrangements and responsibilities in all SSDC owned and occupied properties 31/03/18</p> <p>Carry out fire and site risk assessments in accordance with Inspection Schedule Ongoing</p> <p>Confirm with lease holders fire safety arrangements 31/08/18</p> <p>Compile template for risk assessments to be agreed by Safety Group 31/5/18</p> <p>Safety Group to review Risk Assessments quarterly July, Nov 18 Jan, Mar 19</p>	3, 4	LED managed sites inspected January 2018	

9	Review guidance for 'workplace pressure'	June 2018	Nigel O'Grady, Principal Food & Safety Officer	Review current internal & external resources available  Signpost staff/services to guidance/resources  Bring to Safety Group/ ECG  Establish baseline of where organisation is now	17/07/18  17/07/18  17/07/18  17/07/18	3	Review national HSE programmes aimed at tackling stress in the workplace.	
10	Review of TEN Health and Safety System and evaluation of replacement systems	January 2019	Pam Harvey, Health and Safety Advisor	Evaluate potential systems against criteria for replacement of TEN  Set up working Group  Demonstration of shortlisted systems for Safety Group  Procurement of replacement system	Completed  17/07/18  27/11/18  01/01/19	1	Early discussion with ICT Workstream Lead and Transformation	

**Key:**

	Not started or little progress
	Some progress made, behind target
	Milestone on target or completed