

INFORMATION SHEET

Audit Committee

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Health & safety – mid-year progress report

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Executive Summary

1. Every financial year the corporate Health & Safety team leads the development of an annual work programme, which sets out key priority activities to further improve the Council's safety and resilience.
2. The annual work programme is developed in collaboration with WDC services to reflect their operational risks, and progress is monitored regularly by the Council's Operational and Executive officer groups.
3. Audit Committee received the 2016/17 work programme at its meeting in March 2016. Members requested a 6 month update on progress against the plan, at their meeting in November 2016.

Sustainable Community Strategy/Council Priorities - Implications

4. People – The Health & Safety at Work Act recommends that an effective management structure and arrangements are in place delivering the policy, ensuring that all staff are motivated and empowered to work safely and to protect their long term-term health, not simply to avoid accidents.

Background and Issues

2016/17 work programme

5. The delivery of the agreed work programme is one of the major elements of the Council's Health & Safety Service Level Agreement with Bucks CC. Progress is monitored closely, and is reported quarterly to the Operational and Executive officer groups. Any significant exceptions will also be reported to SMB and the Audit Committee.
6. A summary of progress against the 2016/17 work programme is attached as Appendix A. This shows that all the actions are currently on track.

Health & safety incidents

7. 2016/17 has been a very quiet year so far. In the first 6 months there have only been 3 recorded accidents, and 4 near misses - none of them was serious. There has also been a small reduction in the number of violent or abusive cases towards our staff (3 so far, compared to 9 in the whole of 2015/16).

	Incidents recorded	Serious incidents (RIDDOR)
Accidents	Q1 = 1 Q2 = 2 Total = 3	Q1 = 0 Q2 = 0 Total = 0
Near misses	Q1 = 2 Q2 = 2 Total = 4	Q1 = 0 Q2 = 0 Total = 0
Violence or abuse at work	Q1 = 1 Q2 = 2 Total = 3	Not applicable

Health & safety training

8. The Council continues to give a high priority to ensuring that all staff are fully trained in relevant aspects of Health & Safety. So far this year we have completed 12 different training courses, involving 51 people. Training on personal safety is also planned for November 2016.

Health & Safety service audits

9. As part of the H&S partnership with Bucks CC, the County Council Audit team carries out 2 independent H&S audits per year of WDC services. The outcomes so far are as follows:

2015/16 Audit programme:

- Planning & Sustainability – this was completed in January 2016. The service received an “Excellent” score. Progress on the identified actions is now largely completed
- Major Projects & Estates – this was completed in April 2016. The service received a “Poor” score. The report has now been completed, and good progress is being made to resolve the issues identified

2016/17 Audit programme:

- Parking Services – this was completed in August 2016. The service received an “Excellent” score. Progress on actions is now underway.

- Housing services – this was completed in August 2016. The service received a “Good” score. Progress on actions is now underway.

Health & Safety resourcing - update

10. With effect from 1 December 2014 the Council entered into a Service Level Agreement with Bucks County Council for an initial 2 year period. This has worked extremely well, and so we have now extended the partnership until 31 March 2018. The agreement ensures that BCC provide WDC with a strategic service, which includes:
 - acting as the Council’s “Competent Person” (a legal requirement)
 - providing a part-time advisory presence on site at the QVR offices
 - providing a telephone advice line for managers/staff during office hours
 - providing WDC staff with access to the BCC electronic accident reporting system
 - giving WDC access to the comprehensive BCC Health & Safety training programme
 - leading the development of H&S improvement work, and working with services to develop their service action plans
 - and carrying out investigations and audits where necessary.
11. The BCC contribution is complemented by an on-site WDC Health & Safety team, and by a network of service leads who take responsibility for ensuring H&S actions are fully in place across all WDC services and premises.

Conclusions

12. So far very good progress has been made against the 2016/17 work programme. The number of accidents and incidents in 2016/17 is very low. Health & safety training continues at a high level. The H&S partnership with Bucks County Council is working well, and we are now seeking to extend it for a further 2 year period.

Next Steps

13. Work to progress the work programme will continue. An end of year report will be brought to the Audit Committee in June 2017.

Background Papers

None

HEALTH & SAFETY

CORPORATE WORK PROGRAMME 2016-17 – PROGRESS AS AT 30 SEPTEMBER 2016

Costs – there are no costs attached to actions other than staff costs unless stated - funding will be from existing budgets.

Activity area	Improvement action	Progress	Timescale	Owner	Current RAG Status	Priority
A - Training Programme	A1 - Develop 2016/17 corporate H&S training programme	BCC programme is available until December 2016; the programme for 2017 is nearly completed.	By September	H&S team	G	HIGH
	A2 - Induction training (as required)	Arranged as needed. 1 course completed in June 2016. Next course arranged for 1 November 2016.	As required	H&S team	G	
	A3 - Develop range of e-learning modules for employees	Ongoing	October 2016	H&S team	G	
	A4 - Develop online DSE self-assessment process	Initial work has commenced	December 2016	H&S team	G	
B - WDC Health and Safety Policies and Procedures	B1 – Complete review of all WDC H&S policies	Complete set of Health and Safety policies and procedures amended from BCC have been uploaded to WySpace. Final checking of content and updating of requirements is being undertaken and uploaded to Wyspace, as BCC policies are	March 2017	H&S team	G	HIGH

A Contact Name is shown above and Members are asked to contact that person if they have any queries etc.

The Press is reminded that the Council's procedure is for ALL Press enquiries to be routed via the Communications Office on High Wycombe 421230/421207.

Activity area	Improvement action	Progress	Timescale	Owner	Current RAG Status	Priority
		reviewed.				
C - Auditing, monitoring and inspection of services	C1 – complete 2 service audits (Housing & Parking Services)	Parking and Housing audited in August 2016. Major Projects and Estates still to be completed.	By end March 2017	BCC team H&S	G	HIGH
	C2 – refresh service action plans, and ensure they are being delivered	6 service plans are in place by end May deadline. Progress is now being monitored at all HSWBOG meetings.	June 2016	BCC audit team	G	
	C3 – ensure all services have up to date service risk assessments in place	Initial audit completed. Follow up work to be planned.	October 2016	H&S team Service leads	G	
D – Communications activity	D1 – Monthly H&S communication	Regular messages via Talking Point	Ongoing	H&S team	G	Medium
	D2 – review & improve H&S presence on Council Intranet (Wyspace)	All new H&S policies have been uploaded. New tab created to house all H&S forms. Further development will need to await the development of a new intranet during 2016/17	December 2016	H&S team	G	
E – H&S partnership	E1 – carry out quarterly contract performance reviews	Contract review for 1 st quarter completed with a successful outcome	June/Sept/Dec/March	PS/PB	G	Medium
F – Stress Risk	F1 – support roll out of team stress risk	Reminder sent to all managers to ensure that these are carried out, or	Ongoing	H&SA	G	Medium

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Activity area	Improvement action	Progress	Timescale	Owner	Current RAG Status	Priority
Assessment	assessments	reviewed, each year		HR team		
G – Accident reporting	G1 – implement online accident reporting tool (AssessNet)	<p>Initial preparation underway. New accident, incident and near miss reporting system has been purchased by Buckinghamshire County Council from AssessNet.</p> <p>First implementation meeting held 19 September. WDC to be given access to recording system via a portal or single sign-in.</p> <p>Work is being undertaken to identify the tiers required for WDC.</p>	December 2016	H&S team Service leads	G	Medium

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