

## AUDIT COMMITTEE

### Health & safety corporate work programme for 2017/18

Officer contact:

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Wards affected: All

### PROPOSED DECISION

**That the health & safety work programme for 2017/18, attached at Appendix A, be noted.**

#### Corporate Implications

The Council has a duty to conform to the requirements of the Health and Safety at Work Act 1974, to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees at work and the health and safety of others affected by its undertakings, and also the general requirements of the Management of Health and Safety at Work regulations 1999.

#### 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 work programme is developed in collaboration with services to reflect their operational risks, and is reported to the Council's Operational Health & Safety Group, and to the Senior Management Board and the Audit Committee. Quarterly progress reports are submitted to the Operational Group, and any exceptions are reported to SMB and the Audit Committee.

#### Sustainable Community Strategy/Council Priorities - Implications

3. People – the Health and 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

##### Health and Safety Work Programme 2016-17 – progress

4. Progress against the 2016-17 work programme is largely completed.
5. There have been no major Health & Safety issues during the year, and the Council remains a relatively low risk organisation. A final "end of year" report

will be brought to the Audit Committee in June 2017, which will summarise progress against the 2016-17 work programme.

### **Proposed Health and Safety Work Programme 2017-18**

6. The delivery of an agreed corporate work programme is one of the major elements of our Health & Safety service partnership with Bucks CC.
7. Over the last 2 months officers have carried out a series of service compliance reports with the Council's 7 service areas. These have sought to identify what Health & Safety risks each service is facing and to assess what arrangements they have in place to respond.
8. From this baselining work we have been able to pull together a range of improvement areas which need to be addressed in 2017-18. These are set out in the attached proposed corporate work programme for next financial year. Key projects within the proposed corporate work programme are:
  - Reviewing Health & safety management within WDC properties – primarily focussing on ensuring all key risks (eg legionella, asbestos, fire etc) are effectively managed, and that contractors working on remote sites are properly qualified and supervised
  - An expanded training programme – this will make maximum use of the wide range of training provision that Bucks CC provide, which WDC staff can access as part of the service partnership
  - Reviewing our H&S management structures – including reviewing the current Service Level Agreement with Bucks County Council
  - Reviewing the H&S information on the Council's intranet site – following the replacement of the Wospace site with the new Wycopedia site
  - Continuing work to review the Council's health & safety policies – in particular we need to review whether we need new policies to improve security on the QVR site, and for the safe use of drones in the District, or on WDC land
  - Finalising work to streamline reporting processes by starting to use Bucks CC's on-line systems (eg e-learning, on-line accident reporting, and display screen self-assessments).
9. The proposed work programme has been considered by the Council's Health & Safety Operational Group, and has been approved for implementation. Progress will be reviewed on a quarterly basis.
10. Audit Committee is asked to note the Health & Safety work programme for 2017-18.

### **Health & Safety resourcing**

11. With effect from 1 December 2014 the Council has been working with Bucks County Council under a Service Level Agreement. The current agreement runs until 31 March 2018, and will be reviewed during 2017/18. The

agreement means that BCC provide WDC with a strategic Health & Safety service, which has included:

- 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
  - 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 and deliver their service action plans
  - and carrying out investigations and audits where necessary.
- 12.** This strategic support package is complemented by a continuing Health & Safety co-ordinator on-site presence at the QVR offices. This role is fulfilled by the current Building Support Services Manager, who is IOSH (Institute of Safety & Health) qualified, and who can therefore ensure immediate support and advice is available on a full-time basis.

### **Background Papers**

None.

**HEALTH & SAFETY**

**PROPOSED CORPORATE WORK PROGRAMME 2017-18**

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

Activity area	Improvement action	Timescale	Owner	Current RAG Status	Progress update
<b>A - Training Programme</b>	A1 - Develop 2018 corporate training programme	By end Dec 2017	H&S team		
	A2 - Induction training (as required)	As required	H&S team		
	A3 – Explore potential for e-learning induction module for employees	By end October 2017	H&S team		
<b>B - WDC Health and Safety Policies and Procedures</b>	B1 – Ongoing review and updating of WDC H&S policies	Ongoing	H&S team		
	B2 – Develop new WDC policy for bomb threats and terrorist incidents	By end July 2017	H&S team		
	B3 – Develop new WDC guidance for use of drones (to be linked to emerging national guidance)	By end May 2017	H&S team		
	B4 – Ensure stress risk assessments are being carried out by all WDC service areas	Ongoing	H&S & HR teams		
	B5 – Promote use of job based risk assessments across all WDC service areas	Ongoing	H&S team		
<b>C - Auditing,</b>	C1 – Complete 2 service audits (Community	By end	BCC audit		

<b>Activity area</b>	<b>Improvement action</b>	<b>Timescale</b>	<b>Owner</b>	<b>Current RAG Status</b>	<b>Progress update</b>
<b>monitoring and inspection of services</b>	Services, and HR/ICT/SSS)	September 2017	team		
	C2 – Refresh 7 service action plans, and ensure they are being delivered	By end May 2017 (plus quarterly monitoring)	H&S team		
<b>D – Communic-ations activity</b>	D1 – Monthly H&S communication	Ongoing	H&S team		
	D2 – Review & improve H&S presence on new Council Intranet (Wycopedia)	By end December 2017	H&S team		
<b>E – H&amp;S governance</b>	E1 – Complete full review of Bucks/WDC SLA	By end September 2017	PS/PB		
	E2 – Review new internal governance structures (following changes made in January 2017)	By end January 2018	PS/PB		
<b>F – Property management</b>	F1 – Review role of property managers with regard to their H&S responsibilities	By end September 2017	H&S & FM teams		
<b>G – Online reporting</b>	G1 – Implement online accident reporting tool (ANT)	By end April 2017	H&S team & Service leads		
	G2 - Develop online DSE self-assessment process	By end April 2017	H&S team		