



INFORMATION SHEET

Audit Committee

Issue No: 03-2017

Date Issued: 07 November 2017

Health and Safety – 2017/18 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 Health, Safety and Wellbeing Operational Group.
3. The Audit Committee received the 2017/18 work programme at its meeting in March 2017. Members requested a 6 month information update on progress against the plan, for their meeting in November 2017.

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 including their mental health. Stress remains the topmost reason for staff absence.

Background and Issues

2017/18 work programme

5. The delivery of the agreed work programme is one of the major elements of the Health and Safety Team's work. Progress is monitored closely, and is reported quarterly at the Health, Safety and Wellbeing Operational Group meetings. Any significant issues that cannot be resolved at these meetings are escalated to the Strategic Management Board (SMB) and where necessary to the Audit Committee.
6. A summary of progress against the 2017/18 work programme is attached as Appendix A. This shows that the majority of actions are currently on track.

WDC Health and Safety Policies and Procedures

7. WDC adopted BCC's set of Health and Safety Policies and Procedures last year; work is continuing to update and amend these policies to reflect WDC's arrangements for managing health and safety.
8. Two Health & Safety checklists have been produced (one for all Managers and one for Property Managers) as a useful tool to check their compliance with the legislation and good practice. A workshop is being provided for Property Managers so that they understand the health and safety issues associated with managing a property e.g. the risks of managing asbestos, Legionella etc.

Key WDC Premises

9. Key Wycombe District Council premises have continued to be inspected regularly during the last 6 months
 - Booker Depot was inspected on 3 October 2017; the significant improvements of health and safety management seen at the last inspection in March have been maintained. A short action plan has been produced. The depot will be inspected next in March 2018.
 - Saunderton Lodge: Following the Grenfell Tower tragedy, Health and Safety inspected Saunderton Lodge and examined the fire procedures. Bucks Fire and Rescue inspected the premises on 12 July 2017 and graded the fire arrangements as satisfactory (please note that the Fire Service grade premises only as either satisfactory or deficient). Health and Safety will inspect the premises next in January 2018.
 - Wycombe Resource Zone was inspected in May 2017. The next inspection will be in May 2018 as only very minor issues were identified.

Health and Safety Performance 1st April 2017 to 30 September 2017

10. In the first 6 months of 2017/18 there have been 3 recorded accidents (2 play incidents), and 1 near miss - none of them was serious. 4 people were added to the Cautionary Contact Register for aggressive/abusive behaviour. These are similar numbers to the first 6 months for 2016/17.

| | Incidents recorded | Serious incidents (RIDDOR) |
|--------------------|---|---|
| Accidents | Q1 = 0 Q2 = 3 Annual total = 3 | Q1 = 0 Q2 = 0 Annual total = 0 |
| Near misses | Q1 = 1 Q2 = 0 Annual total = 1 | Q1 = 0 Q2 = 0 Annual total = 0 |

| | | |
|----------------------------------|-------------------------|-------------------------|
| Violence or abuse at work | Q1 = 3 | Q1 = 0 |
| | Q2 = 1 | Q2 = 0 |
| | Annual total = 4 | Annual total = 0 |

Health and Safety Training

11. The Council continues to give a high priority to ensuring that all staff are fully trained in relevant aspects of health and safety. So far this year 23 staff have attended 11 different training courses. Additional personal safety courses are also planned for later this year.

Health and Safety Service Audits

12. As part of the Health and Safety partnership with Bucks CC, the County Council Audit team carries out two independent health and safety audits per year of WDC services. Community Services and HR, IT and Shared Services are due to be audited early in 2018.

Health and Safety Resourcing - update

13. The Service Level Agreement (SLA) with Bucks County Council that started on 1 December 2014 continues to work extremely well. The current partnership ends on 31 March 2018; we are looking at the options for a further two years SLA. The current 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 and access to the comprehensive Buckinghamshire County Council health and safety training programme.
14. The BCC contribution is complemented by an on-site WDC Health and Safety team, and by a network of service leads who take responsibility for ensuring health and safety actions are fully in place across all WDC services and premises.

Conclusions

15. Good progress has been made against the 2017/18 work programme. The number of accidents and incidents in the last six months is very low. Health and safety training continues to be a priority. The health and safety partnership with Bucks County Council is working well, and we are now seeking to extend it for a further 2 year period.

Next Steps

16. Work to progress the work programme will continue. An end of year report will be brought to the Audit Committee in June 2018.

Background Papers

None

HEALTH & SAFETY

CORPORATE WORK PROGRAMME 2017-18 Progress as at 30 September 2017

Costs – there are no additional 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 |
|--|--|----------------------|----------------|--------------------|---|
| A - Training Programme | A1 - Develop 2018 corporate training programme | By end Dec 2017 | H&S team | | New programme being developed with County Health and Safety Team and Learning and Development at Buckinghamshire County Council. |
| | A2 - Induction training (as required) | As required | H&S team | | Course provided 13 June 2017 and 27 September 2017 |
| | A3 – Explore potential for e-learning induction module for employees | By end October 2017 | H&S team | | |
| B - WDC Health and Safety Policies and Procedures | B1 – Ongoing review and updating of WDC H&S policies | Ongoing | H&S team | | A number of policies have been updated already |
| | B2 – Develop new WDC policy for bomb threats and terrorist incidents | By end July 2017 | H&S team | | Delayed, but a first draft has been prepared, and is due for SMB consideration in October. |
| | B3 – Develop new WDC guidance for use of drones (to be linked to emerging national guidance) | By end December 2017 | H&S team | | Completion date put back to December 2017 as still waiting for national guidance. Guidance for private and commercial use is available on CAA website |
| | B4 – Ensure stress risk assessments are being carried out by all WDC service areas | Ongoing | H&S & HR teams | | Some managers attending training in Supporting Mental Wellbeing reported being unaware of the Stress Management Policy and the Stress risk assessments. Need to advertise policy more widely and check on progress with team stress |

| Activity area | Improvement action | Timescale | Owner | Current RAG Status | Progress update |
|--|---|---|----------------|--------------------|---|
| | | | | | risk assessments. |
| | B5 – Promote use of job based risk assessments across all WDC service areas | Ongoing | H&S team | | Roll out information on job based risk assessments |
| C - Auditing, monitoring and inspection of services | C1 – Complete 2 service audits (Community Services, and HR/ICT/SSS) | By January 2018 | BCC audit team | | Agreed to request from BCC for audits to be delayed until January 2018 |
| | C2 – Refresh 7 service action plans, and ensure they are being delivered | By end May 2017 (plus quarterly monitoring) | H&S team | | All services have plans in place – progress to be monitored at HSWBOG meeting 17 October 2017 |
| D – Communications activity | D1 – Monthly H&S communication | Ongoing | H&S team | | Articles have appeared in Talking Point on DSE Assessments, the use of Varidesks and advertising the Workstation Event. |
| | D2 – Review & improve H&S presence on new Council Intranet (Wycopedia) | By end December 2017 | H&S team | | Launch of Wycopedia project was delayed until October, but Wospace content has been updated. Wycopedia needs to reflect the same health and safety content as Wospace |
| E – H&S governance | E1 – Complete full review of Bucks/WDC SLA | By end October 2017 | PS/PB/BCC | | Initial meeting held with BCC on 30 June 2017. Broad agreement on areas of focus. Meeting to discuss options for providing service to be arranged during Q3 |
| | E2 – Review new internal governance structures (following changes made in January 2017) | By end January 2018 | PS/PB | | New arrangements seem to be working well, but will be formally reviewed later in 2017 |

| Activity area | Improvement action | Timescale | Owner | Current RAG Status | Progress update |
|--------------------------------|--|----------------------|--------------------------|--------------------|--|
| F – Property management | F1 – Review role of property managers with regard to their H&S responsibilities | By end December 2017 | H&S & FM teams | | New manager’s guidance has been prepared. Presentation produced for workshop with Property Managers. Workshop to be arranged for November/December when it is hoped that Facilities Management’s I2 database will be available to Property Managers |
| G – Online reporting | G1 – Implement online accident reporting tool (AssessNet) | By end October 2017 | H&S team & Service leads | | Assessnet is now live. Key H&S officers have attended training on software. A new accident form that reflects all the fields on the database will be available shortly. Completed forms should continue to be sent to Health and Safety for entering on the database |
| | G2 - Develop online DSE self-assessment process (Healthy Working provided by Cardinus) | By end Dec 2017 | H&S team | | Due date put back as provider of system (Cardinus) having to rebuild system due to it becoming corrupted when merged with SAP. BCC now looking at other providers to provide this software |