

General Purposes Committee

AGENDA STATUS: PUBLIC

Report Title	Health Safety & Wellbeing Monitoring Report (April 2011 – February 2012)
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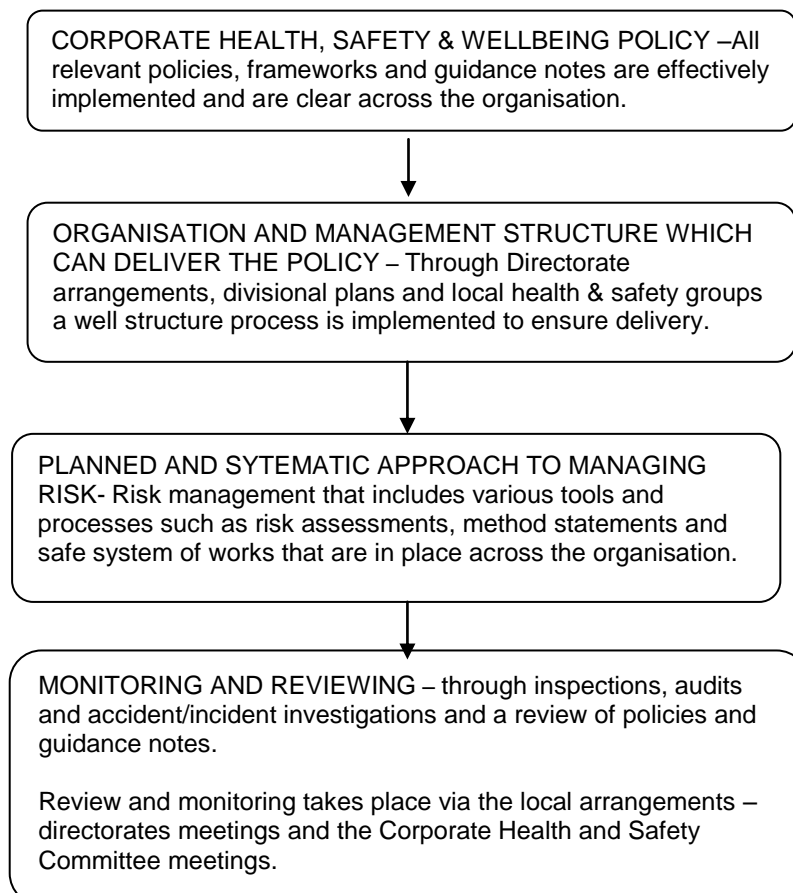
Date of Meeting:	27 March 2012
Directorate:	Resources
Ward(s)	

1. Summary

Overview:

The Council's statutory duties are set out in the Health and Safety at Work Act 1974 and appropriate regulations, particularly the Management of Health and Safety Regulations 1999.

Current arrangements on Health & Safety management include suitable frameworks for managing health and safety. The key elements in place for managing health and safety across the organisation can be summarised as:



2.Recommendations

The Committee is requested to approve the monitoring information.

3. Report Background

3.1 Organisational Policies & Structure

3.1.1 The Council's organisational structure for monitoring health and safety are set out in its Corporate Policies and Directorate arrangements. These establish clear responsibilities and relationships for all levels of management. Directorate accountability and responsibilities are further detailed in the Divisional plans. These plans are the keys for establishing a structure for managing of Health and Safety and securing ownership and commitment at local levels. Monitoring is via all the Directorate Health and Safety meetings, chaired by a Director or Head of Service; this in turn feeds into the Corporate Health and Safety Committee.

3.1.2 Training is a high priority for the Council and many managers and supervisors have received health and safety training. There is a planned programme for each year, advertised via the HR Learning & Organisational Development Team. Staff have access to the E-learning zone for health and safety training. Workshops/classroom/1:1 is delivered for those identified requiring on-job-training.

A total of 25 training sessions were delivered for the period April 11 to Feb 2012.

3.2 Planning and Approach to Risk

3.2.1 Effective planning for health and safety is largely concerned with the promotion of a good health and safety culture and the prevention of negative outcomes, such as injuries, ill health and other incidents, through the identification, elimination and control of hazards and risks – Risk Assessment.

3.2.2 The Council's health, safety management detailed guidance on risk assessment and assessments have been carried out for a wide range of activities throughout the council; the task being delegated to managers and supervisors. Each service area have developed a system of undertaking this task and a schedule for monitoring is reported via the directorate meetings.

3.3 Monitoring & Review

3.3.1 The systems in place for monitoring health and safety in the Council include planned inspections, audits, accident/incident/ill health investigations and follow-ups. Reports and action plans are generated with recommendations and ownership is held by the manager. Progress reports or lesson learnt are reported to the Quarterly Directorate Health and Safety group meetings.

3.3.2 Accident reporting and investigation procedures are well developed. Comprehensive reports on accident statistics are prepared for managers at all levels of Health and Safety meetings. Trends are monitored and measures taken to prevent or reduce recurrence.

3.3.3 A total of 645 accidents/incidents were reported from April 2011 to Feb 2012. A breakdown of these figures show the Leisure trust accounted for 71.78% (463) of incident/accidents and The NBC 28.22% (182).

3.3.4 The Health and Safety targets are detailed in the Health, Safety & Wellbeing Service level Agreement (SLA) and are monitored monthly with a report detailing quarterly issues and achievements at the Corporate Health and Safety Committee, chaired by the Director of Resources.

4. Implications (including financial implications)

4.1 Resources and Risk

Monitoring has shown risks are managed as outlined above

4.2 Legal

Monitoring has shown no risk at present

4.3 Other Implications

NA

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