

CORPORATE COMMITTEE

30 JANUARY 2019

REPORT OF DIRECTOR FOR CORPORATE SERVICES

ANNUAL STAFF HEALTH AND WELLBEING REPORT

1.0 PURPOSE OF REPORT

- 1.1 To update the Corporate Committee on the progress made by the Council's Health and Safety Officer Committee, in meeting the aims and objectives set out in our internal Health and Safety Policy for employees, in our evaluation of achieving those aims and our plans for continual improvement in our health and safety culture.

2.0 RECOMMENDATIONS

- 2.1 **That members note and comment as appropriate on the progress made in meeting our legal duties and commitments to a progressive health and safety management system for employees, as outlined in this report.**

3.0 KEY ISSUES

- 3.1 The Council accepts its obligations as a reputable employer to secure the implementation of all measures designed to ensure the health and safety (H&S) of all its employees so far as reasonably practicable. The Health and Safety Policy is subject to review every 2 years with the last review held in January 2108. Progress on the objectives set out in the Health and Safety Policy are subject to annual reports to committee. The H&S objectives identified at the last policy review are at Appendix A
- 3.2 Attendance and structure of the Officer Health and Safety Committee has been reviewed with regular meetings now in place. All service areas are well represented and participating in the meetings. Further communication is ongoing to ensure actions and discussions are taking place at team meetings. The H&S Officer is also periodically attending teams where H&S is a higher risk for example Customer Services and Environmental Services.
- 3.3 A template for team meetings was agreed and circulated by the third tier managers in the autumn. The template lists the corporate subject matters which should be on every team agenda which include H&S. Managers have confirmed that these discussions are taking place and that service representatives are attending the H&S Committee.

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- 3.4 Using the Plan- Do- Check- Act model, recommended by the Health and Safety Executive, an action plan has been put in place which looks to ensure the Council achieves its aims and objectives. In addition to this both internal and external audits are in place to ensure systems are robust, maintained and areas for improvement are identified and actioned with owners. The action plan includes the following:
- Work to improve our Health and Safety Culture across the organisation
 - All Risk Assessments to be suitable and sufficient, up to date and communicated to employees and signed off.
 - All hazardous substance to be assessed using our COSHH assessment form and the hierarchy of control. (Eliminate wherever possible).
 - All Training to be completed and records kept to include, First Aid, Fire Warden, De-escalation Training, Evac Chair training. Health and Safety Training, IOSH training for line managers. All 'MIKE' type training to be auditable through employee's line managers. All Grounds Maintenance Training to be recorded on all equipment.
 - All compliance systems require auditing, including Legionella, Asbestos, (Including Landlord responsibilities). Fire drills, and all Fire compliance including FRA's and follow up actions. All site inspections, including FM and Housing – i.e. all communal areas complete health and safety inspections of all sites, including Buildings, Car Parks, Public Conveniences and other areas. (i.e. Asfordby Bridge, Thorpe Road Chapel).
 - Re-introduce walk-around- inspections with TU representatives.
 - Work to improve the Near Miss system and encourage employees in all areas to use it.
- 3.5 The amount of H&S training taking place over the last 12 months has increased. The offering has broadened to include employee wellbeing matters such as Mental Health First Aid and a Wellbeing programme. There has been a review of the online learning courses available through the intranet with timely reminders introduced for refresher training on a more regular basis. Other training that has taken place has included:
- IOSH (Institute of Occupational Safety and Health) Training for Line Managers and others.
 - De-escalation training
 - First Aid at Work refresher
 - Evacuation Chair use
 - Fire Warden Training
 - Lift Evacuation Training
 - Grounds maintenance Staff 'Basic Health and Safety Course'.
 - Grounds Maintenance 'Tool Box Talks' every Friday subjects covered: Vibrating Tool, Risk Assessments and safe systems of work, use of herbicides, and manual handling.

- 3.6 Internal communication is key to ensuring all employees are working together and continually improving the Council's collaborative approach to employee health safety & wellbeing. Along with the reinvigoration of the H&S Committee and focus at team meetings, regular articles have been placed in the internal monthly newsletter, Corporate Messenger on a range of different subject matters which aim to keep reinforcing the positive culture at MBC. The H&S Officer provides regular updates on progress to the Joint Staff Working Group. The results of the 2018 Staff Engagement Survey indicated a positive response on how staff feel about H&S in the workplace.
- 3.7 The job descriptions of managers do include reference to ensure compliance with the Council's policies and procedures which does include H&S. The Health and Safety Policy makes it very clear what the responsibilities are of Managers as well as those of employees. All job descriptions are subject to a review at the time an appraisal takes place. Whilst some job descriptions have been reviewed there is still more that can be done here. It is the intention for HR to review the corporate template for job descriptions across the council which will ensure H&S responsibilities are included.
- 3.8 Accident reporting has been reviewed and a new form introduced. A gap was identified in the reporting of incidents and near misses which, if not investigated, are at risk of turning into accidents. For the period 2017 to 2018 there were 2 accidents and 6 incidents reported. This compares with 4 accidents for the previous year. As a result of these reports there has been messages to raise awareness of matters to all staff, provision of de-escalation training and installation of new CCTV at Phoenix House along with a new electronic device to give reception control of the door on the first floor.
- 3.9 A revised procedure for risk assessments has been implemented with a new risk assessment register allowing for clear reporting on assessments which have taken place and when they are due for review. 98% of all risk assessments are now completed with a plan to undertake the remaining 2% outstanding.
- 3.10 In March 2018 Zurich Insurance undertook an external audit H&S to ascertain compliance levels. The report was very positive and made recommendations which have now been completed. Appendix B

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 In addition to the overarching Health and Safety Policy, there are a range of other policies, documents and initiatives in place and subject to regular review. Other associated policies and procedures are reviewed on a three year cycle and considered by the Joint Staff Working Group.
- 4.2 In this year there has been a full review of the Health and Safety Policy and also a review of Driving at Work policies and procedures and Smoking and Vaping policy. Lone working systems are currently under review.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

- 5.1 Budgets are in place for ongoing H&S management. It should be noted however that the risk of noncompliance or negligence can incur extremely high costs for the authority.

6.0 LEGAL IMPLICATIONS/POWERS

- 6.1 The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. To meet the minimum legal requirement the following policies and processes are required:
- a written health and safety policy;
 - assessments of the risks to employees
 - arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment;
 - access to competent health and safety advice
 - providing employees with information about the risks in the workplace and how they are protected;
 - instruction and training for employees in how to deal with the risks;
 - ensuring there is adequate and appropriate supervision in place;
 - consulting with employees about their risks at work and current preventive and protective measures.

7.0 COMMUNITY SAFETY

- 7.1 There are no Community Safety matters as a result of this report

8.0 EQUALITIES

- 8.1 The health, safety and wellbeing activities, policies and procedures relate to all employees of the council regardless of protected characteristic. Reasonable adjustments and additional provisions are made where it is identified that alternatives arrangements are required as a result of a protected characteristic. There are positive examples of this in place at MBC

9.0 RISKS

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant				
	D	Low			1,2,3	
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Risk assessment's not monitored and in place resulting in a major accident
2	Employees not trained and at risk of major accident
3	Managers do not take ownership of H&S responsibilities

10.0 CLIMATE CHANGE

10.1 This report has no impact on climate change

11.0 CONSULTATION

11.1 Consultation and engagement in relation to employee health, safety and wellbeing is ongoing with the local and regional branch of UNISON and the council's Joint Staff Working Group.

12.0 WARDS AFFECTED

12.1 This in an internal policy – no wards are affected

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Contact Officer Sarah-Jane O'Connor
Date: 16 January 2019

Appendices : Appendix A – H&S Objectives
Appendix B – Action Plan following external audit report

Background
Papers:

Reference : X : Committees\