

## **DUNDEE CITY COUNCIL**

**REPORT TO:** Policy and Resources Committee - 24 March 2008

**REPORT ON:** Corporate Health and Safety Plan

**REPORT BY:** Assistant Chief Executive (Management)

**REPORT NO:** 180-2008

### **1 PURPOSE OF REPORT**

- 1.1 The purpose of the report is to seek the Policy and Resources Committee's approval of the Corporate Health and Safety Plan for 2008 - 2011.

### **2 RECOMMENDATION**

- 2.1 It is recommended that the Committee approve the Council's Corporate Health and Safety Plan for 2008 and 2011, to ensure the continuous improvement of health and safety management within the Council and to support Government Revitalising Health and Safety Strategy and the Health and Safety Executive's programme 'Fit for Work, Fit for Life and Fit for Tomorrow'.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 The cost of implementing the plan will be funded from existing departmental budgets.

### **4 MAIN TEXT**

- 4.1 The Corporate Health and Safety Plan 2008 - 2011 builds upon the achievements of the previous plan covering the period 2006 -2007.
- 4.2 The Plan establishes and details a series of targets and includes an action plan to address key health and issues facing the Council.
- 4.3 The main health and safety issues facing the Council include the management of slips, trips and falls, the management of stress and the management of musculo-skeletal injuries which account for the majority of loss time incidents and ill health in the Council. The key task to be addressed by all Departments is the completion of a survey to identify all inadequately controlled health & safety hazards and to ensure that all significant risks are addressed by written risk assessments are lacking or are that are .

- 4.4 Significant progress has been made by the Council in the Management of Health and Safety over the past two years with the development of a Health & Safety Improvement Plan, the production and delivery of a comprehensive health and safety training programme, the updating of the Health and Safety Toolkit and the establishing of health and safety committees in most Departments. These successes provide the foundation, for continuous improvement and the platform for the Corporate Health and Safety Plan for 2008 - 2011.

## **5 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **6 CONSULTATION**

- 6.1 The Trade Unions through the Council Health & Safety Committee have been fully consulted in the preparation of this report.
- 6.2 The report has been accepted by the Council Management Team.

## **7 BACKGROUND PAPERS**

- 7.1 None.

J C Petrie  
Assistant Chief Executive (Management)

3 March 2008

# Dundee City Council

## **CORPORATE HEALTH AND SAFETY PLAN 2008 – 2011 FINAL DRAFT**

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*Personnel Department*

*February 2008*

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## **1 INTRODUCTION**

The Corporate Health and Safety Plan establishes strategic targets to support the Council's Corporate Health and Safety Policy. This Corporate Health and Safety Plan has been developed for the years 2008-2011 with the aim of ensuring the continuous improvement of health and safety management, which can be measured against an agreed set of standards. The plan builds upon the achievements of the previous plan covering the years 2006 -2007.

This approach supports the Council's continued commitment to the Government's Revitalising Health and Safety Strategy and the Health and Safety Executive's (HSE) programme 'Fit for Work, Fit for Life and Fit for Tomorrow', which is aimed at improving health and safety performance in the public sector. The Fit for Work, Fit for Life and Fit for Tomorrow programme will be used by the HSE to monitor the Council's progress towards meeting the Government's targets. The Council's partnership in working with the HSE will not, however, preclude enforcement action being taken, if necessary.

This document establishes the Council's plan to address the key health and safety issues currently facing the Council. This Corporate Health and Safety Plan sets out the expectations of the Chief Executive, and details the measures required to achieve the Council's health and safety objectives.

## **2 BACKGROUND**

The Health and Safety Commission's document "Revitalising Health and Safety" establishes and details a series of targets and includes an action plan that will provide the health and safety focus for the Government, the Health and Safety Commission and the Health and Safety Executive until 2010. The Council is responding to this challenge through its commitment, development and implementation of this Corporate Health and Safety Plan. The Revitalising Health and Safety Strategy includes the following national objectives:-

- 1 To reduce the number of working days lost through work-related injury and ill-health by 30% by the year 2010.
- 2 To reduce the incidence rate of fatal, and major, injuries by 10% by 2010.
- 3 To reduce the incidence rate for work-related ill-health by 20% by 2010.
- 4 To reduce the incidence rate of cases of work-related ill health by 20% by 2010.

## **3 STRATEGIC HEALTH AND SAFETY AIMS AND OBJECTIVES**

### **Key Aim**

The Council's strategic health and safety aim is to provide and maintain a health and safety culture in which the opportunities for accidents and occupational ill-health are minimised by the effective management of health, safety and welfare.

To achieve this aim and to further the Council's progress towards meeting the targets set by the Revitalising Health and Safety Strategy, the following 5 objectives have been developed:-

- 1 To lead the Council forward by providing health and safety policies and guidance that provides clear support and direction to achieve best practice, recognising legal compliance as a minimum standard.

- 2 To ensure that all levels of management, and employees, are sufficiently competent to discharge their duties with due regard for health and safety.
- 3 To facilitate the integration of health and safety considerations into the Council's decision making process, so as to ensure that resources are appropriately and effectively allocated by all levels of management.
- 4 To promote and co-ordinate the development of health and safety plans to improve standards, and their implementation, for the benefit of all who may be affected by the Council's work activities.
- 5 To monitor and evaluate the health and safety performance, motivating management to take effective measures to reduce health and safety losses and improve performance.

#### **4 IMPLEMENTATION OF THE CORPORATE HEALTH AND SAFETY PLAN**

The Plan will build upon the work already undertaken in the past four years and will focus upon the following key issues:-

- Reducing work-related accidents relating to slips, trips and falls in the workplace
- Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health and safety targets
- Reduce the number of days lost due to stress related absences in line with revitalising health and safety targets
- To establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery
- Improve interventions by occupational health providers to increase awareness and reduce occupational health risks
- Improve the health and safety culture within the Council, through the effective development and implementation of health and safety management systems by all departments
- Actively monitoring health and safety performance

The Chief Executive and the Council Management Team acknowledge their collective and individual responsibilities to ensure the effective implementation of this Plan. Individual Chief Officers do have choices in the context of how they effectively manage health and safety, and in the areas of what can, and should, be delegated. All Chief Officers should, however, be aware that they ultimately hold responsibility and accountability for the health and safety performance of their department. The Government's Revitalising Health and Safety Strategy places great emphasis on partnership working between, Government, employers, employees and trade unions. The effective partnership-working between all these stakeholders on health and safety is seen as being essential to achieve a culture whereby health and safety is designed into all its processes and services.

In meeting specific targets in revitalising health and safety, for the reduction of accidents and ill-health, the Council has established an occupational health policy which is aimed at not only protecting employees health from occupational hazards but also at promoting the mental and physical health and well-being of Council employees.

## **5 MONITORING AND REVIEW**

The Plan will be co-ordinated by the Council's Health and Safety Co-ordinator, with the Head of Personnel acting as the Council's Health and Safety Champion. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health and Safety Report to the Council Management Team to determine the need for any additional corrective action at a local level within departments. The Corporate Health and Safety Plan will be reviewed at the end of 2011, and revised to reflect any change in priorities to reflect the Council's performance or due to a change in national priorities as determined by the Health and Safety Commission or the HSE.

Appendix 1 CMT statement of commitment

Appendix 2 Corporate Health & Safety Action Plan 2008 - 2011

**DUNDEE CITY COUNCIL - COUNCIL MANAGEMENT TEAM****Our Commitment to Health and Safety**

We, the Council Management Team (CMT), recognise our collective and individual responsibilities to employees and others in providing health and safety leadership within the Council.

In committing to continuous improvement in health and safety performance, we will:-

- Review, and report on, the Council's health and safety performance annually.
- Ensure that health and safety policy is reflected in the Council's work practices and procedures.
- Be kept informed of relevant health and safety risk management issues, including any significant health and safety failures.
- Ensure that health and safety implications of all CMT decisions are addressed.
- Ensure health and safety remains a standing item on the agenda of all CMT meetings.
- Ensure that health and safety management systems and health and safety committees are in place in all departments, and that they remain effective.
- Ensure the monitoring of the Council's health and safety performance.

The CMT recognises its role in engaging the active participation of representatives of employee health and safety representatives in improving health and safety performance.

The Council's Health and Safety Policy outlines the individual roles of the Chief Executive, Chief Officers and other individual employees. Copies of the Council's and department's' Health and Safety Policies will be available for employees at all staffed work locations.



**DUNDEE CITY COUNCIL'S HEALTH & SAFETY ACTION PLAN 2008 – 2011**

Issue 1		Reducing work-related accidents relating to slips, trips & falls in the workplace				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Slips, trips & falls	Implementation of Policy on Prevention of Slips, Trips & Falls	Chief Officers	Review Annually	A minimum 30 % reduction in number of slip trip & fall incidents by 2011. Baseline of 106 incidents in 2006/07	
2	Slips, trips & falls	Design out slip, trip & fall hazards in the workplace, in new builds and during refurbishment.	Council H & S Co-ordinator and Chief Officers	Training to delivered by May 2008	Designers to receive specific training in the Workplace HS& W Regulations 1992	
3	Slips trips & falls	Procedures to be in place for the removal of spillages in all workplace establishments	Local managers of workplaces	June 2008	Written spillages procedures to be available and known by employees on site	
4	Slips, trips & falls	a. All main access routes into Council buildings to be risk-assessed for slips trips & falls and controls implemented  b. All access routes into buildings to be risk assessed	Chief Officers  Chief Officers	December 2009  December 2010	Incident reports to be monitored to ensure Quick Risk Assessments attached to incident reports.	

Issue 2		Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health & safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Reduce the number of musculo-skeletal injuries	a Risk assess manual handling and DSE work activities and use of hand tools as required, where there is a risk of injury Review risk assessments following any manual handling, use of hand tools or DSE incident.	Managers responsible for the allocated work activities.	Review Annually in April	15% reduction in number of musculo-skeletal incidents by 2011. Baseline of 115 incidents in 2006/07	
2	Reduce the number of musculo-skeletal injuries	Ensure that employees are appropriately trained in safe working procedures following risk assessments.	Managers responsible for the allocated work activities.	Review Annually in April	Provision of appropriate training by a competent trainer with training records being retained	
3	Reduce the number of musculo-skeletal injuries	a Monitor the no. of days lost through back, neck, arm and musculo-skeletal injuries on an annual basis. b Monitor use of Physiotherapy Service	Personnel Manager & Council H& S Co-ordinator  Personnel Manager	Review Annually in April  Review Annually in April	Reduction in number of musculo-skeletal injuries. (Using Resource Link when operational)  Number of Referrals to Physiotherapy Service	

Issue 3		Reduce the number of days lost due to stress-related absences in line with revitalising health & safety targets				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Analyse sickness absence data across all Departments to identify levels of work related stress-related absences	Establish the number of days lost through confirmed cases of work-related stress absences, once Resource Link established	Chief Officers, and Personnel Manager	Review Annually in April	Production of data to establish a baseline to measure improvement	
2	Management of Occupational Stress	<p>Stress Management Policy &amp; Action Plan to be implemented.</p> <p>Examine the implementation of Stress Management Action Plans.</p> <p>Monitor the use of the Counselling Service for stress</p>	Chief Officers	<p>June 2008</p> <p>December 2008</p> <p>Annually in April</p>	<p>a Departments to have their first stress surveys / assessments completed.</p> <p>b Identified risk controls implemented</p> <p>c Identify the number of appointments for stress related cases</p>	
3	Effectively address causes of occupational stress	Repeat stress risk assessment process	Chief Officers	June 2010	Produce status reports on progress.	

Issue 4		Improve interventions by occupational health providers to increase awareness and reduce occupational health risks.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Absence Management	Sickness Absence Management Policy	Chief Officers	Review Annually in December	Monitor and report on Sickness Absence Data	
2	Managing Sickness Absence	Implementation of Sickness Absence Policy	Chief Officers	Review Annually in April	Reduction in Sickness Absence on Annual basis	
3	Occupational Health Service	Review provision of Occupational Health Service	Personnel Manager & Council H & S Co-ordinator	Review Annually in April	Include data in Council Annual Health & Safety Report	
4	Occupational Health	Implementation of Occupational Health Policy	Chief Officers	Review Annually in April	No. of health surveillance results requiring further controls / actions	
5	Occupational Health	Implementation of Occupational Health Policy	Council H & S Co-ordinator	Review Annually in June	Monitor Occupational Health Surveillance	

Issue 5		To establish standards of competence in key areas to enable the Council to discharge their statutory health and safety duties as part of service delivery				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Incident Investigation	Recording, reporting & investigation of all health and safety incidents	Chief Officers	To establish and maintain the standard by April 2011	All work places with 10 + employees to have a person trained in Incident Investigation	
2	Health & Safety Management	Departmental Health & Safety Policies to be Reviewed by April 2008 and revised thereafter annually	Chief Officers	April 2008 and thereafter Review Annually	Provision of Departmental Health & Safety Policies	
3	Health & Safety Management	High Risk sites or activities to have managers trained to IOSH Managing Safely Standard	Chief Officers	All sites to be covered by October 2011	At present 85 managers trained by December 2007	
4	Health & Safety Risk Control	Ensure local access to competent risk assessors on site	Chief Officers	To establish and maintain the standard by December 2010	Work places with 20 + employees to have sufficient trained competent risk assessors	
5	Implementation of the Construction Design & Management Regulations (CDM)	Establish a Process Chart for all those engaged in the implementation of the CDM Regulations to follow	Council H & S Co-ordinator  Chief Officers	a. To establish Planning Process chart by March 2008. b. Produce evidence of compliance	Provision of Process Planning Chart  Compliance with CDM Regulations	

Issue 6		Improve the health & safety culture within the Council, through the effective development and implementation of health & safety management systems by all Departments.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Promote a positive Health & Safety Culture	Health & Safety Charter displayed in prominent place	Chief Officers	March 2008	Charter to be displayed and signed by all Chief Officers	
2	Health & Safety Training	Produce a Corporate Health & Safety Training Programme	Chief Officers  Council Health & Safety Co-ordinator	In September each year  In December each year	a Produce Dept. health & safety training plans b Produce and implement H & S training programme	
3	Management of Health & Safety Risks:	1. All Departments to undertake surveys to identify all health & safety hazards. 2. To categorise hazards as High, Medium or Low. 3. Each department to produce their own Action Plan with time scales for addressing hazards.	Chief Officers  Chief Officers  Chief officers	February 2009  May 2009  November 2009	a To submit results of survey to Dept H & S Committee  b Complete Form A and categorise and prioritise risks  c To submit Risk Assessment Action Plan to Dept H & S Committee	
4	Health & Safety Committees	Effective Departmental H & S committees	Chief Officers	Every 6 months	Minutes of Departmental H & S Committees available.	

Issue 7		To monitor and evaluate the health & safety performance, to motivating management to take effective measures to reduce health & safety losses and improve performance.				
No	Key Issue	Key Action	Responsible Person	Timescale/ Frequency	Performance Indicators	Comments Progress
1	Annual Health & Safety Report	Production of Annual Report with involvement of all Departments	Council Health & Safety Co-ordinator & Health & Safety Champion	Annually by October	Approval at Policy & Resources Committee	
2.	Health & Safety Inspections	Departments to complete H & S Inspections of Workplace	Workplace Managers	Annually by December	Completed Inspection Report from Toolkit.	
3	Incident Reporting	Reporting Health & Safety to Council Management Team Accident statistics, and any significant legislative changes.	Council Health & Safety Co-ordinator	3-monthly to CMT. Accident statistics to have a downward trend.	A general reduction in incidence rate.	
4	Monitoring Performance	Periodically undertake surveys and specific audits, to monitor the implementation of corporate guidance.	Council H & S Co-ordinator	As and when required	Publication of survey results to Directors / Chief Officers	
5	Monitoring Performance	Monitor progress of implementation of this Corporate H & S Action Plan	Council H & S Co-ordinator	Review Progress Annually in December	Report to Council Management Team	