

DUNDEE CITY COUNCIL

REPORT TO: Personnel Committee - 13 February 2006

REPORT ON: Corporate Health and Safety Plan

REPORT BY: Assistant Chief Executive (Management)

REPORT NO: 95-2006

1 PURPOSE OF REPORT

1.1 The purpose of the report is to seek the Personnel Committee's approval of the Corporate Health and Safety Plan for 2006 and 2007.

2 RECOMMENDATION

2.1 It is recommended that the Committee approves the Corporate Health and Safety Plan for 2006 and 2007 to ensure the continuous improvement of health and safety management within the Council and to support the Government's 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 SUSTAINABILITY IMPLICATIONS

4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6 BACKGROUND

6.1 The Corporate Health and Safety Plan 2006-2007 builds upon the achievements of the current plan covering the period 2004-2005.

6.2 The Plan establishes and details a series of targets and includes an action plan to address key health and issues facing the Council.

- 6.3 The key 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. These particular themes are also at the centre of the Health and Safety Executive's programme "Fit for Work, Fit for Life and Fit for Tomorrow".
- 6.4 Significant progress has been made by the Council in the Management of Health and Safety over the past two years with all Departments establishing their own Health and Safety Policies, the production and delivery of a comprehensive health and safety training programme, the production of a 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 2006-2007.

7 CONSULTATION

- 7.1 The Trade Unions have been consulted in the preparation of this report.
- 7.2 The report has been accepted by the Council Management Team.

8 BACKGROUND PAPERS

- 8.1 None.

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Assistant Chief Executive (Management)

3 February 2006

Dundee City Council

CORPORATE HEALTH AND SAFETY PLAN 2006 – 2007

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1 INTRODUCTION

The Corporate Health & Safety Plan establishes strategic targets to support the Council's Corporate Health & Safety Policy. This Corporate Health & Safety Plan has been developed for the years 2006 - 2007 with the aim of ensuring the continuous improvement of health & 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 2004 -2005.

This approach supports the Council's continued commitment to the Government's Revitalising Health & Safety Strategy and the Health & 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 & 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 & 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 & Safety Commission and the Health & Safety Executive until 2010. The Council is responding to this challenge through its commitment, development and implementation of this Corporate Health & Safety Plan. The Revitalising Health & 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.

3 STRATEGIC HEALTH & SAFETY AIMS AND OBJECTIVES

Key Aim

The Council's strategic health & safety aim is to provide and maintain a health & 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 & Safety Strategy the following 5 objectives have been developed:

1. To lead the Council forward by providing health & 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 & safety.
3. To facilitate the integration of health & 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 & 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 & safety performance, motivating management to take effective measures to reduce health & safety losses and improve performance.

4 IMPLEMENTATION OF THE CORPORATE HEALTH & SAFETY PLAN

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

- Reducing work-related accidents relating to slips, trips & falls in the workplace
- Reduce the number of days lost through musculo-skeletal disorders in line with revitalising health & safety targets
- Reduce the number of days lost due to stress related absences in line with revitalising health & safety targets
- Improve interventions by occupational health providers to increase awareness and reduce occupational health risks
- Improve the health & safety culture within the Council, through the effective development and implementation of health & safety management systems by all Departments
- Actively monitoring health & 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 & 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 & 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 & safety is designed into all its processes and services.

In meeting specific targets in revitalising health & safety, for the reduction of accidents and ill-health, consideration needs to be given to the level of provision and access to occupational health services. Whilst this is an integrated aspect of the revitalising health & safety strategy, consideration should be given to the development of an occupational health strategy for the mental and physical health and well-being of Council employees, and will be developed in a separate paper.

5 MONITORING AND REVIEW

The Plan will be co-ordinated by the Council's Health & Safety Co-ordinator, with the Assistant Chief Executive (Management) acting as the Council's Health & Safety Champion. Progress reports will be produced on a 6-monthly basis, which will include an Annual Health & 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 & Safety Plan will be reviewed at the end of 2007, 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 & Safety Commission or the HSE.

Appendix 1 CMT statement of commitment

Appendix 2 Corporate Health & Safety Action Plan 2006 - 2007

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

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

In committing to continuous improvement in health & safety performance we will:

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

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

The Council's Health & 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 & Safety Policies will be available for employees at all staffed work locations.

DUNDEE CITY COUNCIL'S HEALTH & SAFETY ACTION PLAN 2006 – 2007

APPENDIX 2

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
1	Slips, trips & falls	Implementation of Policy on Prevention of Slips, Trips & Falls	Chief Officers	Review Annually	Reduction in number of slip trip & fall incidents.	Policy approved September 2005
2	Slips, trips & falls	Design out slip, trip & fall hazards in the workplace, in new builds and during refurbishment	Chief Officers	On-going	Number of measurements requested for assessing floor surfaces	
3	Slips, trips & falls	Floor surfaces to be assessed following all slip, trip or falls in premises where the Council has direct control	Chief Officers	On-going	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
1	Establish the number of musculo-skeletal injuries reported for 1 April 2004 - 31 March 2005	a Undertake a full analysis of incident data across all Departments b Identify groups of workers at risk and tasks involved	Council H & S Co-ordinator	February 2006	Establish a base line for improvement	Some work already completed
2	Establish the number of days lost through back, neck, arm and musculo-skeletal injuries for 1 April 2004 – 31 March 2005	Interrogate the absence management system	Personnel Manager	March 2006	Establish a base line for improvement	The Resource Link is not yet fully operational
3	Relevant Departments to examine current performance and write and implement their own musculo-skeletal action plans to reduce injuries and ill health.	Examine current working practices and implementation of risk controls	Chief Officers	June 2006	Provision of action plans to reduce musculo-skeletal injuries	

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
1	Establish the number of days lost through stress-related absences for period 1 April 2004 – March 2005	Analyse sickness absence data across all Departments to identify levels of stress-related absences	Personnel Manager	May 2006	Production of data to establish a baseline to measure improvement	The Resource Link is not yet fully operational
2	Occupational Stress	New Stress Management Policy to be approved	Assistant Chief Executive (Management)	January 2006	Committee approval of Policy	Stress Management Policy approved by CMT December 2005
3	Occupational Stress	Stress Management Policy & Action Plan to be implemented	Chief Officers	October 2007	a Departments to have their stress surveys / assessments completed b Risk controls being implemented	
4	Stress Management Plan	Implement the Council's Stress Action Plan	Chief Officers	Review progress annually	Measure against indicators in the Stress Action Plan	

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
1	Absence Management	Absence Management Policy	Personnel Manager	Immediate	Revised Absence Management Policy	Revised Policy approved September 2005
2	Managing Sickness Absence	Implementation of revised Policy Monitor the implementation of the Policy	Chief Officers Personnel Manager	Immediate Annually	a Reduction in Sickness Absence b Monitor progress on an annual basis	
3	Occupational Health Service	Review provision of Occupational Health Service	Personnel Manager	March 2007	Produce paper outlining options for the Council	
4	Occupational Health	Develop an Occupational Health Policy	Personnel Manager	December 2006	Approval of Occupational Health Policy	

Issue 5		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	
1	Promote a positive Health & Safety Culture	Develop a Health & Safety Charter	Assistant Chief Executive (Management) / Council Health & Safety Co-ordinator	June 2006	Charter to be signed by all Chief Officers		
2	Health & Safety Training	Produce a Health & Safety Training Programme	Chief Officers Council Health & Safety Co-ordinator	November each year December each year	a Identify health & safety training needs b Produce and implement training programme		
3	Management of Safe Systems of Work including :	a Review of health & safety risk assessments for significant risks and implementation of risk controls b Safe Working Procedures Manuals	Chief Officers Chief Officers	December 2006 June each year December each year November 2007	Employees operating in accordance with Departmental approved working practices. (Review progress) (Review progress) Provision and review of a safe working procedures manual for high-risk activities.	Risk assessor training has been delivered for many years.	
4	Health & Safety Committees	Departmental Health & Safety committees	Chief Officers	Immediate	Departmental H & S Committees to meet biannually	10 Departments have established H & S Committees	

Issue 6		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
1	Annual Health & Safety Report	Production of Annual Report with involvement of all Departments	Assistant Chief Executive (Management)	Annually in June	Approval at Personnel Committee	Reports for 2004 & 2005 Approved
2	H & S Auditing	<p>a needs to be adequately resourced and delivered by Corporate members of IOSH</p> <p>b Undertake audits as per programme</p> <p>c Respond to audit with action plan</p>	<p>Assistant Chief Executive (Management)</p> <p>Council H & S Co-ordinator</p> <p>Chief Officers</p>	<p>Auditing programme to commence January 2007</p> <p>Frequency as per Audit Guidance</p> <p>One month from receipt of audit</p>	<p>Review of current resources and allocation of resources to complete task.</p> <p>% of completed audits as per programme</p> <p>Plans to improve compliance</p>	Insufficient resources to presently complete a health & safety audit programme
3	Incident Reporting	Reporting Health & Safety to Council Management Team Accident statistics, and any significant legislative changes.	Assistant Chief Executive (Management)	3-monthly to CMT. Accident statistics to have a downward trend.	A general reduction in incidence rate	
4	Monitoring Performance	Periodically undertake surveys, to monitor the implementation of corporate guidance.	Council H & S Co-ordinator	As and when required	Publication of survey results to Directors / Chief Officers	