



Health & Safety at Work

Health and Safety Policy and Procedures

**Occupational Health and Safety
Health and Safety Management**

Health & Safety Strategic Plan 2017/2020

Update - June 2019

WLBC Corporate Health and Safety Unit



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Introduction

The Health and Safety Strategy 2017-20 (the Strategy) has been developed to support the Council's aims and objectives as laid out in the Council Plan. The Health and Safety Strategy supports the strategic and operational management of the Council and looks to go beyond the traditional health and safety role of preventing harm. The Health and Safety Strategy commits the Council to continually improve the health and safety of its staff and any other person affected by its activities. Therefore the Health and Safety Strategy is not just about achieving compliance, but will assist in realising:

- Efficient, proactive and pragmatic ways of delivering health and safety
- A safe and healthy environment for staff and any other person affected by our activities
- A robust health and safety culture across the Council
- Effective means of protecting stakeholders, including staff and any other person affected by our activities from harm

The Strategy describes in broad terms what our approach to health and safety is and what we intend to do.

Background

All the Council's corporate objectives are more effectively realised in an environment that is both healthy and safe, where a positive safety culture is encouraged, legislative compliance is achieved and all stakeholders are engaged.

Robust and comprehensive health and safety management underpins all the work of the Council including corporate strategy and planning. This is achieved by ensuring staff work in a safe and healthy environment, aware of responsibilities with regard to maintenance of their own and colleague's health and safety and the duty the Council has to safeguard health and safety.

Health and Safety Management, as with all aspects of the Council's operation, does not operate in isolation and is affected by the political and economic environment prevailing at the time. Deregulation and reduction in public spending, the emphasis on compensation and blame, the rapid development of new processes and systems all have an impact on health and safety management. Therefore achieving a safe working environment has to be dynamic, proactive and comprehensive yet pragmatic.

The Council must ensure that it complies with all health and safety legislation and requirements of enforcing authorities. The Council will continue to work with the Health and Safety Executive (HSE) and Fire Authorities to improve the standards of health, safety and wellbeing across the Council.

Developing Key themes and key performance indicators of the Strategy

The key challenge for this Strategy is how to build upon the progress made from previous strategies and further embed health and safety into the operations of the Council.

The ability to maintain the effectiveness of our health and safety management system gained through the significant progress achieved over the last few years is vital. The adoption of these key themes and performance indicators will support and enhance what has been achieved to date.

The decision to adopt this approach is the result of the collaborative approach the Health and Safety Unit has adopted while working with the various service providers within the Council.

The themes will assist in achieving an improved balance between systems and behavioural aspects of management. In addition, it will ensure health and safety is an integral part of management generally rather than perceived as a separate additional aspect.

Strategic Health and Safety Themes

Identified themes cover the following areas:

- Leadership and Management
- Competence
- Risk Management
- Health and Wellbeing
- Collaborative working

Leadership and Management

Successful health and safety management comes from the top of an organisation and health and safety leadership must also start here. Visible and active commitment from the Council, CMT, DMT's and managers to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Councils clear management structure
2. Continue to demonstrate that Health and Safety management is integrated in business decisions
3. Maintain the regular reviews of health and safety performance
4. Ensuring appropriate resources are provided allowing for effective management of health and safety
5. Ensuring all staff continue to receive appropriate induction and training
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety
7. Ensure strategic health and safety aims are communicated and embedded throughout the Council

In order to achieve the above we will continue with our health and safety communication strategy with our progress illustrated by the actions on page 6 of this document.

Competence

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as the Council, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation.

The activities/key performance indicators necessary to promote this theme are:

1. Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector
2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors
3. Staff are aware of how to access competent advice
4. Use of appropriate risk management/risk assessment techniques across all directorates/service areas
5. Ensuring comprehensive training programs and opportunities are available to staff

The activities/key performance indicators necessary to support staff are:

1. Extend the e-learning system to reflect training needs in relation to competence.
2. Develop specific face-to-face training relating to specific risks

Risk Management

Effective and proportionate risk management should ensure both legal compliance and the safety of staff.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Continue to proactively identifying all hazards across the Council
2. Further improve the risk management framework to ensure effective use and adoption
3. Ensure that health and safety is always an integral part of the planning and review processes at Council and also directorate/ service area levels
4. Ensure the effective implementation of the Councils fire safety management system and associated safety standards
5. Develop a suite of lagging / leading health and safety performance indicators
6. Ensure all aspects of the Council's activities is audited within the stated period
7. Evaluate the effectiveness and suitability of existing risk management methodology
8. Improve reporting, recording and investigation of accidents and incidents

Health and Wellbeing

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental wellbeing and as a result increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff
2. Improve the collection and understanding of ill-health and sickness absence data

Collaborative working

Successful health and safety management is a collective responsibility in which all members of staff must play a part.

This responsibility must be embedded through clear demonstration of management standards.

The activities/key performance indicators necessary to promote this theme and support staff are:

1. Develop initiatives to encourage collaborative working
2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information
3. Ensure all aspects of the Council's activities is audited within the stated period
4. Develop occupational health and safety system in accordance with ISO 45001 principles
5. Evaluate the effectiveness and suitability of existing risk management methodology
6. Improve reporting, recording and investigation of accidents and incidents
7. Maintain effective and efficient management and control of contractors.

Making it Happen

The main responsibility for the health and safety of staff and visitors rests with the Chief Executive and Heads of Service. The day to day operational management of health and safety is delegated to senior managers, line managers and supervisors.

The Health and Safety Unit has a pivotal role to play in the development and monitoring/assurance of the implementation of the Strategy.

The day-to-day management of health and safety is the responsibility of line managers but the Health and Safety Unit, in partnership with others, will work to enable and empower managers and others to actively manage health and safety with the same degree of expertise to the standards of other core business activities.

The Health and Safety Unit will work closely with all Directorates and services, trades Unions and other stakeholders to promote ownership of health and safety across the Council and will develop the corporate health and safety action plan supporting this strategy.

During the first year of the plan (2017/18) we focused on embedding and targeting risk, including:

- i. Start of new internal safety audit program
- ii. Introduction of e-learning programs
- iii. Review of health and safety management system

For the remaining period 2019/20, we will further develop our health and safety management system to ensure that it reflects the requirements of ISO 45001, the new International Standard for Occupational Health and Safety Management Systems.

Key roles and responsibilities

In order for this strategy to be effective management have certain roles and responsibilities:

Chief Executive and Heads of Service

Responsibility:

- Owner of health and safety strategy.
- Review progress against plan
- Ensure sufficient resources are allocated to achieve objectives

Directorates

Responsibility:

- Ensure effective implementation of strategy within their sphere of influence
- Report service/directorate progress against plan

Health and Safety Unit

Responsibility:

- Monitor progress against plan
- Report to CMT/Corporate Health and Safety Committee

Action Plan

Theme 1: Leadership and Management

Objective	Key Performance Indicator	Success Indicator	Owner
Maintenance of an effective communication system through the Council's management structure.	Record of corporate and service health and safety meetings, publication of health and safety briefings.	Meeting are being held and accurate minutes are being kept. Regular publication dates are set and met for health and safety briefings. The publications will be released on a quarterly cycle or sooner should circumstances dictate.	Head of Service/ Health and Safety Unit
Continue to demonstrate that Health and Safety management is integrated in business decisions.	Inclusion of health and safety consideration as part of the decision making process.	Documented evidence that health and safety is being considered.	CMT/Senior Managers
Maintain the regular reviews of health and safety performance.	Health and safety management audit programme in place and audit areas and proposed dates communicated to managers.	Successful completion of audit programme, six audits per year, and publication of all completed health and safety management audit findings.	H&S Unit
Ensuring appropriate resources are provided allowing for effective management of health and safety.	Inclusion of appropriate health and safety consideration as part of the budget setting process.	Evidence of resource allocation for compliance with health and safety legislation.	CMT
Ensuring all staff continue to receive appropriate induction and training.	All new staff complete the health and safety induction programme.	Records of completed training are up to date and reported to management.	H&S Unit/HR
Ensure sufficient training and guidance is provided regarding leadership in health and safety.	All senior managers complete safety for senior managers via e-learning package.	Records of training and guidance are up to date, with any additional training needs identified acted upon.	H&S Unit/ CMT
Ensure strategic health and safety aims are communicated and embedded throughout the Council.	Strategy communicated to Council community on approval.	Strategy is being communicated to all staff via health and safety briefings, online bite size training modules (Learning Pool). Successful interaction with staff to ensure that it is understood and effectively implemented.	H&S Unit/ CMT

Theme 2: Competence

Objective	Key Performance Indicator	Success Indicator	Owner
Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector.	Development of health and safety competency matrix for each job category.	Progressive implementation of competency matrix.	H&S Unit
Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.	Development and deployment of learning and development tools and information sources suited to the needs of all levels of staff within the Council.	Increased understanding and wide spread use of the learning and information resources provided, qualified by analysis of systems interaction and feedback.	H&S Unit/ CMT
Staff are aware of how to access competent advice.	Level of contact established between staff and the corporate health and safety unit.	Increased contact with H&S Unit from staff at all levels within the Council.	H&S Unit
Use of appropriate risk management/ risk assessment techniques across all Directorates/service areas.	Level of use of the health and safety risk management tools and forms provided by the H&S Unit on the Health and Safety Gateway.	Increase in the number of appropriate Health and Safety forms used and submitted to the H&S Unit. All submitted documents are archived and year on year cumulative comparisons analysed.	H&S Unit
Ensuring comprehensive training programs and opportunities are available to staff.	Number of appropriate Health and Safety courses available to staff.	Increased take up of health and safety training opportunities in all formats i.e. e-learning, classroom based learning and blended learning formats.	H&S Unit/ Head of Service
Extend e-learning system to reflect training needs in relation to competence.	New modules developed and introduced.	Year on year increase in % of users accessing the e-learning system and the number of courses completed.	H&S Unit
Develop specific face-to-face training relating to specific risks.	New modules developed and introduced.	Year on year increase in course availability, satisfaction and % passing.	H&S Unit

Theme 3: Risk Management

Objective	Key Performance Indicator	Success Indicator	Owner
Continue to proactively identifying all hazards across the Council.	Risk assessment programme developed and in place.	Year on year increase in the number of risk assessments documented with their findings implemented appropriately.	H&S Unit
Further improve the health and safety risk management framework to ensure effective use and adoption.	Increased user involvement in the development of the health and safety risk management framework.	Active user driven health and safety risk management programme.	H&S Unit
Ensure that health and safety is always an integral part of the planning and review processes at Council and directorate/ service area levels.	Documented evidence of the inclusion of relevant health and safety matters.	Evidence of the positive impact health and safety considerations have made during the processes.	H&S Unit
Ensure the effective implementation of the Council's fire safety management system and associated safety standards.	Implementation of fire risk assessment programme for all Council owned buildings.	Fire risk assessment findings/ recommendations effectively implemented.	H&S Unit
Develop a suite of lagging / leading health and safety performance indicators.	Suite of indicators developed.	Staged introduction of indicators based on service area maturity levels.	H&S Unit
Ensure all aspects of the Council's activities are audited within the stated period.	Areas audited according to audit plan.	Year on year improvement in audit outcomes measured with the audit finding implemented by the agreed time scale.	H&S Unit
Evaluate the effectiveness and suitability of existing risk management methodology.	Evaluation carried out and improvements implemented.	Improved risk management framework evidenced.	H&S Unit/ Directorates/ Service Areas
All service areas to carry out an annual risk assessment review.	Annual risk assessment review carried out by service managers between September and January.	All risk assessment reviews completed and documentation updated.	H&S Unit/ Head of Service
Improve reporting, recording and investigation of accidents and incidents.	All notifiable (RIDDOR) events reported and investigated.	Levels of reporting investigation noted. No adverse outcomes from enforcement agency follow-up.	H&S Unit/ Directorates/ Service Areas

Theme 4: Health and Wellbeing

Objective	Key Performance Indicator	Success Indicator	Owner
Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.	Greater awareness amongst staff of occupational health and wellbeing issues.	Reduction in reporting/recording of occupational health and wellbeing issues.	HR/H&S Unit
Promote, encourage participation and support initiatives that enhance occupational health and wellbeing.	Participation in WLBC'S wellbeing initiative.	Improved awareness by managers. Show year on year improvement for example by use of a general employee survey.	H&S Unit
Improve the collection and understanding of ill-health and sickness absence data.	Standardised reporting and recording system introduced.	Levels of absence are reduced and proactively monitored.	HR/ H&S Unit

Theme 5: Collaborative Working

Objective	Key Performance Indicator	Success Indicator	Owner
Develop initiatives to encourage collaborative working.	Progress made establishing joint working between employee representatives, management and the Health and Safety Unit.	Effective joint inspections, task based risk assessments and health and safety initiatives. Number and frequency to be agreed by management and employee representatives.	Trades Unions/H&S Unit
Ensuring appropriate communications channels exist for the dissemination of all health and safety information.	Increased take up of available health and safety resources.	Greater health and safety awareness throughout the workforce, evidenced through health and safety management audits, risk assessment reviews and training outcomes.	H&S Unit

Objective	Key Performance Indicator	Success Indicator	Owner
Establish links with Council community to ensure health and safety awareness is embedded.	Quarterly update reports and annual meetings with managers.	Increased awareness and ownership of safety system evidenced, this is evidenced through health and safety management audits, risk assessment reviews etc.	H&S Unit/ Directorates/ Service Areas
Utilise technological solutions to improve compliance monitoring and reporting arrangements.	Solutions reduce burden of compliance monitoring.	Evidence of improved compliance recorded.	H&S Unit
Encourage effective working of Trade Union Safety Representatives.	Regular meeting with Trades Unions and effective consultation arrangements.	Evidence of engaged collaborative workforce evidenced by level of employee representation at health and safety committee meetings, participation in joint health and safety inspections.	H&S Unit
Maintain effective and efficient management and control of contractors.	All contractors engaged by the Council have been subject to a health and safety management system/competency assessment evaluation.	All contractor Health and Safety documentation evaluated prior to the commencement of work and the results published on the Health and Safety gateway. Effective co-operation and consultation maintain with contractors regarding WLBC expectations.	H&S Unit/ Head of Service

Theme 1: Update - Leadership and Management

Guidance:

Successful health and safety management comes from the top of an organisation and health and safety leadership must also start here. Visible and active commitment from the Council, CMT, DMT's and managers to health and safety clearly demonstrate a commitment which will be embraced by other members of staff. Proactive management and ownership of health and safety is a clear indication of a positive health and safety culture.

The activities/key performance indicators necessary to promote this theme are:

1. Maintenance of an effective communication system through the Council's clear management structure
2. Continue to demonstrate that Health and Safety management is integrated in business decisions
3. Maintain the regular reviews of health and safety performance
4. Ensuring appropriate resources are provided allowing for effective management of health and safety
5. Ensuring all staff continue to receive appropriate induction and training
6. Ensure sufficient training and guidance is provided regarding leadership in health and safety
7. Ensure strategic health and safety aims are communicated and embedded throughout the Council

In order to achieve the above we will continue with our health and safety communication strategy with our progress illustrated by the actions on page 6 of this document.

1. Maintenance of an effective communication system through the Council's management structure

- Service area health and safety meetings continue to be held and accurate minutes are kept and posted on the health and safety gateway when made available.
- A representative from the corporate health and safety unit attends scheduled Service Health and Safety Committee meetings whenever possible.
- Regular publication dates are set and met for health and safety briefings.
- Regular reports are sent to CMT via the Director of Leisure and Environment.

2. Continue to demonstrate that Health and Safety management is integrated in business decisions.

- Documented evidence is available to show that health and safety is being considered, this includes contractor evaluation, health and safety risk assessments covering service provision etc.

3. Maintain the regular reviews of health and safety performance.

- The Health and Safety Management Audit programme is progressing well, Specific Service area audits have commenced:
 - * **Ranger Service** – Report completed, the action plan has been implemented and the majority of the recommendations have been addressed.
 - * **Admin and Elections** - Draft report being prepared.
 - * **Caretakers** – Draft report circulated to management for comment and action plan formulation.
 - * **Refuse and Recycling** - Risk assessments have been updated.
 - * **BTLS seconded staff** – Report sent to BTL management for comment.

4. Ensuring appropriate resources are provided allowing for effective management of health and safety.

- Evidence of resource allocation for compliance with health and safety legislation is being gathered from the review of risk assessments and audit findings.

5. Ensuring all staff continue to receive appropriate induction and training.

- Records of completed training are up to date and reported to management.

6. Ensure sufficient training and guidance is provided regarding leadership in health and safety.

- Records of training and guidance are up to date, with any additional training needs identified by the health and safety management audit, risk assessment review and annual appraisal programme implemented.
- The "West Lancs Manager" e-learning training package has been developed, and is in final stages of testing before being launched.

6. Ensure strategic health and safety aims are communicated and embedded throughout the Council

- Positive promotion of the Council's health and safety strategic aims is being achieved via the health and safety committee structure, health and safety training, West Lancs Now newsletter and a variety of health and safety unit publications.

Theme 2: Update - Competence

NOTES:

Effective health and safety management requires competence at every level. Competence, in this context, is the ability for every member of staff to recognise the most foreseeable risks, particularly the serious risks, and have the ability to take steps to control them. For large and complex organisations, such as the Council, competence also means having health and safety practices, procedures and standards which are used consistently across the organisation.

The activities/key performance indicators necessary to promote this theme are:

1. *Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector*
2. *Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors*
3. *Staff are aware of how to access competent advice*
4. *Use of appropriate risk management/risk assessment techniques across all directorates/service areas*
5. *Ensuring comprehensive training programs and opportunities are available to staff*

The activities/key performance indicators necessary to support staff are:

1. *Extend the e-learning system to reflect training needs in relation to competence.*
2. *Develop specific face-to-face training relating to specific risks*

1. Use of competent staff to ensure all policies and procedures are up to date and reflect best practice in the sector.

- The development of a specific competency matrix for each service area is progressing well using that data that is gleaned from the risk assessment review and the Health and Safety Management Audit outcomes and recommendations.

2. Making sure internal policies, procedures, guidance and advice are understood and easily accessible to staff and, where applicable, visitors and contractors.

- An Institution of Occupational Safety and Health (IOSH) training course was organised for CMT and relevant senior managers, the feedback from the course was positive.
- Usage statistics from the Learning Pool training software will help identify the

3. Staff are aware of how to access competent advice.

- The Health and Safety Unit actively promote an open door policy regarding the provision of advice and guidance to staff.
- A Health and Safety Unit representative attends all service health and safety meetings whenever possible.
- Access to the Health and Safety Gateway on the Intranet is available to all staff, additional arrangements are in place for those members of staff who do not have access to the Intranet.

4. Use of appropriate risk management/risk assessment techniques across all directorates/service areas.

- The number of Health and Safety forms being received electronically has increased, but some hard copies are still being received. The Health and Safety Unit continue to remind staff at service health and safety meetings of the need to carry out suitable and sufficient risk assessment which involve staff and their representatives for all activities that present a significant risk.

5. Ensuring comprehensive training programs and opportunities are available to staff.

- We have implemented a planned Health and Safety training programme based on a training needs analysis gleaned from the ongoing risk assessment review and the planned health and safety management audit programme.
- Statutory Health and Safety training needs are being met.
- Requests for a wide variety of health and safety training in all formats has increased since the initial distribution of the health and safety management audit self-assessment questionnaire. This has helped to drive the development of the training programme. Examples of the training carried out are:
 1. Noise at work awareness training for all refuse and recycling operatives.
 2. Hand Arm Vibration (HAV) and noise at work awareness refresher for all the new green and clean operatives.
 3. Zone warden and practical fire extinguisher training for the gallery staff and Robert Hodge Centre.
 4. New tool box talk training - violence and aggression training for chapel gallery staff.
 5. First aid at work course.
 6. First aid refresher training booked for June 2019.

Theme 2: Update - Competence

7. Accident investigation procedure and training secession for all service areas (June 2019)
8. Risk assessment and events safety training.
9. Accredited asbestos awareness training for all new green and clean

6. Extend e-learning system to reflect training needs in relation to competence.

- Additions to the e-learning system are being developed, the content being based upon the needs identified by the Health and Safety Management Audit outcomes and the results of the risk assessment review programme.

7. Develop specific face-to-face training relating to specific risks.

- As with (6) above additional face-to-face training courses are being developed, the content being based upon the needs identified by the Health and Safety Management Audit outcomes and the results of the risk assessment review programme.

Theme 3: Update - Risk Management

NOTES:

Effective and proportionate risk management should ensure both legal compliance and the safety of staff. The activities/key performance indicators necessary to promote this theme and support staff are:

1. *Continue to proactively identifying all hazards across the Council*
2. *Further improve the risk management framework to ensure effective use and adoption*
3. *Ensure that health and safety is always an integral part of the planning and review processes at Council and also directorate/service area levels*
4. *Ensure the effective implementation of the Councils fire safety management system and associated safety standards*
5. *Develop a suite of lagging / leading health and safety performance indicators.*
6. *Ensure all aspects of the Council's activities is audited within the stated period*
7. *Evaluate the effectiveness and suitability of existing risk management methodology*
8. *Improve reporting, recording and investigation of accidents and incidents*

1. Continue to proactively identify all hazards across the Council.

- The annual risk assessment review cycle is nearing completion. Risk assessment status is now posted on the health and safety gateway which clearly advises service managers of the status of their risk assessments. All heads of service are regularly informed of progress.

2. Further improve the health and safety risk management framework to ensure effective use and adoption.

- Active user driven health and safety risk management programme implemented gleaned from the findings of the risk assessment reviews and Health and Safety management audit findings.

3. Ensure that health and safety is always an integral part of the planning and review processes at Council and directorate/service area levels.

- Evidence is being gathered to help show the positive impact health and safety considerations have made during the processes service level planning and review.

4. Ensure the effective implementation of the Council's fire safety management system and associated safety standards.

- We are informed that the review/update of all fire risk assessments has been completed by Housing and Inclusion.

5. Develop a suite of lagging/leading health and safety performance indicators.

- A Discussion document has been produced outlining the proposed approach to be adopted when implementing a package of lagging and leading performance indicators and will be considered by CMT and the Corporate Health and Safety Committee.

6. Ensure all aspects of the Council's activities are audited within the stated period.

- The health and safety management audit programme is progressing with some delays resulting from requests from services for rescheduling. It is important that every effort is made to deliver the audit programme on schedule.

7. Evaluate the effectiveness and suitability of existing risk management methodology.

- The risk management framework is under review and any changes will be reported to the Corporate Health and Safety Committee.

8. All service areas to carry out an annual risk assessment review.

- The risk assessment reviews are nearing completion and the results are being submitted to the Health and Safety Unit for inclusion on the service area micro sites on the Health and Safety Gateway. Progress is being reported to Head of Service and Service Managers.

9. Improve reporting, recording and investigation of accidents and incidents.

- The level of accident/incident reporting and investigation has remained constant.
- The Council has had no adverse outcomes from any enforcement agency follow-up.

Theme 4: Update - Wellbeing

NOTES:

Positive health and wellbeing can reduce absenteeism, improve physical fitness and mental alertness and as a result increase productivity.

The activities/key performance indicators necessary to promote this theme and support staff are:

- 1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.*
- 2. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing*
- 3. Improve the collection and understanding of ill-health and sickness absence data.*

1. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing for staff.

- To link with the initiatives set out in the Council's Health and Wellbeing Strategy.

2. Promote, encourage participation and support initiatives that enhance occupational health and wellbeing.

- Consultation required with Human Resources and Leisure Services. This will take place during 2019/20.

3. Improve the collection and understanding of ill-health and sickness absence data.

- Consultation required with Human Resources to obtain data. This will take place during 2019/20.

Theme 5: Update - Collaboration

NOTES:

Collaborative relationships

Successful health and safety management is a collective responsibility in which all members of staff must play a part. This responsibility must be embedded through clear demonstration of management standards. The activities/key performance indicators necessary to promote this theme and support staff are:

1. *Develop initiatives to encourage collaborative working*
2. *Ensuring appropriate communications channels exist for the dissemination of all health and safety information*
3. *Ensure all aspects of the Council's activities is audited within the stated period*
4. *Develop occupational health and safety system in accordance with OHSAS 18001 principals*
5. *Evaluate the effectiveness and suitability of existing risk management methodology*
6. *Improve reporting, recording and investigation of accidents and incidents*
7. *Maintain effective and efficient management and control of contractors.*

1. Develop initiatives to encourage collaborative working.

- The need for effective joint inspections, task based risk assessments and more health and safety initiatives has been identified.
- Discussions are ongoing with all interested parties to develop and implement a meaningful programme of events to satisfy this objective. The result will be provided to the Corporate Health and Safety Committee.

2. Ensuring appropriate communications channels exist for the dissemination of all health and safety information.

- As the health and safety management audit programme is progressing the Health and Safety Unit are gaining a greater understanding of the health and safety awareness throughout the workforce, this is being supported by risk assessment reviews and training outcomes.

3. Establish links with Council community to ensure health and safety awareness is embedded.

- Increased awareness and ownership of safety system is being evidenced by the results of the ongoing health and safety management audits, risk assessment reviews etc.

4. Utilise technological solutions to improve compliance monitoring and reporting arrangements.

- We have improved compliance recorded with the introduction of secure Intranet based records management.

5. Encourage effective working of Trade Union Safety Representatives.

- There has been increased workforce representation at Corporate Health and Safety Committee meetings. Accordingly, the Health and Safety Unit is developing a programme to promote participation in joint health and safety inspections.

6. Maintain effective and efficient management and control of contractors.

- All contractor health and safety documentation is evaluated prior to the commencement of work and the results published on the Health and Safety Gateway.
- Effective co-operation and consultation is being maintained with contractors regarding WLBC expectations.

P.M. Adamson
Corporate Health and Safety Manager

June 2019