



COUNCIL: 14 APRIL 2021

Report of: Corporate Director of Place and Community

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SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN 2020/23 – ANNUAL UPDATE

1.0 PURPOSE OF THE REPORT

- 1.1 To provide an update on the progress made in relation to the 2020/23 Health and Safety Strategic Plan.

2.0 RECOMMENDATIONS

- 2.1 That the progress against the Health and Safety Strategic Plan 2020/23 be noted.
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3.0 BACKGROUND

- 3.1 Members will recall that a strategic approach was adopted to proactively manage health and safety issues within the Council.
- 3.2 The resultant Strategic Plan is refreshed every 3 years and focuses on review as well as delivering improvements, so as to handle risk effectively within the Council. 6 monthly updates are provided to the Councils' Corporate Health and Safety Committee, with an update provided to Members annually.

4.0 THE 2020/23 HEALTH AND SAFETY STRATEGIC PLAN

- 4.1 The 2020/23 Plan builds on previous work by concentrating on the changes introduced following the Sustainable Organisation Review Project and embedding health and safety culture in the new staff structure.
- 4.2 The implementation of the 2020/23 Plan reinforces the Council's commitment to provide a safe and healthy working environment for its employees, Members and visitors. However, progress against the 2020/23 Plan has inevitably been affected

by Covid-19 as staff resources within the Council's Corporate Health and Safety Service are new and have been committed to ensuring the Council's own Covid compliance. Appendix 1 to this report provides an outline of the work completed to date and those projects intended for completion with relevant targets.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial or resource implications arising from this report.

7.0 RISK ASSESSMENT

7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

8.0 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected Members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix 1: Health and Safety Strategic Plan 2020/2023 Update

Appendix 1: Corporate Health and Safety Strategic Plan 2020/23 Update

Action	Target	Completion	Responsible Service / Officer(s)	Progress	Comments
Review of Corporate and Service Health and Safety Committee meeting attendees and structure	Revised and agreed attendance	June 2020	Corporate H&S Service	Complete	Attendees reviewed and settled for main committee. Sub committees established for Robert Hodge Centre incorporating Leisure and Rangers, Derby Street incorporating the Investment Centre and Westgate.
To review the health and safety audit process	Agreed and published audit programme	July 2020	Corporate H&S Service	Complete	Covid-19 and change in working methods have meant that priorities have shifted based on these developments. Audits carried out on the basis of risk and trend analysis.
	Revised audit process	October 2020		Ongoing	New audit template created for use.
	Audits conducted	Annually		Complete	Range of audits completed including including: <ul style="list-style-type: none"> • 61 Westgate • 49 Westgate (Familiarisation visit only) • 26 Gorseley Place (Familiarisation visit only) • Investment Centre (Familiarisation visit only) • 52 Derby Street (During and post refurbishment) • Robert Hodge Centre (Site)

					<ul style="list-style-type: none"> Traffic Management at Robert Hodge depot
Improved Corporate Health and Safety communications and service standards	<p>Customer policy</p> <p>Communication Plan (incl. attendance at team meetings, campaigns and promotional materials)</p>	<p>July 2020</p> <p>July 2020 (Commence November 2020)</p>	Corporate H&S Service	<p>Complete</p> <p>Ongoing</p>	<p>New intranet page launched.</p> <p>Delays due to Covid-19. However, newsletters sent to all First Aiders (Covid-19 Updates). Initial plan in place outlining a topic of the month.</p>
Review of Corporate Health and Safety Documentation	Documents to be easily accessible, succinct and understandable	March 2021	Corporate H&S Service	<p>Review complete. Action to update existing documents.</p>	<p>The team has conducted a document review to identify the documents that can be kept and those that can be amalgamated to streamline and simplify. Many of the performance standards we currently have are reference documents, which need to be simplified and turned into an individual policy or a health and safety manual.</p> <p>All documents have been transferred off the old health and safety gateway and old filing system into a new location on the shared drive. Documents to be updated on a risk basis, as this a significant body of work and all actions will continue throughout the duration of this plan.</p> <p>The new team has engaged directly with staff and have implemented new Covid-19.</p>

					<p>risk assessment, generic risk assessment and health and safety tools. The generic risk assessment has been produced to provide a benchmark and starting point for line managers to review and customize for their teams along with a risk checklist for reference. This will be shared at Corporate Health & Safety Committee for comment and once the group is happy will be shared with line managers and staff for sharing, discussion and feedback in team meetings. The document can also be the basis of a training tool, including for staff on induction. As and when documentation and new intranet pages are developed the risk assessment will cross reference to these other sources of information.</p>
<p>To review and rationalise the Health and Safety Gateway into a more sustainable and resilient format upon the intranet</p>	<p>Maintain effective and efficient management and control of contractors</p>	<p>March 2021</p>	<p>Corporate H&S Service</p>	<p>Review complete</p>	<p>Review complete. New intranet skeleton has been produced to begin to populate with documentation and guidance in a way which is more intuitive and easy to use. Some updated/little used information has been removed.</p>
<p>Proposals for external audit / verification / peer review / external accreditation</p>	<p>To have considered and decided on a suitable verification method of the Council's health and safety management</p>	<p>March 2021</p>	<p>Corporate H&S Service</p>	<p>Review complete</p>	<p>Review complete. The team are actively engaging with neighbouring local authority health and safety teams to benchmark and share ideas and information.</p> <p>No system of external verification in place at the moment. Options and costs being considered.</p>

					The team has developed knowledge of the organisation, teams, buildings and systems, but it will take a significant amount of time and effort to develop an updated health and safety system which is in line with the team's goals. The systems are being reviewed and updated on a risk basis. Covid-19 continues to have a significant impact especially following reduction in team resource.
Implement recommendations for external audit / verification / peer review / external accreditation	To deliver and report on the chosen verification method	March 2023	Corporate H&S Service	On target	Based on above action.
Reduced number of accident / incident reports	To maintain a downward trend of incidents and accidents [Links to communication plan – to ensure any reduction is not resulting from a reduction in reporting]	March 2023	Corporate H&S Service HoS	On target	Accidents numbers remain low. Accident statistics and causal factors reviewed at each Corporate Health and Safety Committee meeting.
Improve near miss / hazard reporting	To continue communications relating to near miss / hazard reporting	March 2023	Corporate H&S Service HoS	On target	Accident and near miss reports have been updated and regular communication in place in higher risk work areas. Specific accident and near miss page in

					development on intranet to signpost and simplify.
Review and revise risk assessment documentation controls	Devolve control of risk assessment to service level Risk assessments reviewed	July 2021 Annually	Corporate H&S Service HoS / Line Managers	On target	New risk assessment template has been piloted with different services and feedback has been used to adjust. Feedback has been positive on the whole. The new template should allow managers to more easily carry out their own risk assessments
Improved oversight of health and safety performance	Increased use of Pentana to allow oversight of risk assessment and related processes	July 2021	Corporate H&S Service HoS	Review complete	Demonstration of software options, in addition to Pentana, is complete. Proposal to be presented to Corporate Health & Safety Committee.
Manager health and safety training	To deliver suitable training session to managers to support them in controlling their own service health and safety risks	March 2021	Corporate H&S Service		Delays due to Covid-19, however options and prices now obtained. Environmental Services have sought training on risk assessment for their supervisors.
All accident (including RIDDOR) events reported and investigated	Procedures reviewed Levels of reporting investigation noted No adverse outcomes from enforcement agency follow-up	March 2021 Ongoing Ongoing	Corporate H&S Service HoS / Line Managers	Complete	New accident report form in place. More information is provided up front and the line manager is more actively involved in the review/reflection.

Ensure all staff continue to receive appropriate induction and training	To review the health and safety induction and refresher training module	January 2022	Corporate H&S Service HoS / Line Managers	On target	Current training methods and delivery adequate. New policy and induction checklist drafted. To be shared with Corporate Health & Safety Committee prior to implementation.
Examine links between health and safety controls and ill health absenteeism	To review insurance claims, sick absence statistics to identify and implement proactive controls to reduced incidents	March 2022	Corporate H&S Service / HR	On target	Delays due to the Council's OH provider being heavily involved in Covid-19 vaccination. Looking at whether roles can have standardised occupational health requirements to simplify management and HR checks and create more consistency.
Support effective building management compliance processes and related safety standards.	Improved links between Corporate Health and Safety and Property Services and Estates to provide a coordinated compliance regime	March 2022	Corporate H&S Service / Property Services	On target	Systems remain adequate. Plan in place to focus on potential gaps brought about by changes to staff structure, corporate buildings and new ways of working.
Develop health and safety competencies for job categories	To link staff responsibilities to minimum requirements for health and safety training	March 2022	Corporate H&S Service / HR	On target	
Reduction in reporting/recording of occupational health and	To demonstrate a downward trend in incidents	March 2023	Corporate H&S Service / HR	On target	

wellbeing issues					
Ensure competencies within the Corporate Health & Safety Service	Staff training and development in line with development appraisal process	March 2023	EH Manager	On target	Options and prices obtained.
Support and improve operational links between Corporate Health and Safety Service and key services – Insurance, Property Services, Environmental Services	To foster improved collaborative working and proactive risk control	March 2023	Corporate H&S Service	On target	Continuous improvement plan being developed.
Corporate building inspections	HoS complete corporate building (and related areas) inspection	Annually	HoS	Ongoing	Programme of inspections through health and safety sub committees in place.
Record of Corporate and Service health and safety meetings	Meetings held and minutes actioned and recorded	Quarterly	Corporate H&S Service HoS	On target	All meetings held.
Ensure sufficient training and guidance is provided regarding leadership in health and safety	One training session per year provided to CMT and/or senior managers	Annually	Corporate H&S Service CMT	N/A	Training scheduled.
Ensuring comprehensive training	Increased use and take up of health	Ongoing	Corporate H&S Service	N/A	Under continual review to ensure this remains in place.

programs and opportunities are available to staff	and safety training opportunities		HoS / Line Managers		
Support joint working between employee representatives, management and the Health and Safety Service.	Effective joint inspections, task based risk assessments and health and safety initiatives [when requested]	Ongoing	Corporate H&S Service HoS / Line Managers / Unions	N/A	Under continual review to ensure this remains in place.