



COUNCIL : 19th July 2017

Report of: Director of Leisure and Wellbeing

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SUBJECT: HEALTH AND SAFETY STRATEGIC PLAN 2017/20

Wards affected: Borough wide.

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on the progress made in relation to the 2014/17 Health and Safety Strategic Plan and to agree a new Health and Safety Strategic Plan for 2017/20.

2.0 RECOMMENDATIONS

- 2.1 That progress against the Health and Safety Strategic Plan 2014/17 be noted.
- 2.2 That the Health and Safety Strategic Plan 2017/20 at Appendix 2 to this report be agreed and the objectives and targets stated in the Plan are supported.
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3.0 STRATEGIC PLAN 2014/17 ACHIEVEMENTS

- 3.1 The Health and Safety Strategic Plan 2014/17 (the 2014/17 Plan) was developed through a process of consultation with managers and staff, and set out six strategic goals that were agreed as a means to ensure that health and safety remains a cornerstone of our activities.
- 3.2 Significant advances have been made in the development of our health and safety management systems. All staff and elected Members are working to protect the health and safety of employees, visitors and contractors by ensuring that risks in the changing workplace are properly controlled. The 2014/17 Plan was underpinned by many specific tasks designed to achieve the six strategic goals. The following sections provide outline comment on the performance against each of these goals.

4.0 PROGRESS AGAINST THE 2014/17 PLAN SIX STRATEGIC GOALS

4.1 Goal 1 - The Council has the competence to identify hazards and ensure that risks are properly controlled.

Through the use of new online learning management software ('Learning Pool'), the provision and access to training has improved. The Corporate Health and Safety Service has developed and delivered a wide range training courses that blend e-learning with more traditional methods of learning, as a means to increase the effectiveness and efficiency of training. Some of the most notable developments include:

- health and safety refresher training completed individually by all staff
- improved health and safety induction
- the range of 'tool box talks' [developed for operational staff] has been increased

Accordingly, the level of competency across the Council has shown progressive improvement, resulting in the ability of heads of service, managers and workers to recognise the risks in their operational activities and apply the right measures to control and manage those risks.

Training remains an important part of the Plan for 2017/20, which will include specific training for senior managers.

4.2 Goal 2 - The Council will have strong and sustainable leadership in health and safety.

A visible structure of health and safety leadership has been developed where leaders, at all levels, are seen to be actively involved and where the emphasis is on action. The Chief Executive, Heads of Service and senior managers are seen to be both collectively and individually discharging their responsibility for health and safety, and as such champion health and safety and embrace their accountability for delivery. Corporate Health and Safety meetings are led by the Chief Executive and are well represented by all services.

4.3 Goal 3 - Our workforce will be fully engaged in health and safety.

The Corporate Health and Safety Service helps to promote and engage the majority of the workforce as a means to contribute to the effective management of health and safety. This has included the voluntary expansion of workplace health and safety representatives across all service areas of the Council, which has resulted in improved partnership working with management. This engagement has covered both occupational and accident/incident risks, which allows staff to identify good practices and share them across the Council.

4.4 Goal 4 - We will continue to raise standards and continually improve our health and safety performance.

The Council has maintained its good track record in health and safety. Targeted campaigns on specific health and safety topics and improvements in health and safety management systems have helped to maintain this good record. The

approach to risk assessment has also been simplified as a means to keep the process relevant and help further develop a sensible approach to risk management.

Accidents and near misses remain at a low level; nevertheless, new methods to assess and develop health and safety performance are being sought as part of the Health and Safety Strategic Plan 2017/20. This includes the establishment of leading and lagging health and safety performance indicators and improved availability information and data to inform decision making.

4.5 Goal 5 - Health and safety issues will be effectively communicated across the Council.

As indicated above, communication regarding health and safety in aspects of the Council's business works well. This has been achieved through a structured approach to meetings as well as clear responsibilities when responding to issues.

4.6 Goal 6 - Effectively manage the occupational health and safety risks of contracted out work.

The control of contractors presents a specific challenge. The Council engages with a large number of companies and organisations and must ensure that these operate to the same high standards that are expected of Council employees. Accordingly, a detailed approach to the assessment and monitoring of contractor health and safety performance has been implemented that seeks to ensure that, where the Council contracts out work to other organisations, or works in partnership with other organisations, the occupational health and safety risks are properly and satisfactorily addressed.

5.0 THE 2017/20 HEALTH AND SAFETY STRATEGIC PLAN

5.1 The 2017/20 Health and Safety Strategic Plan (the 2017/20 Plan) attached at Appendix 2 to this report reinforces the Council's commitment to provide a safe and healthy working environment. It aims to build on the existing good progress to date and therefore concentrates on the provision of Health and Safety information and training to staff.

5.2 Members will note that the 2017/20 Plan is a more concise document than the previous version. Not only does this reflect the Council's continued good performance on health and safety, it helps to ensure that performance against the 2017/20 Plan can be more easily monitored.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

6.1 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.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

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

8.0 RISK ASSESSMENT

8.1 The Council has a legal duty to manage its health and safety responsibilities and to have an effective health and safety management system in place. The approval of the 2017/20 Health and Safety Strategic Plan is a key part of the Council's health and safety management system and therefore any failure to approve the document could leave the Council open to legal challenge.

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

There is a significant direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix 1 - Equality Impact Assessment

Appendix 2 - Health and Safety Strategic Plan 2017/2020

Appendix 1

Equality Impact Assessment Form



Directorate: Leisure and Wellbeing		Service: Licensing	
Completed by: Paul Adamson		Date: 26/06/17	
Subject Title: HEALTH AND SAFETY STRATEGIC PLAN 2017/20			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	Yes	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No		
Is a commissioning plan or contract specification being developed:	No		
Is a budget being set or funding allocated:	No		
Is a programme or project being planned:	No		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No		
Details of the matter under consideration:			
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes	<i>*delete as appropriate</i>	
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>	<p>Development of new health and safety strategic plan for next 3 years. The Council's health and safety responsibilities affect all staff and Councillors, as well as service users and those working with or on behalf of the Council.</p>		
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Service users, staff and Councillors.		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	The Corporate Health and Safety Service and the Strategic Plan is available to all staff and Councillors. The health and safety performance		

	of the Council impacts on all staff and Councillors as well as service users and those working with or on behalf of the Council.
Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	All staff and Councillors as well as service users and those working with or on behalf of the Council.
What will the impact of the work being carried out be on usage/the stakeholders?	Developing existing health and safety performance and procedures.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The draft Strategic Plan has been open to staff consultation and approval is being sought from Council.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	The draft Strategic Plan has been open to staff consultation and approval is being sought from Council.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	None.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any	No actions

other issues above?	<i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Strategic Plan 2017/20 will remain under review by the Corporate Health and Safety Service and the Corporate Health and Safety Committee throughout the 3 year period. The Plan will be reviewed in 2020.