



## **CORPORATE HEALTH AND SAFETY COMMITTEE – 13TH OCTOBER 2004**

**SUBJECT: HEALTH AND SAFETY ANNUAL REPORT**

**REPORT BY: DIRECTOR OF THE ENVIRONMENT**

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### **1. PURPOSE OF REPORT**

1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the recently completed Caerphilly County Borough Council annual report.

### **2. SUMMARY**

- 2.1 As part of the 'Revitalising Health and Safety Strategy', the HSE requires all public bodies to summarise their health and safety performance and plans in an annual report.
- 2.2. The Welsh Local Government Association (WLGA) Corporate Health and Safety Forum produced guidelines for Local Authorities on producing annual reports. This formed the background of the Caerphilly County Borough Council document.
- 2.3 The report provides an overview of the health and safety performance of the Authority between April 2003 – April 2004.
- 2.4 The Annual Report introduces the health and safety structure at the Authority and covers corporate management of Health and Safety, statistical information, partnerships, joint consultation arrangements, occupational health arrangements, key achievements and monitoring, with a conclusion and development plan.
- 2.5 The Health and Safety Annual Report will be developed to form a comprehensive overview of health and safety performance across the Authority and demonstrates the Authority's commitment to becoming exemplars of health and safety performance.
- 2.6 A copy of the Health and Safety Annual Report for 2003-2004 is attached, as appendix 1 for your information.

### **3. RECOMMENDATION**

3.1 That the contents of the report be noted.

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Mike Workman, Commercial Service Manager Ext 5221  
Councillor Paul Ford, Cabinet Member

Appendix 1

Caerphilly County Borough Council

Corporate Safety Unit

**ANNUAL REPORT 2003 – 2004**

## **1. INTRODUCTION**

This report has been produced by the Corporate Safety Unit and is intended to provide a summary of the Authority's health and safety management programme, continuing arrangements, key achievements and performance data for the year April 2003 – April 2004.

### **THE COUNCIL**

Caerphilly County Borough Council was formed in April 1996 as a result of local government reorganisation in Wales. This resulted in the formation of 22 new Unitary Authorities to deliver all local government services. Caerphilly County Borough Council is the fourth largest authority in Wales and stretches from the Heads of the Valleys in the north to Risca and Caerphilly near the M4 corridor in the south. The County Borough has over 50 distinct towns and villages. The larger settlements include Caerphilly, Blackwood, Newbridge, Bargoed, Ystrad Mynach, Crumlin and Risca. The council provides services for 170,000 people who live in an area covering approximately 28,000 hectares.

### **STATEMENT OF INTENT**

- Caerphilly County Borough Council recognises its responsibilities under the Health and Safety at Work etc Act, for ensuring so far as it is reasonably practicable, the health, safety and welfare of its employees.
- The Council attaches the greatest importance to health and safety considering this to be a management responsibility ranking equally with other management functions within the organisation.
- It is the policy of the Council to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and for the creation of working conditions that safeguard employees. To this end, the Council will allocate the necessary resources and enlist the active support of all employees, upon whom duties are also imposed by the Health and Safety at Work etc Act.
- The Council regards the standards set by the various relevant statutory provisions as the minimum standard that must be achieved, and will endeavour to improve upon these standards where reasonably practicable.
- This statement and the organisation, arrangements and safety rules which form part of the policy will be reviewed regularly and modified and updated as necessary.

## **2 CORPORATE MANAGEMENT**

- Overall responsibility for health and safety lies with the Chief Executive as head of paid service.
- The deputy Chief Executive and Directors are responsible for ensuring compliance with legal requirements within their directorates and for ensuring the development of divisional health and safety policies and plans.
- The Director of the Environment has responsibility for the management of all matters relating to the Corporate Safety function which includes championing the function at Corporate Management Team level.
- Managers and Supervisors are responsible for managing the health and safety of their staff on a day-to-day basis.
- Employees have responsibility to take reasonable care of their own health and safety, to co-operate with their manager/supervisor, to report any health and safety concerns/issues and to

work in accordance with instructions and all departmental/corporate health and safety policies and procedures.

- It is recognised that the most successful way of managing health and safety within an organisation is to integrate responsibility into the general management system. Divisional Health and Safety Officers support Directors, Managers and Supervisors in ensuring compliance with legislation and with health and safety policies/procedures.
- The Corporate Safety Unit advises on occupational safety corporately and supports all Directorates in meeting their legal obligations.
- Occupational health assessments and screening is provided by an external source with an Occupational Health Nurse providing the strategic function.
- The Council recognises that Health and Safety management is an integral part of the overall risk management strategy. The Corporate Risk Manager works closely with Corporate Safety Unit to ensure effective management of health and safety risks. The Risk Manager is also an active member of the Health and Safety liaison group.

### **DEVELOPMENT OF HEALTH AND SAFETY COMPETENCE**

The Authority is committed to ensuring that Managers and Elected Members are given the necessary training to understand and meet their obligations under health and safety law and the Council's health and safety policy. Therefore two training programmes were developed as detailed below: -

#### **Health and Safety for Senior Executives**

This was a one-day course for Senior Executives of the Council and included Directors and Cabinet Members. Attendance on the courses was compulsory. The course content included:

- Directors, Senior Managers and the Law
- An overview of the legislation
- Developing a positive Health and Safety Culture
- Accident Prevention and Control
- Ensuring Effective Health and Safety Management (HS (G) 65)

Approximately two hundred Managers attended and a further series of courses is planned in the future.

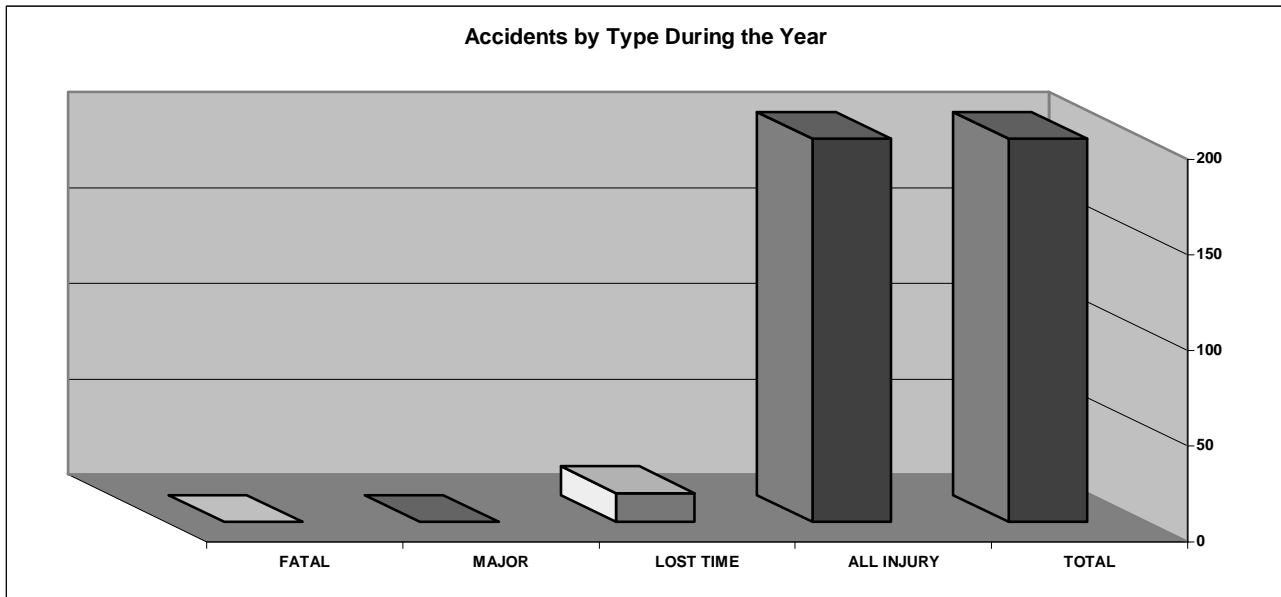
#### **Managing Safety for Managers**

This was an IOSH (Institution of Occupational Safety and Health) accredited, 4 day course which included an exam and was attended by approximately 40 managers.

In addition to the above course a number of courses as detailed below were provided in-house.

Induction	7
Manual Handling Awareness	32
CDM	10
COSHH Awareness	13

### **3 STATISTICAL INFORMATION**



With regard to enforcement action the Authority has received the following notices/actions: -

- HSE (Health and Safety Executive) – 3 Advisory letters received requiring follow-up, 1 prosecution and 1 on-going investigation.
- Fire Authority – 6 enforcement notices requiring follow-up.

#### **4. PARTNERSHIPS**

The Authority is engaged in the following activities with partner agencies to achieve identified goals/objectives: -

HSE – to plan and co-ordinate responses to issues identified by HSE.

WLGA (Welsh Local Government Association) – The Senior Health and Safety Officer represents Caerphilly at the Syniad All Wales Corporate Health and Safety Advisers Working Group. The group consists of Local Authority health and safety practitioners from across Wales and aims to promote and share best practise in health and safety.

The Directorate Health and Safety Officers represent the Authority at the Syniad All Wales Education, Social Services and DLO (Direct Labour Organisations) forums. In addition the Social Services Health and Safety Officer and the Occupational Health Nurse attend the Syniad All Wales Manual Handling Sub-group.

Other Groups – The Senior Health and Safety Officer represents Caerphilly at the South and East Wales Safety Advisers Group, which is a forum for Local Safety Advisers to share expertise and best practise.

#### **5. JOINT CONSULTATION**

The Authority considers consultation to be an integral part of health and safety management and essential to the promotion of a positive health and safety culture. Consultation on health and safety issues is achieved through the following mechanisms: -

## **THE CORPORATE SAFETY COMMITTEE**

The Corporate Safety Committee is Caerphilly County Borough Council's statutory forum for consultation on Occupational Health and Safety issues. An elected member chairs the committee and membership is made up of elected members, managers, employee representatives and trade union representatives. The committee meets on a quarterly basis although meetings can be arranged more frequently if consultation is required on important health and safety issues. Copies of the minutes of the Corporate Safety Committee go to the Policy and Resources Scrutiny Committee for action. Whilst the Corporate Safety Committee has no decision-making powers, recommendations of the Committee are referred to the appropriate Council committee for appropriate action.

## **THE HEALTH AND SAFETY LIAISON GROUP**

This group consists of Divisional Health and Safety Officers, the Occupational Health Nurse, the Risk Manager, the Corporate Safety Unit and Managers and is chaired by the Chief Trading Standards Officer. The group meets on a monthly basis and provides a forum for exchange of ideas whilst allowing dissemination of information for consultation through the Directorates.

## **THE HEALTHY WORKPLACES GROUP**

Caerphilly County Borough Council has a Healthy Workplaces Group that seeks to develop strategies to promote health in the workplace and to give employees the information necessary to enable them to make informed decisions regarding their health.

## **6. OCCUPATIONAL HEALTH PROVISION**

The Authority is committed to achieving high standards of Occupational Health provision and to participate fully in Government health initiatives such as 'Healthier Workplaces', 'Revitalising Health and Safety', and 'Better Health: Better Wales'.

The Authority was awarded the Silver Standard in the National Assembly's Corporate Health Standard in May 2003 and is committed to achieving the gold standard.

The Authority actively participates in health promotion activities such as European Health and Safety Week and No Smoking Day.

## **7. KEY ACHIEVEMENTS**

During 2003-4, the Authority commenced a number of health and safety initiatives with the aim of improving overall health and safety performance at Caerphilly County Borough Council. These include: -

1. Achieving the Corporate Health Standard "Silver Award", sponsored by the Welsh Assembly Government. The award acknowledges the level of the authority's health and safety performance.
2. Recruitment of a qualified and experienced Occupational Health Nurse and visiting Physician to develop and improve the Council's occupational health strategy and performance.
3. Development of Health and Safety working groups in high-risk areas. These groups have provided a forum for sharing of information and development of proactive health and safety arrangements, and have significantly contributed toward improving health and safety standards in the higher risk areas.

4. Asbestos Management- an asbestos incident that resulted in prosecution of the Authority initiated a detailed review and overhaul of the Corporate Asbestos policy and arrangements. As a result a new asbestos policy has been adopted, asbestos surveys completed for all council owned or occupied premises and up-to-date asbestos registers prepared. All Building Managers have been provided with a comprehensive asbestos logbook and information packs and provided with instruction on the new arrangements, the use of the asbestos registers and logbooks and their role in ensuring effective management of Asbestos Containing Material's across the Authority.
5. Corporate Health and Safety Review – Caerphilly County Borough Council has undertaken a detailed review of the Health and Safety advisory service with a view to consolidating existing good practise and ensuring that health and safety systems and approaches are co-ordinated and cost effective. The outcome of the review has been endorsed by CMT and will result in a radical restructuring of the way health and safety is managed across the Authority and a significant increase in the resources allocated to health and safety. The review illustrates the desire of the Authority to develop an exemplar health and safety service which goes beyond the basic requirements of legislation.

## **8. MONITORING HEALTH AND SAFETY PERFORMANCE**

The Authority undertakes a comprehensive monitoring exercise to ensure that premises and activities are monitored in accordance with HSG 65 ' Successful Health and Safety Management.' The monitoring is undertaken in a variety of ways as detailed below.

- The Occupational Health and Safety Committee monitor health and safety performance through reviewing Divisional Audits carried out by the corporate Safety Unit. This allows the Committee to identify problem areas and target weaknesses.
- The Occupational Health and Safety Committee also monitor health and safety performance through reviewing accident incident statistics and accident investigation details on a quarterly basis.
- The Corporate Safety Unit undertake a monitoring programme to ensure safety in Council owned premises and carried out 184 audits between April 2003 – April 2004.
- The Corporate Safety Unit submit reports to the Occupational Health and Safety Committee for consultation. These reports then go to the appropriate Council Committee allowing effective monitoring of health and safety performance and the report to be actioned as appropriate.

## **9. CONCLUSION AND DEVELOPMENT PLAN**

Significant developments have taken place over the past year in securing policies and procedures that reflect current legislation, standards and best practise. Over the next year it is hoped to build on this progress.

2004-2005 will see the completion of the health and safety strategic review. This will allow the Authority to develop a long-term strategic action-plan and focus resources where needed to best meet the requirements set out in the Governments Revitalising Health and Safety Agenda and move us towards our aim of becoming an exemplar of health and safety practise.

