



## **CORPORATE HEALTH AND SAFETY COMMITTEE – 24TH JUNE 2019**

**SUBJECT: HEALTH AND SAFETY STRUCTURE AND ACTION PLAN**

**REPORT BY: CORPORATE DIRECTOR – EDUCATION AND CORPORATE SERVICES**

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

- 1.1 The purpose of the report is to update Corporate Health and Safety Committee Members on the structure of the Health and Safety Division (appendix 1) and the work programme for 2019-2021 (appendix 2).

### **2. SUMMARY**

- 2.1 The revised structure reflects the best use of resources within existing budget constraints. The action plan for the Health and Safety Division allows resources to be prioritised to areas considered to be an organisational risk.

### **3. RECOMMENDATIONS**

- 3.1 That the content of the report is discussed.

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 For Committee to be updated with regards to the structure and priorities of the Health and Safety Division.

### **5. THE REPORT**

- 5.1 The Health and Safety Division has undergone numerous changes over the past 18 months. A number of Health and Safety Officers left the Authority affording the Authority the opportunity to review the structure and ensure that it reflects the organisational needs and best utilises resources allocated to Health and Safety.
- 5.1.1 The team structure (appendix 1) is currently in place with the exception of the 2 grade 9 posts which are in the process of having job descriptions developed to allow the posts to be evaluated. Appointing to these posts will mean that the core team is fully staffed and this will allow resources to be prioritised to work through the Corporate Health and Safety Action Plan. One of the senior posts will be funded through loss of an Officer post enabling the structure to come within existing budget. One SLA post is also vacant due to ongoing difficulties with recruitment.

- 5.1.2 The Health and Safety Division consists of one Health and Safety Manager, one Principal Health and Safety Officer, two Senior Health and Safety Officers, two Health and Safety Officers, a Manual Handling Assessor/Trainer (50% funded by the Education and Corporate Services Directorate) and a Health and Safety Apprentice. There is a further Health and Safety Officer within the structure funded directly via WHQS/HRO (60%) and Communities (40%) and a Health and Safety Officer directly funded by Flying Start. Although these two posts sit within the Health and Safety Division and are managed within the division the post holders have set responsibilities directed by the Service areas. The division also employs seven SLA Health and Safety Officers who are directly funded by schools and are based at their allocated schools. The Authority also employs a H&S Officer to support WHQS/HRO and a H&S Officer to support Highways. These posts sit outside of the central Health and Safety Structure and report directly to their respective service areas.
- 5.1.3 The Health and Safety Division includes the Health and Safety Training team which consists of one Principal Health and Safety Trainer, two Health and Safety Trainers (one fixed term funded through income generation) and a System Support Officer.
- 5.1.4 The wider Health and Safety Division also consists of a Asbestos and Fire Team Manager, two Fire Officers (60% FTE posts) and two Asbestos Officer (one of whom spends 50% of their time delivering Asbestos Training). The Asbestos and Fire Team Manager reports directly to the Head of People Services. The Asbestos, Fire and Health and Safety Officers work closely due to the overlapping actions. This enables the division to provide the best possible level of support to Managers.
- 5.1.5 The Health and Safety Action Plan 2019/2021 (appendix 2) identifies key high level organisational priorities which form the workload of the team over the next 18 months. The priorities are based on legislative requirements, accidents/incidents and gap analysis to identify areas where work is needed to ensure the organisation is best placed to defend both civil and criminal action. The action plan does not identify all organisational risks as the plan is aligned to the capacity of the team to deliver on these key priorities. It is recognised that staffing issues and/or major Health and Safety issues may require resources to be reprioritised resulting in some priorities being carried forward.
- 5.1.6 The Health and Safety Action Plan 2019/2021 (appendix 2) sets out priorities and workload for the team which form the work stream for the team in addition to day to day tasks such as:
- Accident investigation, reporting and entry onto the RAMIS database
  - Supporting Risk Management in collating information to defend claims
  - Day to Day advice/support on a wide variety of issues
  - Administering the Employee Protection Register (EPR). This includes processing Violent Incident Reports forms, entry onto the EPR, supporting with any recommended action e.g. site bans, following up with collating information in preparation for submission to exemption panel if required.
  - Policy/guidance/procedure development and review
  - Administration of the Sypol (COSHH Management) database
  - Administration of the RAMIS database including running reports, RAMIS training, monitoring of closing out of tasks
  - Attendance at Directorate/Service area Health and Safety Meetings e.g. Communities Health and Safety Board

## 5.2 **Conclusion**

The revised Health and Safety Division structure and action plan sets out a clear staffing resource and a targeted, measurable plan for the Health and Safety Division to work against. This will allow H&S progress to be more easily monitored and will allow Committee members to better review health and safety progress across the Council.

## **6. ASSUMPTIONS**

6.1 No assumptions have been made regarding the information contained in this report.

## **7. LINKS TO RELEVANT COUNCIL POLICIES**

7.1 This report links to the Corporate Health and Safety Policy and other CCBC Health and Safety Policies e.g. Asbestos, Fire, Lone Working.

### **7.2 Corporate Plan 2018-2023**

The report content contributes towards or impacts the Corporate Well-being Objectives:

Objective 1 - Improve education opportunities for all. Through affording H&S training opportunities both for our employees and for others across the borough which will support with developing skills and improving employability.

Objective 2 - Enabling employment. Through ensuring that CCBC employees and others affected by our work activities are kept safe and healthy and able to remain in employment.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015. Through ensuring that the health risks associated with work are assessed, controlled and managed and ensuring that H&S policies and practises support good health and well-being.

Objective 6 - Support citizens to remain independent and improve their well-being. Through ensuring that our health and safety policies and practises promote good health and well-being.

## **8. WELL-BEING OF FUTURE GENERATIONS**

8.1 This report contributes to the Well-being Goals as set out in the Well-being of Future Generations (Wales) Act:-

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales

It is also consistent with the five ways of working as defined within the sustainable development principle in the Act in that we will seek to consider the long-term impact of H&S policies and practices, prevent any ongoing issues and ensure that H&S is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal H&S objectives in line with the act. This will assist in safeguarding the health and safety of our employees, residents, service users and visitors and ensure that the Council as a public body and social landlord meets its regulatory duties and corporate objectives.

## **9. EQUALITIES IMPLICATIONS**

9.1 There are no equalities implications within this report.

## **10. FINANCIAL IMPLICATIONS**

10.1 There are no financial implications within this report.

## **11. PERSONNEL IMPLICATIONS**

11.1 There are no personnel implications within this report.

## **12. CONSULTATIONS**

12.1 All comments from consultees have been included in the report.

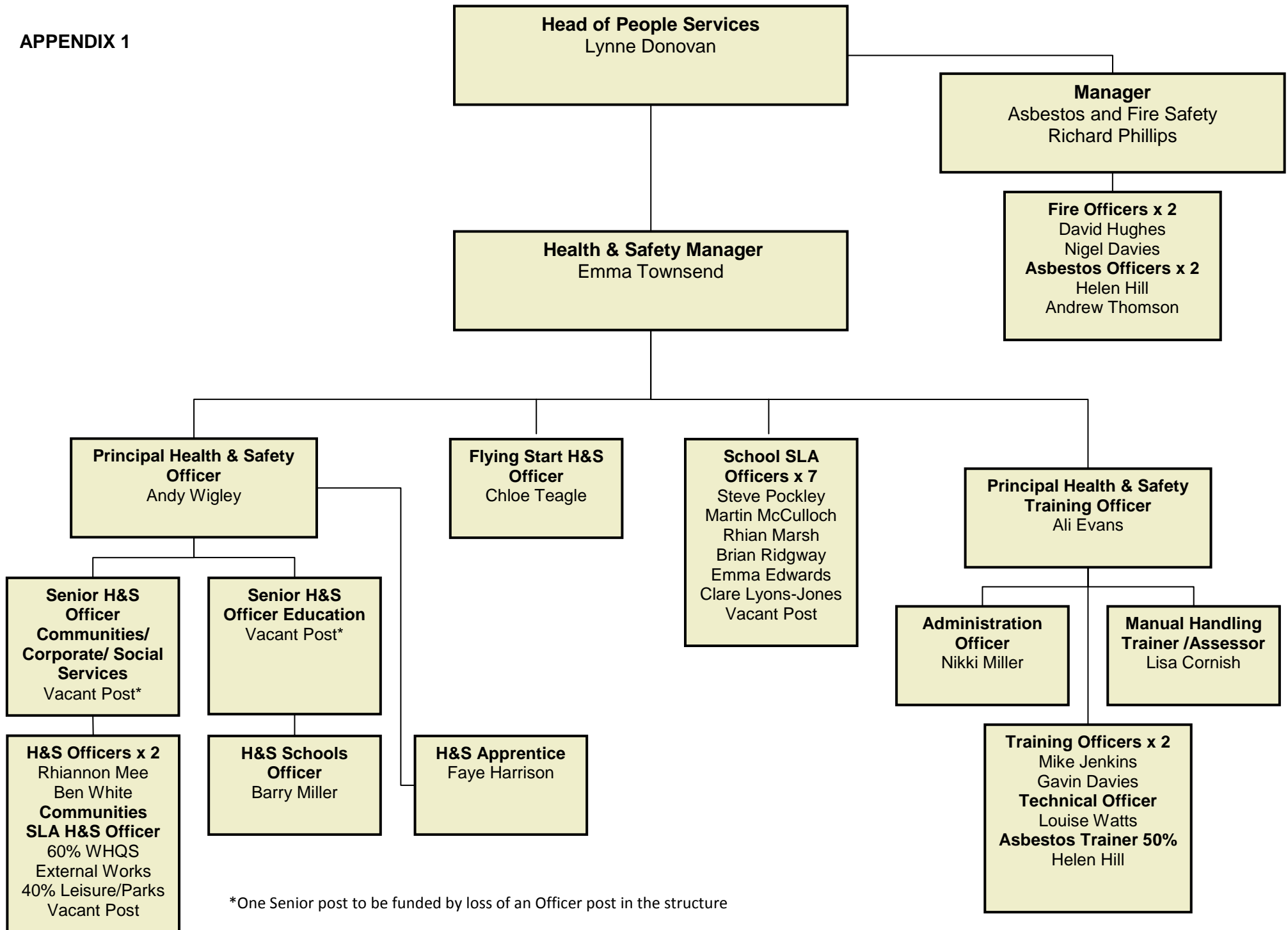
## **13. STATUTORY POWER**

13.1 The Health and Safety at Work etc. Act 1974.  
The Management of Health and Safety at Work Regulations 1999.

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Appendices:  
Appendix 1 - Structure Of The Health And Safety Division  
Appendix 2 - Work Programme For 2019-2021

APPENDIX 1



\*One Senior post to be funded by loss of an Officer post in the structure

## APPENDIX 2

### Health and Safety – Action Plan 2019/21

Ref. No.	Action	Current Position	Success Criteria	Responsibility	Timescale
01	<b>H&amp;S Structure</b> <ul style="list-style-type: none"> <li>- Agree and communicate new H&amp;S Structure</li> <li>- Report to Committee</li> <li>- Appoint to new positions within structure</li> <li>- Monitor effectiveness of new structure</li> </ul>	Structure Agreed Committee Report June 2019 Senior Officer Posts to be evaluated and appointed to	New Structure in place and working effectively	ET	October 2019
02	<b>GLAZING</b> <ul style="list-style-type: none"> <li>- Establish an agreed position for the ongoing management of glazing in CCBC premises</li> <li>- Report to CMT with options for managing the risk.</li> <li>- Implementation of agreed approach</li> <li>- Generic risk assessment for Building Managers</li> <li>- Guidance for Building Managers on managing the risk.</li> <li>- Monitor ongoing compliance through general inspections and H&amp;S management audits.</li> </ul>	Discussed at Statutory Maintenance Group	Approach agreed and implemented	H&S	August 2019 – report to CMT
03	<b>Contractor Management</b> <ul style="list-style-type: none"> <li>- Develop new guidance on contractor management</li> <li>- Review existing CDM guidance</li> <li>- Arrange CDM training (Schools? Building Managers?) to reflect staffing changes and as a refresher.</li> <li>- Monitor compliance through audit programme.</li> </ul>	CDM guidance in place Training provided 2015	Guidance in place and communicated Training delivered	H&S	December 2019

04	<p><b>DISPLAY SCREEN EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- Review DSE policy/CMA</li> <li>- Re-establish process for DSE Assessments (consider online assessment)</li> <li>- DSE Training (online together with DSE assessment?)</li> <li>- Establish process for complex assessments</li> <li>- Communicate new arrangements</li> <li>- Monitor compliance through audit programme</li> </ul>	<p>Existing policy in place Assessments vis trained DSE Assessors in Service areas Complex assessments via H&amp;S or private contractor depending on complexity</p>	<p>Revised policy approved and effective</p>	<p>RM</p>	<p>April 2020</p>
05	<p><b>RAMIS</b></p> <ul style="list-style-type: none"> <li>- Add statutory tasks not currently on RAMIS e.g. pressure vessels, hoists, lightning conductors</li> <li>- Discuss with BC/FM and Statutory Maintenance Group as required plans, implications and timescales before activating tasks</li> <li>- consider adding additional items to RAMIS where there is a maintenance requirement under PUWER but not a specific legal requirement to test at set intervals</li> </ul>	<p>Tasks already added</p>	<p>RAMIS used for all statutory tasks</p>	<p>AW</p>	<p>April 2020</p>

06	<b>Radiation Review</b> <ul style="list-style-type: none"> <li>- Review of internal competence</li> <li>- Audit programme of schools with radiation sources</li> <li>- Review of training</li> </ul>	RPO Trained booked 1/7/19 Schools with Radiation sources provided written confirmation of their compliance January 2018	RPO Training completed Audit completed Training needs	BM	April 2020
07	<b>Sypol Review</b> <ul style="list-style-type: none"> <li>- Review of assessments current on Sypol</li> <li>- Reduction of the number of live assessments in line with the current contract to 250</li> <li>- Consideration of how we use Sypol moving forward in terms of cost benefit and options</li> </ul>	Assessment review underway Number of assessments reduced from approx. 700 to 360	Sypol assessments current and within numbers Agreed approach for managing COSHH compliance	AW	April 2020
08	<b>VEHICLE/PEDESTRIAN SAFETY</b> <ul style="list-style-type: none"> <li>- Revise Inspection Checklist &amp; Risk Assessment for traffic management on CCBC sites</li> <li>- Target high risk premises e.g. those with introduced traffic management risks and support with completion of risk assessments</li> <li>- Audit % across each Directorate.</li> </ul>	Revised checklist in place Programme of high risk premises has commenced 2 e-mails to school reminding of need to review RA and manage risk. SLA Officers working with schools to	Traffic management risk assessments in place for all sites with onsite traffic management Arrangements effective	H&S	April 2020



09	<b>Directorate Action Plans</b> <ul style="list-style-type: none"> <li>- Develop directorate action plans setting out work plan and priorities</li> <li>- Monitor progress against plan</li> </ul>	Senior Officers to be appointed to develop plans	Plans in place and used to improve health and safety standards	H&S	December 2019
09	<b>Employee Warning Database Review</b> <ul style="list-style-type: none"> <li>- review those with access to database. Write out to all employees with access asking for conformation that they still require access and their Managers name.</li> <li>- Establish criteria involving Legal Services for those individuals who are not notified that they are on the Register</li> <li>- Revise guidelines and procedure</li> <li>- Use of Privacy Notice</li> </ul>	EPR Process review underway Write out to those with access commencing June 2019 Process agreed with Legal for all cases where the individual is not be notified to be taken to Exemptions Panel Privacy Notice with Information Unit	EPR Procedure revised EPR Database working effectively with access controlled	H&S	October 2019
10	<b>AUDIT SYSTEM</b> <ul style="list-style-type: none"> <li>- Establish an audit system for all CCBC premises based on a risk prioritised programme.</li> <li>- Risk band all Premises and implement a rolling programme of audits.</li> <li>- Generate audit reports and implement escalation procedure for outstanding actions across Authority.</li> <li>- Monitor progress.</li> </ul>	Audits have commenced on a risk basis Work has started to prioritise buildings	Auditing undertaken in accordance with agreed plan	H&S	September 2019 for prioritised list Ongoing for auditing

11	<p><b>ACCIDENT REPORTING &amp; INVESTIGATION</b>  REVIEW ACCIDENT REPORTING POLICY AND CMA</p> <ul style="list-style-type: none"> <li>- Build in revised near miss reporting arrangements</li> <li>- Review training around accident investigation – consider accident investigation training for Managers and also policy briefings</li> <li>- Monitor effectiveness of policy</li> <li>- Provide information and statistics to H&amp;S Committee as part of quarterly report.</li> </ul>	Existing policy in place which include near miss reports	Revised policy in place Increased number of near misses reported	H&S	December 2019
12	<p><b>GDPR</b></p> <ul style="list-style-type: none"> <li>- Ensure privacy notices are signed off by Information Unit and summary notices added to documents</li> <li>- Review electronic filing system – simplify and clear-out.</li> <li>- Establish consistency across team</li> <li>- Monitor compliance</li> </ul>	Privacy Notices written and with Information Unit GDPR training provided at team meeting O drive structure discussed	All records managed in accordance with GDPR requirements. Clear electronic and paper	H&S	April 2020