



CORPORATE HEALTH AND SAFETY COMMITTEE – 15TH NOVEMBER 2021

SUBJECT: HEALTH AND SAFETY ACTION PLAN UPDATE

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

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1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Corporate Health and Safety Committee Members on the health and safety action plan (Appendix 1).

2. SUMMARY

- 2.1 The report is provided as information for members of the Committee, to ensure that they are kept informed of any matters that could impact on the management of health and safety within the Council. 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 noted.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For Committee to be updated with regards to the priorities of the Health and Safety Division and the impact of Covid-19 on meeting these objectives.

5. THE REPORT

- 5.1 The Health and Safety Action Plan 2019/2021 (Appendix 1) established key high level organisational priorities which were to form the workload of the team for that period. Accordingly, it did not identify all organisational risks. These priorities were based on legislative requirements, accidents/incidents and gap analysis that had identified areas where work was needed with regard to risk across the organisation. It was recognised that staffing issues and/or major Health and Safety issues may have required resources to be reprioritised resulting in some priorities being carried forward.

5.1.2 The Health and Safety Action Plan 2019/2021 set out priorities and workload 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 Report forms, entry onto the EPR, supporting with any recommended action e.g. site exclusions, 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, training and supporting premises managers and contractors in its use, monitoring of closing out of tasks.
- Attendance at Directorate/Service area Health and Safety Meetings e.g. Communities Health and Safety Board.
- Contractor vetting.

5.1.3 The Covid-19 pandemic has significantly impacted on the ability of the Health and Safety team to progress the targets within the action plan within the agreed timeframes. Covid challenges resulted in the team being required to support with the organisation with all Covid safety arrangements and guidance, which continue to be subject to change. Whilst Covid remains a considerable operational pressure, core workload and the corporate action plan priorities are increasingly being prioritised and the team have a clear set of goals that can be monitored throughout 2021/22.

5.1.4 The action plan will shortly be further reviewed to ensure that it fully reflects current health and safety risk and to cover priorities for 2022-24.

5.2 Conclusion

The action plan sets out a clear targeted, measurable plan for the Health and Safety Division to work against. Directorate action plans are in the process of being developed to allow targeting of resources at more localised health and safety issues. Whilst Covid has impacted on timescales the corporate health and safety action plan is still valid and continues to set the direction and key targets around health and safety compliance. The action plan allows health and safety progress to be easily monitored and allows 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. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 This report is for information only and so an Integrated Impact Assessment is not required.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications.

10. CONSULTATIONS

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

11. STATUTORY POWER

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

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Appendices:

Appendix 1 Health and Safety Action Plan