



CORPORATE HEALTH AND SAFETY COMMITTEE – 14TH NOVEMBER 2022

SUBJECT: HEALTH AND SAFETY ACTION PLAN UPDATE

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Committee Members on the health and safety action plan (appendix 1) and progress made against key priorities.

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 Committee note and discuss the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To keep the Committee up to date with regard to the priorities and workload of the health and safety team.

5. THE REPORT

- 5.1 The Health and Safety Action Plan 2022/2024 (appendix 1) establishes key high level organisational priorities which form the workload of the team for this period. The action plan does not identify all organisational risks or workstreams but sets out the main strands requiring resource and progress. These priorities are based on legislative requirements, accidents/incidents and gap analysis that identifies areas where work is needed with regard to organisational risk. Some issues are ongoing workstreams from the 2019/2021 action plan where work has commenced however is ongoing. Health and Safety is a reactive service therefore accident/incidents/claims may impact on improvement targets as resources are frequently required to be reprioritised resulting in some priorities being carried forward.

5.1.2 The Health and Safety Action Plan 2022/2024 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 health and safety workload remains high and resourcing is constantly being reviewed to ensure that the team is best able to meet support manager in progressing with operational health and safety challenges. Additional resource has recently been added to the team with the appointment of a part time Construction Design and Management Co-ordinator to support with reviewing and developing construction related compliance. Filling a vacant Principal Asbestos and Fire Officer post and two vacant Health and Safety Officer posts will also allow the team to develop resilience and allow progress against the improvement targets.

5.1.4 The action plan will be further six monthly to ensure that it fully reflects current health and safety risk and to address any new priorities.

5.1.5 Successful delivery of the health and safety action plan is only part of the process of improving health and safety standards. Effective health and safety compliance relies on ownership by managers and employees at all levels with clear documentation, health and safety training and supervision to ensure compliance with risk assessments and standards. The health and safety team will continue to support managers to communicate, review and improve health and safety in their service areas.

5.2 Conclusion

5.2.1 The action plan sets out a clear targeted, measurable plan for the Health and Safety team to work against. 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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Appendix 1 Health and Safety Action Plan