



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH FEBRUARY 2019

SUBJECT: HEALTH AND SAFETY TRAINING UPDATE

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Health and Safety Committee Members on the delivery of health and safety training across the Authority.

2. SUMMARY

- 2.1 Since 2009 the Health and Safety Division has provided a range of training programmes across the Authority to ensure legal compliance, develop best practice, and introduce considerable cost savings whilst safeguarding the organisation from prosecution and/or liability claims. This report updates on the current position regarding health and safety training.

3. RECOMMENDATIONS

- 3.1 That the contents of the report be noted

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For information only.

5. THE REPORT

- 5.1 The training team currently consist of 1 Senior H&S Training Officer, 2 Training Officers and 1 Technical Support Officer. The second Training Officer has recently been employed on a 12 month fixed term contract, with the post self funded through income generation. This will bring opportunity for further training delivery both internally and externally and increase income generation.

5.1.1 Portfolio

The team currently offers 27 standard courses, many of which are accredited: These are currently listed and advertised via our Training Directory. Some examples are shown below;

- IOSH Managing Safely
- IOSH Working Safely
- STA First Aid at Work
- STA Emergency First Aid at Work
- STA Paediatric First Aid
- UKATA Asbestos Awareness
- UKATA Non Licensed Asbestos Training.
- UKATA Duty to Manage

- Risk Assessment
- Manual Handling

As well as the standard packages, the team support service areas with bespoke training. In May 2017 a Respiratory Protective Equipment (RPE) and Face Fit workshop was designed and delivered for Highways Operatives working with silica dust. In 2016, 2017 and 2018 a bespoke briefing seminar was delivered to School Crossing Patrol Officers.

In July 2018, the team were recognised for their asbestos training when awarded with the United Kingdom Asbestos Training Association (UKATA) Excellence in Workforce Development Award.

During April 2017 to December 2018 the following training was provided:-

Number of Courses/Workshops	Number Trained
200	1808

This has generated income to date of **£91,203.74** during this period.

5.1.2 Service Area support with training

The Senior Health and Safety Training Officer has been working with other departments to look at opportunities for bringing training in house. This helps to reduce costs and also ensure training is fit for purpose and bespoke to the services we provide. We have recently worked with the Parks Department to obtain accreditation with LANTRA to deliver training for operational staff. The portfolio will include training for, brush cutters, hedge trimmers, clearing saws, leaf blowers, pedestrian and ride on mowers. Delivery is expected to commence in February 2019 and will provide an effective and cost saving in house training provision.

5.1.3 Joint Working

The Senior Health and Safety Training Officer worked with Property Services in 2018 to develop a Premises Managers Handbook and deliver training on Premises Managers responsibilities to staff with premises responsibilities. The sessions took place in the Council Chamber and after the success of the initial sessions were rolled out to Head Teachers. A mop-up session is planned for Head Teachers in February. Further courses will be run periodically dependant on demand.

Number of Courses	Number Trained
7	226

5.1.4 External Customer Provision

For Institute of Occupational Safety and Health (IOSH), UKATA and First Aid courses, our membership and training portfolio is listed publicly. This enables external companies and individuals to book onto our events thus broadening our customer base.

In addition, we offer training to neighbouring Authorities and currently deliver to Rhondda Cynon Taff, Merthyr Tydfil and Cardiff Councils.

Contractors that carry out work on our premises are also able to access our asbestos courses. This supports them in achieving the requirements of their tender agreement, ensures they receive relevant information about our building and asbestos procedures and brings in training income.

5.1.5 Key Priorities for 2019

Set up Training Needs Analysis review meetings with Service Areas.
 Deliver Refresher Manual Handling training for Caerphilly Homes staff.
 Deliver IOSH Managing Safely Refresher to 200 Managers.
 Design and deliver workshops for noise and hand arm vibration.

Developing our external customer base is a key priority for 2019 however we recognise the need to balance this with ensuring that our internal health and safety needs are met.

5.2 **Conclusion**

Health and Safety training delivery appears to be working well, with the service well perceived and delivering value for money when compared to private training providers. Provision of well-planned, developed and delivered Health and Safety training helps the Authority in meeting its legal obligations in protecting the health and safety of employees and others.

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 and 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 Health and Safety 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 whilst at work and able to remain in employment. Relevant, targeted and effective health and safety training contributes to this objective.

Objective 3 - Address the availability, condition and sustainability of homes throughout the County Borough and provide advice, assistance or support to help improve people's well-being. Through ensuring that CCBC housing stock is maintained in safe manner without compromising the health and safety of either our staff or residents through provision of health and safety training to both directly employed staff and contractors.

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 that health and safety training ensures that Managers and employees are aware of the Health and Safety policies and practises that 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 training reflects our health and safety policies and practices which 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 Health and Safety policies, practices and training, we will seek to prevent any ongoing issues and ensure that Health and Safety training and

subsequent practise is integrated into good management. We will also ensure there is effective collaboration and involvement as required in order to meet our legal Health and Safety 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

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications.

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 and the Management of Health and Safety at Work Regulation 1999.

Author: Ali Rees Evans, Senior Health and Safety Trainer, evansa10@caerphilly.gov.uk

Consultees: Richard Edmunds, Corporate Director for Education and Corporate Services,
edmure@caerphilly.gov.uk
Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk
Cllr Gordon, Cabinet Member for Corporate Services, gordocj@caerphilly.gov.uk
Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk