

Meeting:	Employees Consultative Forum.
Date:	31.01.07
Subject:	Follow up report progress report following recommendation of the HSE inspection Jan 2005.
Key Decision: (Executive-side only)	No
Responsible Officer:	Myfanwy Barrett, Director of Finance and Business Strategy.
Portfolio Holder:	David Ashton, Portfolio Holder for Business Development.
Exempt:	No
Enclosures:	none

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report provides an update on activities undertaken to meet recommendations in the HSE inspection report of Jan 2005.

RECOMMENDATIONS:

The Committee is requested to:

Note the progress being made with respect to meeting the HSE inspection of January 2005 recommendations.

REASON: Request for an update from the Employee Consultative Forum.

SECTION 2 – REPORT

2.1 Brief History

The overarching reason for the HSE's inspection and audit programme is built around central governments "Revitalizing Strategy" and government targets for reductions in cases of work-related ill health and injury. Harrow Council, along with other local authorities in London has been targeted for audit by the HSE because we are;

- A major employer of labour.
- Enforcers of health and safety legislation in the community.
- A major client of other sectors as a procurer of goods and services.

Hence Harrow Council is in a strong position to influence and to lead businesses in their communities, particularly small and medium sized organizations to help them improve their own health and safety standards.

A comprehensive inspection was carried out by the HSE during a two week period in January and February of 2005. The inspectors gave feedback to the organization in a series of seminars during February 2005.

Post Inspection Action Plan.

This document details the work that has been done to meet the recommendations in the HSE inspection feedback of 2005. The action plan has been structured in accordance with the HSE document "HSG 65 Successful Health and Safety Management" and sets out work done as at October 2006. A summary of some of the key work done is set out below.

The key driver to meet most of the recommendations in the HSE feedback is the successful implementation of the Group Health and Safety Plan template across the whole organisation. This was echoed by the HSE during their re-inspection of April 2006.

HSE revisit on the 13.04.06

A follow up visit by the HSE visit took place on the 13th of April where two inspectors met with the Acting Chief Executive and Health and Safety Service Manager. This visit was followed up with a letter from Mark Farrell of the HSE. The letter states:

".....it is clear that much effort has gone into revitalising your Health and safety management System.

You have achieved much, but as I said there is still work to do in terms of rolling out or implementing the new policies and putting in place the Group Plans. Of course the Health and safety partnership Board has a key role in monitoring the implementation plans and also in monitoring performance against your detailed Service Plan objectives. I would welcome an update in due course on how the partnership Board is developing this aspect of its role".

The main activity that has taken place to meet the requirement in Mark Farrell's request is the development of a health and safety scorecard. This corporate scorecard will monitor performance across the organisation in key performance areas with particular reference to the effective implementation of Group Health and Safety Plans.

Update of work done since the HSE inspection of 2005.

Some of the key work done since the original inspection is as follows:

- The structure and date of current health and safety documents has been reviewed. A revised format of documentation has been agreed which is - policy, codes of practice and guidance modelled along similar lines to that produced by the HSE.
- Policy, Code of Practice (COP) and Guidance documents issued since the inspection and available on both the intranet and the London Grid for Learning are listed as follows;
 - Corporate Health and Safety Policy
 - Executive Directorate Health and Safety Policy People First
 - Executive Directorate Health and Safety Policy Business Development
 - Executive Directorate Health and Safety Policy Urban Living
 - Executive Directorate Health and Safety Policy Chief Executives.
 - Group Health and Safety Plan template.
 - Legionella Policy.
 - Stress Policy
 - Control of Contractors Policy
 - Management of contractors COP
 - Permit to work procedures COP
 - Contractor assessment and selection COP
 - Risk assessment COP
 - Manual handling COP
 - Fire safety Risk Assessment COP
 - COSHH COP
 - Stress Risk Assessment COP
 - Personal safety COP
 - Personal safety in Council premises COP
 - Display screen equipment COP
 - Legionella risk assessment COP
 - Accident reporting COP
 - Lone Working COP
 - PAT COP
 - Work at height – risk assessing means of access COP
 - Agency workers COP
 - Construction Design and management regulations Guidance note
 - General safety rules for contractors

- Two mandatory health and safety training courses for new staff and new managers are now in place and running successfully. A 25-page health and safety guide has been issued to assist managers to understand their health and safety duties.
- The Health and safety Service in conjunction with Organisational Development successfully launched a specific Harrow Rules module called "Risky Business". This focuses on both health and safety management and business continuity.
- A half-day training session was undertaken for all senior managers was delivered during September and was found very useful.
- In May 2006 the Health and Safety Service was presented with a destination Harrow performance award for its efforts.
- A number of lunchtime health and safety sessions have been run for staff on various subjects including stress and legionella.
- A training matrix has been developed to identify a comprehensive training programme for all staff. Approved suppliers have been chosen and a full training calendar for 06/07 is in place. Over 2000 staff took part in health and safety training delivered or facilitated by the Health and Safety Service during 05/06.
- Health and safety was included in the annual staff satisfaction survey and the 2005 results found that 58% of respondents agree that their job provides a safe working environment. Overall 52% of respondents feel that their workloads are generally reasonable, while 25% disagree and the remainder take a neutral view.
- Through the BTP projects work related sickness absence, cause and duration of absence information is beginning to be captured. This data will help to inform the Council of key areas of concern and inform the health at work programme that is being developed.
- A Health at Work Group has been formed. This group will develop a comprehensive strategy to effectively coordinate the future direction of health at work issues at Harrow.
- The HSE management standards have been used in HITS and an action plan is being implemented to address the issues raised.
- The Health and Safety Partnership Board and Executive Directorate Groups have been meeting to drive forward health and safety issues within Directorates.
- The 05/06 Annual Health and Safety Report was presented to the Health and Safety Partnership Board, Employees Consultative Forum and Corporate Management Team. The report also went as an information item to Cabinet

HSE Inspection development meeting.

The Health and Safety Service Manager arranged a liaison meeting of London Boroughs safety Representatives and Ron Wright the Principal Inspector of Health and Safety in London. Ron and his colleagues found the meeting very useful and will clearly help inform their future inspection work in Local Authorities across London.

Assuring Harrow

In summary, the main future activities to ensure continued improvement in health and safety standards and to achieve the objectives set out in the post inspection action plan are:

- The effective implementation of the Group Health and Safety Plan across the organisation with all areas defined in the plan template under control.
- Regular and effective meetings of the bodies that oversee and develop management of health and safety at Harrow. This includes the Health and Safety Partnership Board, Executive Directorate Health and safety Groups, The Education Health and Safety Forum and the Health at Work Group.
- Further development of policy, codes of practice and guidance on behalf of Harrow that is then effectively implemented at an operational level.

The scorecard that has been developed to track effective implementation of the key requirements as detailed in the update information is available on request. The full tabulated post inspection action plan is also available.

Financial Implications

Staff in directorates will implement the proposals with the assistance of the Health and Safety Service within existing budgets.

Legal Implications

The Council's responsibilities to its employees and others for their health, safety and welfare are set out in the Health and Safety At Work etc. Act 1974 and other legislation.

Equalities Impact

Since initial development of the post inspection action plan, a review of Health and Safety under the Race Equality Scheme and an Equality Impact assessment have been carried out and these are currently being consulted on. The feedback and recommendations arising from those will be incorporated into the plan along with targets for service delivery.

Section 17 Crime and Disorder Act 1998 Considerations

The purpose of this report is to highlight the action that the Council is taking to reduce risk from health and safety hazard, some of which will have crime and disorder connotations.

SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: B Evans..... Date: 8.01.07.....
Monitoring Officer	<input checked="" type="checkbox"/>	Name: J Travers..... Date: ...8.01.07.....

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: P Williams, Health and Safety Service Manager, x2362