

Meeting:	Employees Consultative Forum
Date:	28 th January 2009
Subject:	Health and Safety Mid Year Report
Key Decision:	No
Responsible Officer:	Myfanwy Barrett, Corporate Director of Finance
Portfolio Holder:	David Ashton, Leader and Portfolio Holder for Strategy, Partnership and Finance
Exempt:	No
Enclosures:	Appendix : Health and Safety Mid Year Statistics

Section 1 – Summary and Recommendations

This report sets out the progress made in respect of work carried out by the corporate health and safety team during the first half of 2008/09.

Recommendations:

The Forum is requested to note progress to date on corporate health and safety matters.

Reason: (For recommendation)

For Information.

Section 2 – Report

- 2.1.1. The main focus of the team has been to maintain a responsive service to directorates whilst continuing pro-active work to support improvements across the council. The appendix sets out the employee accident statistics and training course statistics at the mid year point.
- 2.1.2 Some key areas of project work carried out in the current year include:

- On site inspection and advice, particularly in respect of schools undergoing major building and refurbishment projects.
- Providing guidance and advice to support home and remote working particularly in respect of the HARP project.
- Providing assurance on asbestos works (see below)
- Delivered a presentation with the council's procurement team to SME's around the council's health and safety standards.
- Delivering the health and safety training programme
- Providing advice to the various Directorate Health and Safety Groups
- In conjunction with the Occupational Health Service, delivered a range of welfare related activities such as a "shape up" programme to assist employees with integrated diet and fitness advice.

2.1.3 The Corporate Health and Safety team currently has 2 vacant posts which have been managed as vacancies during the year. This has limited the development capacity of the team, which has concentrated on core service delivery.

2.1.4 The work plan for the remainder of the year will concentrate on finalising the structure of the team, appointing to the vacant posts and planning an ambitious improvement plan to utilise the increased capacity to maximum effect.

Financial Implications

2.1.5 All the projects and work streams are carried out within existing resources.

Performance Issues

2.1.6 Performance measures are contained in the group service plan and monitored regularly through the Improvement Board process. The work of the health and safety team makes an important contribution to KLOE 2.4 of the CAA Use of Resources score, namely "Does the organisation manage its risks and maintain a sound system of internal control?"

Risk Management Implications

2.1.7 Support for managing risks across the council is the core business of the Audit & Risk group in which the corporate health and safety team sits. The service planning process manages and reflects risk in a register for each service plan.

Section 3 - Statutory Officer Clearance

Name: ...Myfanwy Barrett

Chief Financial Officer

Date: 5 November 2008

Name: Helen White

on behalf of the
Monitoring Officer

Date: 3 November 2008

Section 4 – Performance Officer Clearance

Name: Liz Defries

on behalf of the*
Assistant Chief
Executive

Date: 4 November 2008

Section 5 - Contact Details and Background Papers

Contact: David Ward, Divisional Director – Audit & Risk
Tel: 020 8424 1781

Background Papers: None.

Interim Health and Safety Statistics

Half year position 1 April – 30 September 2008

The data summarises two areas of monitoring information for quarters one and two – employee accidents and Health and Safety training. The second quarter represents the time of year when accidents such as slips, trips and falls are at their lowest levels because of the comparatively good weather conditions. Also the school holidays and resultant teaching staff leave may skew the figures compared to the other three quarters, which coincide with school terms. Even so, the trend is encouraging, particularly the relative low RIDDOR reports. Table 1 summarises the employee accident reported with the number of RIDDOR reports (accidents reported to HSE, in brackets).

Table 1: Reported Employee Accidents by Directorate Quarters 1 & 2

Directorate	Reported Employee Accidents 1/4/2008-30/9/2008 (RIDDOR Reports)
Corporate Finance	4 (0)
Strategy & Business Support	2
Children's Services	88 (4)
Adults & Housing	38 (0)
Community & Environment	29 (4)
Chief Exec's	0
Total reported	159(8)
This time last year	228(19)

Strategy and Business Support have been absorbed into Corporate Finance and the new Chief Executive's Directorate during the reporting periods, therefore the figures are not directly comparable with last year.

Table 2 Staff attended Health and Safety training - April to September 2008

Directorate	Staff attended
Adults and Housing	107
Children's Services	103
Chief Executive's	18
Community and Environment	49
Corporate Finance	8
Total	291
This time last year	240

19 Different scheduled training courses were offered varying from general risk assessment to display screen assessment, personal safety, stress and well being and the nationally accredited, IOSH Managing Safety. Some 291 staff attended 30 separate courses.