

**REPORT FOR: Employees' Consultative Forum**

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**Date:** 30 June 2010

**Subject:** **INFORMATION REPORT** - Health and Safety Training Update

**Responsible Officer:** Myfanwy Barrett,  
Corporate Director Finance

**Exempt:** No

**Enclosures:** Appendix 1:  
Harrow Council Health and Safety training matrix.

## **Section 1 – Summary**

This report sets out a health and safety training update.

**FOR INFORMATION**

## **Section 2 – Report**

1. At the meeting on 3 September 2009 a request was made in respect of current arrangements for health and safety training and barriers to accident reporting. The report sets out the current programme and planned work in respect of health and safety training and the reporting of accidents

## **Section 3 – Further Information**

### **Part A : Health and Safety Training.**

#### **Introduction**

2. The provision of health and safety training is a legal requirement under section 2 of the Health and Safety at Work etc Act 1974, which requires the organisation to enable the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable the health and safety at work of the organisation's employees.

#### **Current Health and Safety arrangements.**

3. At present Harrow Council has developed a Health and Safety training matrix (see appendix 1) which has identified the different learning requirements and the staff categories that require training. Training is provided both internally with bespoke courses and externally with accredited courses such as the IOSH Managing Safely course.

#### **Training review.**

4. All arrangements require periodic review and it is important that this is done in a systematic manner and monitored to determine effectiveness. If the arrangements for training are to change it is important that a proper process is followed. The process suggested is in line with Health and Safety Executive's guidance leaflet INDG345 which proposes five steps.

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|--------|--|
| Step 1 | Decide what training the organisation needs. |
| Step 2 | Decide the training priorities.              |
| Step 3 | Choose the training methods and resources.   |
| Step 4 | Deliver the training                         |
| Step 5 | Check that the training has worked.          |

#### **Feasibility of different training providers.**

5. Step 3 requires the organisation to choose the training methods and resources. This cannot be done until steps 1 & 2 have been completed. With respect to different training providers, they need to be aware of what training they are being asked to deliver, to what standard and the frequency of training delivery. It must be emphasised that cost is not the only consideration and should only be considered once it has been determined that the course meets the organisation's needs and the trainer is competent and will train staff to the required level.

#### **Proposal**

6. The corporate Health and Safety service is currently undergoing an efficiency review. Part of this efficiency review is around the provision of training. The findings of the efficiency review, together with feedback

from the Directorate Health and Safety Groups, and areas for improvement identified by accidents and incidents will enable the Health and Safety Department to review steps 1 & 2. Following on from this, criteria will be set to determine the suitability of different providers.

7. Consultation on the efficiency review and its findings is being carried out in consultation with the Trade Unions through the regular health and safety partnership meetings.

## **Part B Barriers to the Reporting Of Accidents and Incidents**

### **Introduction**

8. There is a legal requirement under the Social Security (Claims & Payments) Regulations 1979 to record all injuries, regardless of how minor they may appear to be. There is also a legal requirement to inform the relevant enforcing authority of any reportable incidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Organisations have a legal duty to prevent harm to their employees and others who may be affected by their activities, and the reporting of accidents/incidents enables organisations to identify where and how risks arise and to investigate serious accidents

### **Current Health and Safety arrangements.**

9. At present Harrow Council has a reporting system as detailed on the intranet under the code of Practice HSCOP 11 – 00. The code of practice provides a flow chart what action to take according to the nature of the incident. In addition individual groups and/or sections are required to complete Group Health and Safety plans which require them to specifically identify group and/or section arrangements, included nominated persons for accident reporting, recording and investigating.

### **Opportunities for improvement on current arrangements.**

- The code of practice has passed its review date and will be reviewed in the immediate future. Consideration will also be given to the possibility of introducing telephone reporting.
- Information on the intranet needs updating to ensure that all areas are using the correct forms and following the correct process.

### **Cultural Barriers to reporting and recording accidents and incidents.**

10. A cultural survey has not been conducted with consideration to this issue. However the nature of barriers to reporting and recording accidents and incidents are common to many organisations and improvement actions include:

- Increasing awareness of the importance of reporting accidents and incidents.
- Increasing understanding of the process for reporting accidents and incidents.
- Improving responsiveness to the reporting of accidents and incidents through greater management commitment and worker involvement.
- Removing any perception the reporting accidents and incidents will have negative consequences for an individual or department.
- Using other key performance indicators to measure the health and safety performance of the organisation.

### **Proposal**

11. Communication and training are key elements in addressing any barriers to reporting accidents and incidents. Directorate Health and Safety Groups should discuss this issue as part of their agenda and determine where improvements are needed, identify any training needs and communicating any proposed changes.

### **Annual Health and Safety Report**

12. Commentary on health and safety training and incident reporting will both be included in the annual health and safety report for 2009/10 which will be reported to the Forum in July 2010.
13. This will also include statistical reference to the stress surveys undertaken during this period, together with information on the progress of the corporate and directorate health and safety groups as requested at the ECF meeting in September 2009.

## **Section 4 – Financial Implications**

14. The council's health and safety functions and management responsibilities are discharged within existing service budgets.

## **Section 5 - Corporate Priorities**

15. Health and safety of staff and visitors to the Council's premises contributes to the delivery of all the council's priorities.

Name: Myfanwy Barrett.



Chief Financial Officer

Date: 22<sup>nd</sup> March 2010

## **Contact Details and Background Papers**

**Contact: David Ward, 020 8424 1781**

**Background Papers:**

**None**



<b>Learning Requirement</b>	Health and Safety Induction	Health and Safety Induction for Managers	COSHH	Driver training (mini bus, etc)	DSE Assessors course	DSE Users course	Fire risk assessment	Fire Warden	First Aid at work cert	First Aid requalification	Lone Working	Managing Contractors	Managing Safely IOSH- 4 days	Manual Handling Basic	Manual Handling Practical	Office Safety	Personal Safety at Work (SCAPE)	Personal safety (V&A)	PPE training course	Premises Managers	Preventing stress	Risk Assessment	Senior Executive Health and Safety	premises health and safety	Stress Risk Assessment	Workplace Inspection	Work Equipment (task specific)	Working From Home s
	<b>Staff who carry out a range of manual handling tasks</b>														M													
<b>Staff who work with chemicals</b>			M																									
<b>Front line staff</b>																	M											
<b>Staff who drive council vehicles</b>				M																								
<b>Staff working with challenging client groups</b>																	M											
<b>staff that work alone/carry out visits/inspections</b>										R																		
<b>staff using work equipment.</b>																										M		
<b>Staff who manage premises/Site Managers</b>											M						M						M					
<b>Staff that use PPE</b>																			M									
<b>Staff who work from home</b>																												
<b>Staff who work in partnerships</b>	M																											

In all cases the appropriate training must be established using the Health and Safety risk assessment process.

R- Recommended: Determined by Risk, M- Mandatory: Required by Health and Safety Legislation