

Finance and Resources Committee

10.00am, Thursday, 19 March, 2015

Health and Safety: Proposed Corporate health and safety strategy for 2015/16

Item number	7.8
Report number	
Executive/routine	
Wards	All

Executive summary

The proposed Corporate Health and Safety Strategy sets out our key priority areas for 2015/16, designed to meet our commitment to a culture of 'zero harm' and improved risk management, in an environment where health and safety is everyone's responsibility.

Links

Coalition pledges	P27
Council outcomes	CO27
Single Outcome Agreement	

Health and Safety: Proposed Corporate Health and Safety Strategy

Recommendations

- 1.1 The Finance and Resources Committee is requested to:
 - 1.1.1 Approve the proposed Corporate health and safety strategy for 2015/16.

Background

- 2.1 The starting point to a thriving, successful, sustainable capital city is ensuring people are safe. The proposed health and safety strategy commits the Council to a culture of 'zero harm' and improved risk management, where health and safety is everyone's responsibility.
- 2.2 The potential impact of failure to manage health and safety risk includes death, injury, ill-health, in addition to legal liabilities.

Main report

- 3.1 The proposed Corporate Health and Safety Strategy (Appendix 1) sets out our priority areas for 2015/16. These are:-
 - Leadership and accountability
 - Governance, assurance and oversight
 - Risk management
 - Measurement
 - Training
 - Communication
- 3.2 The delivery of the strategy will be supported by a detailed health and safety plan.

Measures of success

- 4.1 Successful delivery of the strategy will strengthen the mitigation of health and safety risk and increase compliance with policy, and legal and regulatory requirements. In addition, the robust governance arrangements will improve transparency and reporting on health and safety performance.

- 4.2 We can expect improved health and safety performance, including a reduction in injuries / work related ill health, and a reduction in the days lost as a result. In addition, a reduced likelihood of criminal and civil prosecution, and a reduction in liability claims and associated costs.

Financial impact

- 5.1 An increase in the number of Council Health and Safety Advisors is accounted for in the staffing budget.
- 5.2 Improved health and safety performance will result in a reduction in losses arising from work related injury and ill health, and failure to meet legal or regulatory requirements.

Risk, policy, compliance and governance impact

- 6.1 Delivery of the strategy will require continued multi-functional involvement across the Corporate Health and Safety, Internal Audit, and Risk Teams.

Equalities impact

- 7.1 Council activities in this area comply with the public sector equality duty.
- 7.2 The equalities relevance score with regard to this report is 3, therefore, no full Equalities Assessment is required.

Sustainability impact

- 8.1 The impact of this report has been considered in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties. It is concluded that there are no sustainability implications as a result of this work.

Consultation and engagement

- 9.1 Consultation and engagement has taken place with the Corporate Management Team (CMT).
- 9.2 Consultation and engagement is ongoing with the Trade Unions, and will continue as we deliver the strategy.

Background reading/external references

None.

Alastair Maclean

Director of Corporate Governance

Contact: Linda Holden, Interim Head of Organisational Development

E-mail: linda.holden@edinburgh.gov.uk | Tel: 0131 469 3963

Contact: Susan Tannahill, Council Health and Safety Manager (Strategy and Governance, and Employee Health & Wellbeing)

E-mail: susan.tannahill@edinburgh.gov.uk | Tel: 0131 553 8336

Links

Coalition pledges	P27 – Seek to work in full partnership with Council staff and their representatives.
Council outcomes	CO27- The Council supports, invests in and develops our people.
Single Outcome Agreement	
Appendices	Appendix 1 – Proposed Corporate Health and Safety Strategy for 2015/16.

think!
zero
harm

Proposed Corporate health and safety strategy

2015/16

Ref:
Appendix 1



• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

Introduction

The City of Edinburgh Council has ambitious and exciting plans to fulfil our vision of creating a thriving, successful and sustainable capital city. Our health and safety strategy is critical to delivering our vision. The starting point to a thriving, successful and sustainable capital city is ensuring people are safe.

Our health and safety strategy commits the Council to a culture of 'zero harm' and improved risk management, where health and safety is everyone's responsibility.

Achieving high standards for health and safety involves more than applying a safety management system – it requires the involvement of the whole organisation, from top to bottom. One of the key elements is personal responsibility – that each of us understands and accepts our responsibilities and knows what is expected of us.

Our health and safety strategy sets out our key priority areas for 2015/16, designed to meet our commitment to a culture of 'zero harm', in an environment where health and safety is everyone's responsibility.

Our key priority areas are:-

- Leadership and accountability
- Governance, assurance and oversight
- Risk management
- Measurement
- Training
- Communication

Sue Bruce

Chief Executive

March, 2015

Councillor Alasdair Rankin

Convenor of Finance and Resources Committee

Corporate Health and Safety Priorities for 2015/16

Our vision is to ensure that **Edinburgh is a thriving, successful and sustainable capital city** in which all forms of deprivation and inequality are reduced

The starting point to a thriving, successful and sustainable capital city is ensuring people are safe. Our health and safety strategy commits the Council to a **culture of 'zero harm' and improved risk management, where health and safety is everyone's responsibility.**



Health and Safety Performance in 2014

Fatality

We regret to report a fatality in April 2014. The Health and Safety Executive (HSE) investigation into the tragic death of a pupil is ongoing.

Prosecutions

The Council was prosecuted and fined £8000, as the result of an incident in 2011. A pupil was seriously injured when she fell more than 5 metres as teachers attempted to free her from a broken down lift. HSE found the Council had failed to provide suitable and sufficient instructions, information and training to deal with such incidents, and no suitable risk assessment had been undertaken.

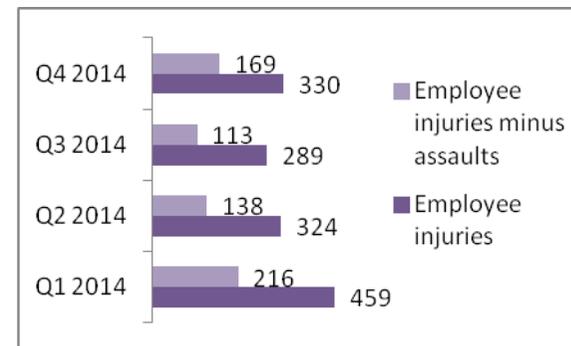
Enforcement Action

No enforcement notices were received. This compares with one enforcement notice in 2013.

3 letters requiring action by the Council were received from the Fire Authority.

Employee Incidents

There were 1402 employee injuries, and 636 employee injuries minus assaults. The employee injury rate was 7.2 per 100 employees, and 3.2 (minus assaults). The employee injury rate compares with 6.8 in 2013 (6% increase).



RIDDOR¹ Reportable Incidents

There were 16 'major/specified' reportable injuries involving employees, and 69 over-7 day reportable injuries. This compares with 74 reportable injuries in 2013 (15% increase).

3 dangerous occurrences (2 asbestos releases, 1 gas explosion). This compares with 1 in 2013 (1 asbestos release).

One occupational disease (hand and arm vibration (HAVS)). This compares with 5 in 2013 (4 HAVS and 1 carpal tunnel).

¹ We are required to report the most serious types of incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Corporate Health and Safety Plan 2015

Priorities

	Outcomes	Work Stream	Deliverables
1	Health and Safety Strategy aligned to Council (and Corporate Governance) strategy	Strategy	H&S Strategy and priorities for 2015/16 developed H&S Strategy and priorities for 2015/16 approved by CMT and Finance and Resource Committee H&S Strategy and priorities for 2015/16 communicated
2	H&S Policy/ R&R revised and relaunched	Policy and Roles & Responsibilities	Council H&S Policy reviewed / updated Council H&S R&R reviewed / updated Council H&S Policy / R&R syndicated for feedback with Trade Unions Council H&S Policy / R&R approved in principal by new Council H&S Group Council H&S Policy / R&R approved by CMT Council H&S Policy / R&R approved by Finance and Resource Committee Council H&S Policy / R&R communicated H&S R&R added to job descriptions for employees and managers Clearly defined roles, responsibilities for all key H&S related jobs roles - included in job descriptions
3	H&S Plans in place	H&S Plans	Corporate 2015 H&S Plan in place Operational 2015 H&S Plan in place Service Area H&S Plans in place EBS and Housing Asset Management H&S Performance Improvement Plan in place
4	H&S governance and oversight implemented	H&S governance forums	New Council H&S Group set up / first meeting held / quarterly thereafter New H&S Consultation Forum set up / first meeting held / quarterly thereafter Corporate Health, Safety and Wellbeing Engagement Group (SEG) stood down Joint Health, Safety and Wellbeing Consultative Group (CSG) stood down H&S Committee (or other Governance forum covering H&S) in place in each Directorate / quarterly
		Reporting	H&S Reporting into CMT /CMT Risk Committee/ Finance and Resource Committee Annual H&S Report to CMT
		Risk Appetite	Risk Appetite Statement and Tolerances approved by CMT Risk Committee

Priorities (continued)

	Outcomes		Deliverables
4	H&S governance and oversight implemented (cont'd)	Risk Registers	Reporting of H&S Risk (s) on Corporate Risk Register reviewed
			Reporting of H&S Risk (s) on Service Area Risk Registers reviewed
5	SHE implemented (Electronic Safety Management System)	SHE	Robust reporting mechanism in place to record all incidents, including all RIDDORS (major, over 7 days, MoP to hospital and occ diseases)
			H&S Quality Assurance reports and actions made readily available to Service Areas via SHE / training provided on use
			H&S Risk Assessments made readily available to Service Areas via SHE / training provided on use
6	H&S incident escalation protocol implemented	Incident escalation	Council-wide 'serious/critical' incident escalation procedure developed and implemented (will incl. H&S)
7	H&S metrics and KPIs developed and implemented	H&S metrics / KPIs	H&S dashboard developed
			H&S audit reporting criteria developed
			H&S claims (employer's and public liability) dashboard developed
			Property H&S dashboard developed
			H&S policy compliance scorecard developed
			Robust H&S training MI implemented (including completion rates based on training needs analysis)
8	H&S assurances implemented (audits / quality assurance)	Assurance	H&S included in Annual Assurance Statement
			Self assessment checklist and questionnaire developed and piloted in 15 schools (to support Annual Assurance Statement) / H&S audits undertaken to validate the self reported responses [a joint initiative with Internal Audit]
			H&S included in Internal Audit Schedule
			H&S Quality Assurance Reviews undertaken for all Service Areas in line with current rolling programme
			Deployment of H&S professionals reviewed to create more challenge/independence within assurance framework (based on existing resources)
			H&S assurance approach reviewed (in collaboration with Internal Audit)
9	H&S training delivered	Training	H&S training delivered for Elected Members
			H&S training delivered for CMT
			H&S 'directors' training delivered for new Council H&S Group (at meeting)
			2015 H&S training schedule delivered (Blue Sheet) and ah hoc training
			EBS H&S training delivered / to meet training needs requirements

Priorities (continued)

	Outcomes		Deliverables
10	H&S information and guidance communicated	Communications	New H&S landing page on Orbit developed
			Link to new H&S landing pages added to front page of Orbit
			H&S Communications Plan in place
11	Key H&S risks managed	Risk Management	Asbestos controls implemented, and robust monitoring & oversight
			Fire Safety controls implemented, and robust monitoring & oversight
			Water Safety controls implemented, and robust monitoring & oversight
			HAVS controls implemented, and robust monitoring & oversight
			Driving at Work Policy and Controls implemented
			Review of control of contractors carried out and action plan in place
			Risk Assessment process / communication streamlined and strengthened
12	H&S culture strengthened	H&S Conference	H&S conference held
		H&S identity	H&S 'identity' created
		Communications	H&S Communications Plan delivered

Business as usual (BAU)

	Outcomes	Work Stream	Deliverables
i	Serious accident /incident investigations undertaken, lessons learnt, recommendations made and implemented	Investigations	Serious accident / incident investigations undertaken, recommendations made Liaise with external authorities/ legal teams (internal / external comms)
ii	All reported incidents screened and followed up as appropriate		All reported incidents screened and followed up as appropriate (approx 1300/year)
iii	RIDDOR / other investigations undertaken, recommendations made and implemented		RIDDOR / other investigations undertaken, recommendations made (approx 80 / year - part of the 1300 total above) Liaise with external authorities
iv	Investigations in relation to EL/PL claims undertaken		H&S investigations carried out / and information provided for EL/PL claims (approx 35/ year)
v	FOI requests responded to within agreed timescales	FOI	FOI requests responded to within agreed timescales (approx 15 / year)
vi	Subject Access requests responded to within agreed	Subject Access Requests	Subject Access Requests responded to with agreed timescales (approx 15 / year)
vii	H&S Dashboards delivered	Dashboards	H&S Dashboards delivered
viii	H&S advice and guidance	Advisory services	Provision of H&S advice and guidance