

# **Corporate Health and Safety Policy**

## **PART C**

### **ARRANGEMENTS**

#### **Section 7 – Performance Monitoring and Reporting**

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**Appendix A    Toolkit**

## 1. Introduction

These arrangements provide more detailed guidance to supplement Part B of the 'Corporate Health and Safety Policy' which outlines requirements for the regular monitoring and reporting of health and safety performance.

Measuring and reporting on health and safety performance provides the Council with information on the current status of our arrangements to control health and safety risk, the effectiveness of our 'Health and Safety Management System' and the progress made in achieving our objectives.

The 'Councils Health and Safety Strategy' outline's our priorities and sets a number of targets for improvements in our health and safety performance. The Council has also set key health and safety performance indicators which enable us to track performance against our health and safety targets. These performance indicators can be found in Part A of the Toolkit.

## 2. Responsibilities

### 2.1 Delivery Unit Directors

Directors are responsible for ensuring that suitable local arrangements are in place for the monitoring and reporting of health and safety performance as outlined in these arrangements. *Guidance on the type and scope of this monitoring can be found in Part B of the Toolkit.*

In addition Directors are responsible for ensuring that suitable arrangements are in place for monitoring and reporting on the health and safety performance of contractors, where the relationship is managed by the Commercial Team the responsibility will rest with the Commercial Director. *Further guidance on managing contractors, including monitoring arrangements, can be found in Part C of the Corporate Health and Safety Policy; Section 6 – Managing Contractors*

Directors are responsible for presenting their Service Annual Health and Safety Report to the appropriate Joint Negotiation and Consultation Committee (JNCC) and Strategic Commission Board (SCB). The report will highlight current performance in meeting Corporate and Service targets and performance indicators and a plan for improvements in their health and safety performance. *Guidance on preparing these reports can be found in the Section C of the Toolkit.*

The Commercial Director will report on the h&s performance of contractors where they manage the relationship, for example CSG and Re. The Council has set standard health and safety performance indicators that apply to our main delivery partners/contractors and these are provided in Section E of the Toolkit. *Guidance on preparing these reports can be found in Section D of the Toolkit.*

## 2.2 Health and Safety Champions

Health and Safety Champions are responsible for supporting the Director in ensuring that suitable monitoring and reporting arrangements are in place, effectively communicated and that those monitoring arrangements are kept under review

They will provide regular updates to the Director on the services health and safety performance and any gaps that may have been identified during monitoring activities.

The H&S Champion will assist the Director to prepare the Service Annual Health and Safety Report; to be presented to the appropriate JNCC and to SCB.

Where applicable, they will also help prepare the Delivery Unit Directors Bi-Annual Health and Safety Status Report to Delivery Board.

## 2.3 Officers Monitoring Contracts

Any Council officer responsible for monitoring the delivery of a service by a contractor must carry out periodic monitoring of their health and safety arrangements and performance.

The type and frequency of this monitoring is dependant on the level of h&s risk, the nature of the service and the Councils relationship with that contractor. *Further guidance on managing contractors, including monitoring arrangements, can be found in Part C of the Corporate Health and Safety Policy; Section 6 – Managing Contractors*

The Council has set standard health and safety performance indicators that apply to our main delivery partners/contractors. These are provided in Section E of the Toolkit.

## 2.4 Line Managers

Monitoring the application and effectiveness of health and safety controls is a line management responsibility.

Line managers will monitor the application of health and safety controls and performance targets through direct supportive supervision and staff performance reviews. They will 'manage by looking'; carrying out regular inspections of the workplace, of work activities and review the adequacy of safe working procedures. In addition they will review; reported accidents and incidents; instances of ill health; and near miss and hazards reports. *Further guidance on managing h&s risk and on more specific health and safety arrangements can be found in Part C of the Corporate Health and Safety Policy.*

## 2.5 Health and Safety Service (CSG)

CSG will carry out independent health and safety audits and inspections on services management systems, activities and premises. Resulting action plans will be addressed by the responsible officer in conjunction with CSG.

Average audit performance scores will be included in the Service Annual Health and Safety Report.

CSG shall also carry out period monitoring and review of the Councils contractors' health and safety performance and regularly report the results of this back to the Head of Safety, health and Wellbeing.

Reports on the Councils audit results and current performance will be regularly reported to the Head of Safety, Health and Wellbeing by CSG.

## 2.6 Head of Safety, Health and Wellbeing

The Head of SHaW is responsible for providing assurance that the Council is complying with its statutory health and safety duties, policies and on the effectiveness of the Health and Safety Management System.

The Head of SHaW will provide regular reports to the Board on the Councils current H&S performance and recommend measures to ensure its continuous improvement.

The Head of SHaW will prepare formal health and safety performance and review reports on behalf of the Chief Executive and Chief Operating Officer.

## 3. **Arrangements**

### 3.1 Performance review

The Council carries out periodic formal reviews of its health and safety performance and the effectiveness of its Health and Safety Management System. We employ three processes to enable effective review:

#### Delivery Unit Management Review

Annual Management reviews are undertaken by Directors and focus on the effectiveness of their Health and Safety Management Systems (HSMS):

- The HSMS continued suitability for the Service and the nature of its risks
- whether the HSMS is addressing the Councils policies, strategies, and priorities
- whether the HSMS is addressing Services, strategies, priorities and targets
- Whether the HSMS is meeting its main objective to enable Services to effectively and efficiently manage its health and safety risks

The review considers the effectiveness Services health and safety arrangements, including:

- Compliance with Council Policy and Legislative requirements and the Services health and safety management system (Audit results)
- Performance against corporate and targets and indicators
- Current performance against service action plans and improvement targets

- The impact of changes in organisational structures or service delivery models
- The impact of new legislation or introduction of significant new technology

A resultant annual health and safety report will be produced by the Director, based on the review, and will be presented to AJNCC and SCB. The report will outline the previous year's performance and highlight strategies and improvement targets for the subsequent 12 months.

*Guidance and a template on these reports can be found in the Toolkit.*

### Corporate Management Review

The Head of Safety, Health and Wellbeing (the councils Statutory Health and Safety Officer) is responsible for ensuring that reports on the overall performance of the councils Health and Safety Management System and any emerging issues are presented to Strategic Commissioning Board for review, this will include:

- Results and recommendations from performance monitoring
- Reports of emergencies or major incidents
- The result of any Enforcement Action
- Health and safety performance of Services and Delivery Units
- Health and safety performance of contractors and supplied services
- Current levels of corporate risk and the effectiveness of identification and control measures
- Adequacy of resources
- Any new legislation, initiatives or issues that may impact the Council
- The effects of foreseeable changes to legislation or methods of operation

A resultant annual health and safety report will be produced by the Head of SHaW, on behalf of the Chief Executive, and presented to the Policy and Resources Committee following approval by the Strategic Commissioning Board. The report will outline corporate health and safety performance of the Council and highlight improvement targets for the subsequent 12 months.

### 3.2 Further Reporting Requirements

There are further established arrangements to report on the Councils health and safety performance:

- i) Bi- annual h&s update reports to the Strategic Commissioning Board from the Head of Safety, Health and Wellbeing
- ii) Quarterly reports to Health and Safety Committees (JNCC, PMG) on performance against the Councils health and safety performance indicators
- iii) Quarterly reports to Health and Safety Committees (JNCC, PMG) on the Councils accident/incident data

- iv) Quarterly reports from the Head of SHaW to Organisational development and Workforce Board on current issues, changes to legislation and new/ revised policies.
- v) Quarterly h&s updates to Senior Management teams from the health and safety service provider on current performance and trends
- vi) Regular briefings to the Chief Executive and periodic updates to the Leader of the Council, from the Head of Safety, Health and Wellbeing, on any significant issues that are, or may, affect the Council.

# PERFORMANCE MONITORING AND REPORTING TOOLKIT

**PART:**

- A. COUNCILS KEY H&S PERFORMANCE INDICATORS**
- B. STANDARD CONTRACTORS H&S PERFORMANCE INDICATORS**
- C. SERVICE ANNUAL HEALTH AND SAFETY REPORT**
- D. BI ANNUAL HEALTH AND SAFETY STATUS REPORT**
- E. MONITORING MEASURES**

**PART A – COUNCIL’S KEY HEALTH AND SAFETY PERFORMANCE INDICATORS (HaSPI)**

Name	Measure	Threshold/Target
<p><b>KPI 1 – Work Related Incidents and Ill Health</b></p> <p>(a) Accident Incidence Rate (AIR)</p> <p>(b) Accident/Ill Health Days Lost</p>	<p><b>Quarterly</b></p> <p>Number of <u>non-fatal RIDDOR</u> reportable incidents over reporting period x 100,000/average number employed over that period</p> <p>Average number of days lost per employee due to work related incidents or ill health, over reporting period</p>	<p>10% below industry average using Industrial Classification (SIC)</p> <p>Below 0.3 days lost per employee</p>
<p><b>KPI 2 – Compliance</b></p> <p>(a) Enforcement Action</p> <p>(b) Audit Score</p>	<p><b>Quarterly</b></p> <p>Total of enforcement actions taken and /or enforcement notices issued, over reporting period</p> <p>Average H&amp;S Management Systems Audit score</p>	<p>Zero enforcement action</p> <p>&gt; 80%</p>
<p><b>KPI 3 – Training</b></p> <p>(a) H&amp;S training for managers</p> <p>(b) H&amp;S training for staff</p>	<p><b>Quarterly</b></p> <p>The average number of hours, per head, of health and safety training received by managers</p> <p>Percentage of staff who have completed mandatory H&amp;S training</p>	<p>16 Hours</p> <p>100%</p>



**PART B – STANDARD CONTRACTORS H&S PERFORMANCE INDICATORS (CHaSPI)**

Name	Measure	Target	Frequency
Accident Incidence Rate (AIR)	Number of non-fatal RIDDOR reportable incidents over period X 100,000 / Average number employed over that period	10% Below SIC Published Rates (HSE)	Quarterly
Major Injuries	Total number of RIDDOR 'Major Injury' reports	10% year on year reduction until Zero	Quarterly
Over 7 day Injuries	Total Number of RIDDOR 'Over 7 Day' reportable injuries to employees	10% year on year reduction until Zero	Quarterly
Enforcement	Any enforcement action, including prosecutions and notices served	Zero	Quarterly
Policy	Number of new/amended Health and Safety policies introduced	Annual review of policy	Quarterly

## **PART C – SERVICE ANNUAL HEALTH AND SAFETY REPORT**

1. Each Director is to submit an annual report to the Strategic Commissioning Board - Assurance and relevant Joint Negotiation and Consultation Committee. The report will outline their health and safety performance over a twelve month period, 1 April to 31 March inclusive and priorities for the subsequent year.
2. To ensure consistency across the organisation the reports are to be of a standard nature, having the same subject headings and sequence.
3. The Director or their appointed deputy must present the Annual Report
4. The cycle for presentation of the Annual Reports is as follows:-

<b>Service</b>	<b>SCB Assurance</b>	<b>JNCC</b>
Assurance Group Commissioning Group	July Meeting	July Meeting
Adults and Communities	July Meeting	July Meeting
Children – Family Services	September Meeting	September Meeting
Street Scene	September Meeting	September Meeting

5. Copies of the annual reports are to be sent to the Head of Safety, Health and Wellbeing in advance of the meetings.

# ANNUAL HEALTH AND SAFETY REPORT FOR *(insert)* DIRECTOR

*(Insert period, e.g. 2013/14)*

## CURRENT PERFORMANCE

### 1. Update of previous year

**Corporate Health and Safety Policy:**

*Briefly state how new or revised policies have been implemented*

**Councils Health and Safety Strategy:**

Briefly outline measures taken to achieve *priorities* and report results against corporate targets

**Service Health and Safety Action Plan:**

*Briefly state how Service initiatives have been implemented during the relevant report year. Outline the significant risks faced by your employees and others and the strategies, policies and systems put in place to control them*

**Enforcement Action including prosecutions, impending prosecutions or enforcement notices (If none state ZERO ACTION):**

*Brief details of any advice given or enforcement action taken by the Health and Safety Executive, Fire Authority or Environmental Agency in the last 12 months.*

### 2. Monitoring Information:

#### (a) Incidents: *(Where none state ZERO)*

<b>Accident Incidence Rate</b> <i>(Number of non-fatal work related accidents over period (this includes accidents, physical and verbal abuse) X 1000 / Average number employed over that period):</i>	
<b>RIDDOR Incidence Rate</b> <i>(Number of non-fatal RIDDOR reportable incidents over period x 1000 / Average number employed over that period):</i>	
<b>Work Related Absence</b> <i>(Average days lost per employee due to work related accidents or work related ill health):</i>	
<b>Number of Reportable "Fatalities", "Major Injuries" or "Diseases" (RIDDOR):</b>	
<b>Number of Reportable "over 7 day injuries" (RIDDOR):</b>	
<b>Number of physical and verbal assaults:</b>	
<b>Number of instances of reported work related ill health:</b>	
<b>Number of non-employee accidents:</b>	
<b>Number of RIDDOR accidents to non-employees:</b>	
<b>Brief description of any significant incidents and actions taken to prevent re-occurrence:</b>	
<b>Detail any identified incident trends and the remedial action taken:</b>	

**(b) Compliance with Policy and Legal Duties**

Average independent audit scores across service

Areas of good compliance:

Areas of poor compliance:

**(c) Review**

*Brief detail of reviews of significant service H&S risks:*

*Brief details of review of Service risk management systems (risk identification, assessment, effectiveness of controls, etc.):*

*Brief details of review of Service H&S policies and arrangements:*

**(d) Training**

*Percentage of Managers undertaking H&S training:*

*Percentage of staff undertaking H&S training:*

*Brief details of H&S training undertaken (types of training and delivery):*

**PERFORMANCE IMPROVEMENT**

**Actions for the next 12 months (Service Annual Health and Safety Plan)**

Highlight the health and safety actions proposed for the next 12 months to improve health and safety performance and meet corporate and service priorities.

*To include:*

- *Measures to implement Corporate and Service H&S priorities and targets*
- *Service H&S action plan highlights*
- *Measures to improve health and safety performance in areas identified as having poor performance, or low levels of compliance (Incident rates, audit scores, reviews)*
- *H&S training strategy (training needs identified, how to be delivered)*
- *Any other special H&S initiatives, projects or campaigns*

## PART D - MONITORING MEASURES

Examples of measures of performance used to monitor the effectiveness of the Services Health and Safety Management Systems and compliance with Legislation and Council policy

### **'Proactive measures'** such as:

- regular documented management self-audits;
- the number of new/revised policies or procedures;
- status in reaching corporate and service targets;
- regular site inspections;
- the results of independent auditing activity;
- the number of people identified as exposed to a risk;
- new work projects assessed as having no relevant risk;
- review of measures at health and safety committees;
- staff supervision and performance management;
- review of control measures' at meetings with staff;
- review of control measures at meetings with contractors and suppliers

### **'Reactive measures'** such as:

- staff having to visit occupational health with work related issues;
- reports of accidents, incidents and near misses;
- reports of hazardous conditions, or unsafe activities;
- enforcement action, including prosecution and enforcement notices;
- successful civil claims;
- the frequency and number of reports of failures to JNCC