Staff and Pensions Committee
13 November 2014

Corporate Health, Safety and Wellbeing
Annual Report 2013-14

Recommendations

(1) That the Committee notes and supports the performance information contained within this '**Annual Report - 2013-14**'

(2) That the Committee endorses and supports a proactive approach regarding the management of health, safety and wellbeing, including the promotion of a strong health and safety culture.

1.0   Introduction

1.1   This report provides an annual position statement on the management and performance of health and safety within the County Council and summarises the health, safety and wellbeing activities from 1st April 2013 to the 31st March 2014.

1.2   This report includes information on;

- Legislative changes nationally which impact on the County Council.
- Performance data including comparisons with previous years
- HS&W Service's KPIs
- Strategy framework for HS&W within the County Council

2.0   Health, Safety & Wellbeing Legislation

In line with Government Policy on 'Common Commencement Dates' the Health and Safety Executive (HSE) implements legislative changes that arise from within the UK on only two dates each year, the 6th April and the 1st October.

2.1   **Update on Fee for Intervention (FFI)**

Previously, within the **2012/13** Annual Report the introduction of FFI was a major inclusion. The HSE can now recover charges from organisations that breach H&S legislation in respect of work done to investigate, enforce and rectify the

breach. By way of an update; the HSE's cost recovery scheme, which has now been in force for 18 months, is currently generating fees of about £900,000 per month for the HSE, with an average invoice being £610.

During 2013/14 there have been no regulatory interventions from the HSE or the Fire & Rescue Service against WCC.

2.2   **New legislation introduced during 2013-14**

In 2013 -14 the following changes to legislation came into force.

-   The promised **RIDDOR** changes were introduced on 1st October 2013 simplifying and revising the statutory reporting requirements

    WCC has a Policy in place which ensures the reporting and investigation of accidents/ incidents, and this has been revised to accommodate these legal changes.

    In addition, ICT in conjunction with the HS&W Team are still developing and testing a new reporting/recording system following the decommissioning of lotus notes.

-   The promised **H&S (First Aid) Regulations** were introduced on 1st October 2013 removing the requirement for the HSE to approve first aid training and qualifications.

    WCC has a First Aid at Work Policy in place, which has been reviewed and amended to accommodate these legal changes.

-   **Health & Safety Law Posters** which are required to be displayed within our workplaces as part of the statutory regulations covering employee information must be of the new type from 5th April 2014.

WCC has completed the replacement of the out of date posters.

2.3   **Forthcoming legal changes 2014-15**

Construction, Design and Management Regulations 2015 (CDM 2015)

There is a proposed change to the Construction Design and Management Regulations 2007 (CDM 2007) scheduled for introduction in 2015. The Consultation Document closed on the 6th June 2014.

The principle drivers behind the revision are the desire to improve worker safety, simplify the regulatory package, and implement the relevant European Construction Directive.

It has been made clear on initial briefings from the Health and Safety Executive (HSE) that the current CDM Regulations will be changing. It is a case of 'when' rather than 'if'.

Whilst the proposed changes are still out for consultation, the principal change that will impact on WCC is likely to be the introduction of a new duty holder entitled 'Principal Designer'.

The new regulations may have significant implications on how WCC manages its construction related activities.

3.0 WCC Health and Safety Management System

3.1 Policies

Due to the legislative changes within 2013-14 the following corporate policies have been reviewed and revised along with the supporting guides and training provision.

Where appropriate and prior to launching new or revised policies are trialled with relevant managers to ensure important operational and practical application issues are fully assessed.

All HS&W policies appear on the County Council's intranet:

3.1.1 Stress

WCC's management of work-related stress and wellbeing policy and supporting documents (risk assessment templates, return-to-work checklist) have been reviewed and revised. The revision included a much simplified policy and guidance to completion of the risk assessments. The revision also included delegate feedback from the new WCC Tackling Work Related Stress - a Managers Role course This topic is particularly important because stress related absence (non-work related and work-related) is the top cause for absence both nationally and within WCC

3.1.2 Display Screen Equipment

The corporate Display Screen Equipment (DSE) Policy was revised with effect from 1 January 2014 and the WCC DSE self-assessment and related e-learning package was moved to be hosted on Warwickshire Integrated Learning Management System (WILMa). To support managers and employees FAQ guides were produced which provides information for both managers and employees on completing DSE assessments when working flexibly. A new corporate eye and eyesight test provision for defined DSE users took effect from 1st January 2014 introducing an eye care voucher scheme.

3.1.3   Premise Inspections

The WCC Workplace Health and Safety Inspection Policy and Procedures have been revised and updated. This new process provides us with a standard approach across all of the workplaces we use to ensure that the physical workplace is safe as far as is reasonably practicable. Inspections will be undertaken annually identifying and evaluating hazards in the workplace, involving the manager or designated Premise Representatives.

3.1.4   Fire

Effective fire safety is a key element of our health and safety responsibilities and it is important that all staff understand what is required of them in event of a fire.

In July 2013 we launched a new 'Fire Safety Management Policy and Procedure to ensure we take a consistent approach to the management of fire safety across all of our buildings and those buildings where our staff are based. With more staff and visitors in our buildings, and many staff working flexibly from a range of different locations it is important our approach to fire safety reflects our changing working environments.

3.1.5   COSHH

The COSHH policy was revised and much simplified in March 2014. Guidance on completion of COSHH risk assessment was streamlined and the COSHH risk assessment updated to reflect the new hazardous substance classifications. These new classifications are part of new legislation known as the Classification, Labeling and Packaging (CLP) Regulation which is changing how chemical products are classified to identify hazards, and how this information is communicated on labels and safety data sheets (SDSs) and will come into force by July 2015.

3.1.6   Health & Safety Standards for Schools;

The Local Authority's health and safety standard for maintained schools, was re-launched in April 2013 and a further update was communicated again in January 2014. The document was endorsed and supported by the Head of Service for Learning and Achievement.

The standards are in place to help support head-teachers and governing bodies to understand the minimum standards of health and safety in compliance with statutory legislation and general duty of care.

Under health and safety legislation, the County Council as the employer in community and voluntary controlled schools; has the overall responsibility for health and safety. Responsibility cannot be

devolved; the Council must provide oversight and monitoring in these types of schools.

3.1.7 Manual Handling

The revised manual handling policy and risk assessment applies to all staff who carryout manual handling activities as part of their work. This policy and associated risk assessment was simplified to give better advice and guidance to managers.

3.1.8 Corporate HS&W Policy;

During 2013, the H&S Executive published a new version of HSG 65 'Managing for Health & Safety'. The new document is based on the concept of 'Plan, Do, Check, Act' an approach that can help achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than a stand-alone system.

It was important therefore that we reflected this approach within our 'County Council – Corporate Health, Safety & Wellbeing Policy' scheduled for issue in September 2014 and to be supported by H&S leadership training for directors and heads of service.

3.2 H&S Monitoring

3.2.1 Group Leadership Teams - HSW Updates & Action planning;

In last year's annual report, the Corporate Health, Safety and Wellbeing Manager informed the Committee of proposed changes in the reporting process to Group Leadership Teams. GLT's now receive quarterly health and safety updates from their respective Senior H&S Advisor, ensuring that timely and relevant information applicable to their group specific health, safety and wellbeing issues is discussed and actioned.

GLT's now review and monitor trends and follow a formal action planning process. Early, feedback from GLT's indicates that this is extremely beneficial and they have welcomed the opportunity to take ownership of their individual H&S Action Plans.

3.2.2 Inspections;

June 2013 saw the introduction of the new inspection process in conformity with the WCC Workplace Health and Safety Inspection Policy and Procedures (revised 2013) annual H&S inspections. The initial programme has been completed in all scheduled workplaces in total;

- 105 in Facilities Managed centralised properties
- 26 in Non-Facilities Managed centralised properties

(In addition, 80% of schools, where WCC is the employer, have confirmed that they have arrangements in place to undertake H&S inspections against the County Council's requirements)

The majority of inspections were undertaken in conjunction with Facilities Management and the premise/site manager and any resultant actions have been prioritised and allocated to the appropriate person. Where high risk level hazards are identified, remedial action is taken at the time of the inspection, or actioned as a urgent priority.

The Health, Safety and Wellbeing Service, where appropriate will review action taken three months post inspection.

3.2.3   Auditing;

The WCC process for auditing the management of health and safety has been finalised. This includes a revised policy, procedure and agreed format. A schedule has been produced incorporating a 3 year rolling programme for auditing all services within the County Council. The rationale for the scheduling and prioritising of services to be audited is based on; risk, diversity, previous knowledge of the service activities, government/enforcement agency pressures and other considerations e.g. commissioning and or service delivery changes that require reassurance regarding 'fit for purpose' assessments.

The audits are undertaken by the Corporate HS&W team and led by the Senior H&S Advisors. They are consistent and supportive, auditing against the WCC Health and Safety Management system. They identify where 'practice' meets the requirements for effective health and safety management procedures and arrangements. The audits also identify any areas for improvement with recommended actions and appropriate timescales. The HS&W Service is committed to giving appropriate advice, guidance and support to ensure that any recommendations made are effectively implemented for continuous improvement in H&S management.

Audit findings and action taken will be summarised at Group Leadership Team meetings via the quarterly H&S updates

This year, as part of the HS&W teams continued professional development, all staff has received training in auditing skills based on OHSAS 18001 the course was provided by an accredited external provider.

3.2.4 Fire Risk Assessments;

As part of the new framework contract fire risk assessments are now being undertaken by an external contractor for WCC in conformity with the County Council's Fire Safety Management Policy.

As with workplace H&S inspections, required actions from these assessment reports are discussed and allocated to the appropriate person. This will depend on whether it is a property structure issue or local management procedure. The three year rolling programme for the assessments is managed and prioritised by Property Risk Management but may be influenced by discussions with HS&W.

3.2.5 Workstation assessments;

The Health, Safety and Wellbeing Service have now moved the DSE self-assessment and DSE e-learning requirements from AssessRite to WILMa. There is also wealth of information provided on the health and safety intranet about how to set up workstations.

The DSE referral process continues to ease the increase in DSE assessments; this process provides additional support to managers and may negate some referrals being forwarded directly to occupational health at a cost to the manager.

3.2.6 Joint Consultation

The Corporate Health, Safety & Wellbeing - Joint Consultative ommittee (JCC) has met quarterly throughout the year giving the opportunity for Trade Union Representatives to discuss, influence and keep under review the strategic measures taken to ensure the health, safety and welfare of employees working within the County Council or any others who could be affected.

3.3 Accident/ Incident statistics

3.3.1 Overview

There were a total of 1211 reported accidents/incidents across all four Groups. A breakdown of the combined total employee and non-employee (members of the pubic, pupils, customers) accidents per Group are as follows:

Group	2011/12	2012/13	2013/14
People Group^ - Children's services	1013	854	773
People Group^ - Adult Services	573	769	49
Communities Group (previously Environment and Economy)	141	121	135
Resources Group	165	115	116
Fire & Rescue Service*	141	153	138
Total	**2033**	**2012**	**1211**

^ The People Group figures have been split into adult and children services to provide comparative data.

*F&R data relates to the fire and rescue 'adverse events' which includes near misses, vehicle incidents, violence and aggression, and dangerous occurrence. This is the same as the other Groups data.

There has been a substantial reduction in the number of reportable accidents particularly within the People Group a 9.5% reduction within Children's Services and a 93.6% reduction within Adult Services. Undoubtedly, these sizable variations are the result of the transfer of residential care homes, schools converting to academy status and the cessation of reports from Voluntary Aided (VA), Foundation and Trust schools since the 1st January 2014.

Year-on-year comparators are given below:

Year	Total number of accidents	% change
2006/07	2065	/
2007/08	1953	- 5%
2008/09	1877	- 4%
2009/10	1942	+ 3%
2010/11	2276	+ 17%
2011/12	2033	-12%
2012/13	2012	-1%
2013/14	1211	-40%

There has been a 40% decrease in accidents compared to last year's figures, which equates to 801 accidents.

NOTE: *Due to the diversity between one local authority and another local authority, it is difficult to benchmark with other similar authorities as 'like for like' does not exactly exist; other than in the area of statutory reporting requirements regarding RIDDOR. However, benchmarking possibilities continue to be explored at the West Midlands Leaders Board (WMLB) health and safety group (which the Corporate Health, Safety & Wellbeing Manager attends 3 times a year).*

3.3.2 Accident/ incident causation

Accident/ Incident statistics are recorded against the HSE categories. The commonest reason for accident reports for employees and non-employees, in ranked order, are:

1. Slips, trips and falls on the same level, n = 395 *(942)*
2. Violent incidents (both physical/ verbal assault)*, n = 125 *(220)*
3. Hit by moving, flying, or falling object, n = 115 *(146)*
4. Fall from height, n = 65 *(119)*
5. Hit something fixed or stationary, n = 69 *(110)*
6. Manual Handling**, n= 31 *(88)*

- * This figure is the combined result for violent incidents both physical and verbal and is inclusive of malicious and non-malicious assaults.

- ** This figure includes the lifting/moving of both inanimate objects & people
- *Note - the figures within brackets show the total last year 2012/13*

'Slip, trips and falls on the level' account for 32% of the total accidents/incidents this year and the majority of these accidents (64%) occurred in the non-employee category within People Group - Schools (n=253).

Whilst 'Falls from Height' feature for the second time in our top six categories it is worth noting that only 7 of the 65 accidents reported occurred to employees (10.8%)

The table below shows the comparison between the top three categories of accidents and highlights the reduction achieved both in number of accidents and the percentage variation:

Accident type	2011/12	2012/13	2013/14	Previous year comparison	% change
Slips, trips and falls on the same level	780	942	395	-547	-58%
Violent incidents (both physical/ verbal assault)	272	220	125	-95	-43%
Hit by moving, flying, or falling object	240	146	115	-31	-21%

3.3.3 Employee accident reports:

The number of accident reports for our employees only, are as follows:

Group	2010/11	2011/12	2012/13	2013/14
People Group - Children's Services	504	341	283	192
People Group - Adult Services	110	154	66	32
Communities Group (previously Environment and Economy)	59	54	57	41
Fire & Rescue Group	51	51	105	48
Resources Group	129	123	103	88
Total	853	723	614	401

For the last three years there has been a steady decline in the total number of employee accidents, this year is no exception, but coupled with the service provision/level changes that have taken place within the organisation there is a more marked reduction; a decrease of 34% compared to last year's figures.

Within the 48 incidents reported by WFRS, 14 of these were reported during water awareness training courses.

3.3.4 Non-employee accident reports

The following is a breakdown of non-employee accident reports for 2013/14:

Group	Member of Public	Contractors	Customers/ Clients	Pupils	Youth Dev	Unknown/ Others	Total
People Group - Children's services	27	8	13	481	n/a	52	581
People Group - Adult Services	0	0	16	0	n/a	1	17
Communities Group	56	3	5	6	n/a	24	94
Resources Group	6	5	9	n/a	n/a	8	28
Fire & Rescue Group	0	1	0	n/a	0	0	1
Total	89	17	43	487	0	85	721

The above table represents an overview of the non-employee incidents with a combined corporate total of 721. The Unknown/Others (85) relate to those unidentified and near misses.

In Fire and Rescue a total of 89 incidents were recorded in the following categories - vehicle incidents, dangerous occurrences, incidents of violence and aggression and near misses.

3.4 HSE RIDDOR reportable incidents

A total of 39 incidents were reported to the H&S Executive, as required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). 20 less than in 2012/13

This equates to 20 (28) employee RIDDORs, 14 (29) non-employee RIDDORs, and 5 (2) dangerous occurrences. The five RIDDOR 'Dangerous Occurrences' were 'Distress to Wearer' regarding breathing apparatus these occurred during training sessions.

The RIDDOR regulations changed on 1st October 2013 relaxing the reporting requirements regarding certain accidents/incidents and this has clearly contributed to this reduction.

3.5 Summary

It is important to reflect on the changes and reduction in Council services, for which we no longer have employer/duty holder responsibilities and how this has had a sizable effect on the number of reports and referrals, particularly in the

area of non-employee accidents. In previous years Care Homes in particular reported high numbers of client incidents, in addition numerous schools have now taken on academy status and the Health, Safety and Wellbeing Section no longer process reports for Voluntary Aided Schools. Their removal has contributed to the overall 40% reduction in accidents.

Employee Accidents/incidents overall have reduced by approximately a third (34%) a reduction of 213 accidents compared with 2012/13 against a backcloth of the County Council employment figures falling by approximately 13%.

RIDDOR reports are also down by a third from 59 in 2012/13 to 39 this year. Undoubtedly, the changes in reporting requirements from October 2013 will have contributed to this decrease.

4.0   H&S Training

4.1   Fire

An intranet poll revealed that over half of those surveyed were not aware that they needed to undergo regular fire awareness training or were unsure on how to access the training. The Annual Fire Awareness course was introduced in July 2013 and is a 15 minute e-learning module through 'Atlasweb' or it can be provided as a printed resource. This provides the essential fire safety messages to all staff.

4.2   Stress

'Tackling Work Related Stress - a Managers Role and Developing Resilience' course have continued to be provided during 2013-14 and have been well attended and received. These courses provide support the WCC Management of Work-Related Stress and Wellbeing Policy. In addition e-learning modules such as Developing Resilience have been developed in WILMa.

4.3   Specialist Transport Operations

Following discussions with Specialist Transport Operations within the Communities Group, Health, Safety and Wellbeing has established a new suite of training which commenced in July 2013. This training will improve competence and awareness for both WCC employees and also for outside contractors/drivers/passenger assistants who provide the specialist transport for WCC. The training consists of Safe Practice of Moving and Handling, First Aid and Safeguarding. This suite of training will require attendance every three years.

4.4   Safety for Managers

The training course 'Health and Safety for Managers' has been reviewed and revised. A refresher course has also been developed and now offered. Refresher period for in-house health and safety training has been set at 3 years.

5.0 Health and Wellbeing

5.1 Introduction

HR&OD capture, review and monitor sickness absence statistics and undertake focused work on the top four reasons of absence of which the top two are stress and musculoskeletal, followed by viral infections and operation or post-operative care. For information on sickness absence and proactive focused work, reference should be made to the Employee Sickness Management Report 2013/14 that was tabled at the Staff and Pensions Committee in July 2014.

The Health, Safety and Wellbeing Service consider work-related health and wellbeing risks at an organisational level in addition to other services within HR&OD. It is important to identify any foreseeable work-related health risks within WCC work activities as they may include musculoskeletal problems, exposure to noise, work-related stress, hazardous substances, etc. Some of this work includes information in the following sections.

5.2 COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) are regulations that deal with protecting employees (and others) from hazardous substances used and produced in the workplace.

There were no major COSHH incidents in 2013/14.

The COSHH officer role is advisory and auditing and is responsible for enabling WCC to fulfil the requirements of the COSHH regulations, thereby reducing the risk of injury and ill health to employees and others.

The frequencies of site visits continue to be risk based to allow resources to be focussed more effectively. The COSHH officer role continues to develop to meet changing needs, for example with specific competence for swimming pool operations and most recently taking on aspects of the DSEAR (Dangerous Substances Explosive Atmospheres Regulations), which complement the COSHH regulations. These changes have been implemented during 2013/14

5.3 Staff Care (Short-term Support & Counselling Service)

Short term support and counselling for WCC staff (with the exception of school employees and F&RS employees), is provided by the Staff Care Service. WCC schools can access an external counselling and support service via their HR Advisor; and F&RS have access to their own Staff Wellbeing Adviser & Counsellor.

-   The total number of new referrals to the Staff Care Service for the year 2013/14 was 241. This represents a very slight decrease on the number of new clients presenting in the year 2012/13 (257)

- The top four reasons for presenting to the service included relationship/personal, stress/anxiety, depression and bereavement. Staff presented most frequently with stress/anxiety (134). In 60% of these cases difficulties can be attributed solely to work issues while for a further 25% of individuals difficulties can be attributed to a combination of work and personal factors.

- The People Group continue to be the biggest user of the Staff Care Service. Around 60% of new clients were from this group compared to around 25% from Communities and 15% from Resources Group.

- Staff access support and counselling from the Service against a continued backdrop of increasing external pressures on the organisation, internal change and restructuring and property rationalisation.

WCC - Staff Care – excluding schools				
Presenting problem	Total Number Of cases	Work-related	Personal	Combination
Relationships/ Personal	29	0	29	0
Stress and anxiety	134	81	20	33
Depression	9	3	3	3
Bereavement & Loss	16	1	15	0
SUB-TOTAL	188	85	67	36
Others (inc. Bullying & Harrassment)	53			
TOTAL	241			

Warwickshire Fire & Rescue Services				
Presenting problem	Total Number Of cases	Work-related	Personal	Combination
Relationships/ Personal	5	0	5	0
Stress and anxiety	20	9	4	7
Depression	6	4	1	1
Bereavement & Loss	5	0	5	0
TOTAL	36	13	15	8

The WF&RS Staff Wellbeing Advisor and Counsellor received 36 new referrals in 2013/14 which is a slight increase on 2012/13 referrals (32).

Across all Groups (excluding schools), there was a total of 277 new referrals (clients) compared to 289 in 2012/13.

5.4   Occupational Health

Team Prevent, the contracted Occupational Health Service provider, work closely with the HR & OD Service including Health Safety & Wellbeing team and Staff Care Services, providing advice and guidance which is key to reducing absence and getting people back to work sooner. Team Prevent provides pre-employment health assessment, management referrals, medicals, health surveillance and monitoring where necessary.

From 1st April 2013 – 31st March 2014 Team Prevent received 678 management referrals (note this excludes Fire and Rescue OH data).

Groups (excluding F&RS)	2009/10	2010/11	2011/12	2012/13	2013/14
People Group - minus schools	522	480	404	305	290
People Group - WCC employed schools only	227	250	177	194	215
Communities Group	30	38	41	44	50
Resources Group	86	105	88	124	123
Total	**865**	**873**	**710**	**667**	**678**

The number of management referrals has increased by 2%.

WCC Fire & Rescue Service has its own in-house Occupational Health Service which includes counselling support provided by the Staff Wellbeing Adviser & Counsellor.

Within Fire and Rescue there were 119 management referrals to F&R Occupational Health Advisor and 52 management referrals to the Service Medical Advisor. This equates to a total of 171 F&R Occupational Health management referrals, and a combined corporate total of 849.

For those who were seen by Occupational Health (Team Prevent and F&R OH), the top 6 reasons for new referrals are as follows:

  I.   Medical conditions;
 II.   Musculoskeletal problems (work-related and non-work related);
III.   Depression;
IV.   Work-related stress;
 V.   Mental illness
VI.   Non-Work Related Stress

6.0 HS&W Service - Key Performance Indicators (KPIs) – 2013/14

The following table shows the performance of the Health, Safety and Wellbeing Service against their agreed KPIs.

No.	KPI	Target 2013/14	Achieved 2013/14
1	Corporate Health, Safety and Wellbeing Manager to meet the assigned Resources Group and HR&OD indicators.	**100%**	**100%**
2	Health and Safety Staff must report all known RIDDOR reportable incidents that have been appropriately notified to them to the HSE within the legislative timescales with copies of the F2508/ F2508A to the Corporate Health, Safety & Wellbeing Manager.	**100%**	**100%**
3	Managers and/ or Health and Safety Staff to investigate all RIDDOR reportable incidents.	**100%**	**100%**
4	Health, Safety & Wellbeing Service will write or review health and safety policies in accordance with defined priorities.	**100%**	**100%**
5	Health, Safety & Wellbeing Service to offer a minimum of 4 (one a quarter) WCC health and safety manager training sessions via the corporate training menu by the 31st March 2014.	**100%**	**100%**
6	Health, Safety & Wellbeing Service to offer a minimum of 4 (one a quarter) WCC risk assessment workshop sessions via the corporate training menu	**100%**	**100%**
7	Health, Safety & Wellbeing Service to produce and circulate relevant health and safety information throughout WCC in accordance with the health, safety and wellbeing communication strategy.	**100%**	**100%**
8	Managers and/ or Health and Safety Staff carry out workplace inspections at least annually or in accordance with the Health & Safety Workplace Inspection Policy.	**100%**	**100%**
9	Health, Safety and Wellbeing Service will undertake health and safety audit's in accordance with the revised Health & Safety Auditing Policy and Procedures.	**100%**	**100%**
10	Corporate Health, Safety and Wellbeing Manager to produce Corporate Health, Safety and Wellbeing Action Plan prior to next financial year	**Completion of task**	**Completed**
11	Senior Health and Safety Advisors to produce health and safety action plan for their assigned Group and submit to relevant GLT for their endorsement	**Completion of task**	**Completed**

12	Produce a WCC occupational health and wellbeing strategy.	Completion of task	Completed
13	Senior Health and Safety Advisors to provide Group Leadership Teams with health, safety and wellbeing updates and trends on a quarterly basis.	100%	100%
14	Corporate Health, Safety & Wellbeing Manager to produce the Corporate Annual Health and Safety Report for submission to Staff and Pensions Committee	Completion of Report	Completed

7.0   Conclusions

7.1   During 2013/14 the HS&W Service has continued to deliver a proactive and professional service to the whole of the County Council; providing a competent and efficient advisory and support function to Directors, Heads of Service, Managers/Head-teachers and employees.

7.2   All the current Health, Safety and Well-being KPIs have been achieved for 2013/14

7.3   Training has featured highly on the Service's agenda with 'Health and Safety for Managers' and subsequent refreshers being at the core. (7 courses & 2 refreshers) Additional topic courses have also been delivered against agreed priorities to ensure the health, safety and well-being training needs of all Groups are met.

7.4   H&S Monitoring is essential to assessing the County Council's level of compliance;

7.5   Reactive monitoring in the form of accident reporting/investigation and the assessment of trends has identified a considerable reduction in accidents/incidents.

7.6   Proactive monitoring in the form of inspections and audits measure compliance with health and safety standards and statutory requirements. The programme of H&S inspections has been completed during 2013/14 and the audit programme has commenced. Audits of Complex Needs, Heritage and Culture, Catering/Cleaning are due for completion in 2014/15 together with ongoing auditing of Schools feedback from which will be discussed and monitored at Group Leadership Teams.

8.0   HS&W – Corporate Strategic Framework 2014 – 18

The Strategic Framework in Appendix 1 incorporates the new H&S Executive 'Managing for Health & Safety' (HSG65) model of 'Plan, Do, Check, Act' which if applied correctly can ensure health and safety management is an integral part of good management generally, rather than a stand-alone system. The Strategy

establishes a commitment to a strong health and safety cultured delivered through comprehensive H,S&W action plans within Service Groups and monitored frequently at Group Leadership Teams.

9.0 Future reports

It is planned that in future years this annual report is presented at this earlier meeting to ensure more timely and relevant consideration of the information by the Staff and Pensions Committee. This will also give an opportunity for the Committee to consider this report in conjunction with the 'Employee Sickness Absence Management Report'.

The Committee should rest assured that to ensure the timeliness and relevance of information for Group Leadership Teams, the Senior Health and Safety Advisors within Health, Safety and Wellbeing Service will continue to provide updates and trend analysis at a strategic level to GLTs on a quarterly basis as a minimum.

Background Papers

None

	Name	Contact details
Report Author	Tracey Sampson	traceysampson@warwickshire.gov.uk Tel 01926 738780
Head of Service	Sue Evans, Head of HR & OD	sueevans@warwickshire.gov.uk Tel 01926 412314
Strategic Director	David Carter Strategic Director for Resources Group	davidcarter@warwickshire.gov.uk Tel 01926 412045
Portfolio Holder	Councillor Kam Kaur	cllrkaur@warwickshire.gov.uk

WCC	**Plan** – Establish standards for health and safety management based on risk assessment and legal compliance through policy and planning		**Do** – implement plans to achieve the objectives/standards that have been set through risk profiling and organisation for health and safety		**Check** – measure progress with plans and compliance standards	**Act** – review against objectives and standards and take appropriate action		
	Vision	**Policy**	**Organising**	**Arrangements (implementing the plans)**	**Measuring performance**	**Reviewing performance**	**Auditing**	**Continuous improvement**
Corporate (strategic)	• Striving for excellence in health, safety and wellbeing performance and management • Effective H&S management system • Positive H&S culture • Be a 'good employer' • Safety and protection for residents • Safe activities and place of work • Legally compliant • Continuous improvement	WCC Health and Safety Policy Corporate topic based H&S Policies and supporting documentation Corporate HSW Strategy Occupational HSW strategy	H&S policies detail the relevant and required roles, responsibilities and competence Policy consultation H&S Joint consultative Committee (JCC) Corporate Training Matrix and training provision	H&S Policies detail corporate arrangements (particularly assessment of risk) and control strategies Business planning/risk management Management processes (e.g. appraisals, 1:1's) Visible leadership and commitment for H&S	Resources Group HR&OD performance indicators HSW Service KPI's HR&OD and Employee Relations Business Plan Corporate HSW Strategy H&S Policies detail corporate arrangements for measuring performance	Corporate annual HSW report H&S JCC, OH User Group and Staff Care Protocol to review relevant data/ trends and taking action	Internal audit of H&S management system (independent) HSW audit procedure - regime developed and considers corporate level detail	Through review/audit and taking appropriate action Learn from experience Actively identifying and implementing changes nationally and regionally Internal review dates on documents Revisit action plans and policies
Group	• Prevention of occupational incidents, injury, ill health • Positive H&S culture • Sensible risk management • Safe workplace • Safe activities/ service delivery • Legally compliant	Statement of H&S intent Group H&S Action Plan Implement corporate H&S policies	Implement corporate H&S policies and inform employees of their roles and responsibilities H&S on meeting agendas Communication channels in place Group training needs analysis	Visible H&S Leadership and management Consider H&S with other business risks Consider H&S at planning stage of any new work/changes/ decision making Business planning process	Group H&S performance indicators (i.e. in business plans, appraisals, etc)	Group HSW quarterly updates Monitoring statistics and taking action	Implementation of H&S audit procedure - regime pertinent to Group	
Local (operational)	• Prevention of occupational incidents, injury, ill health • Safe activities and workplace • Positive H&S culture • Safe, motivated, competent staff • Good communication, worker involvement and cooperation	F&R Service Order's School H&S standards Local H&S arrangements (i.e. procedures, processes, safe systems of work, etc) to implement corporate H&S policies	Compliance with H&S policy/ F&R Service Orders/ School H&S Standards Informed employees Training needs analysis and relevant training provided H&S on team meeting agenda H&S considered in appraisal system Business planning	Risk assessment process for activity/ process/ operation significant risks Sensible risk management with arrangements (procedures, safe systems of work and processes) in place Accident/Incident/ near miss reporting, investigation and action Implement local arrangements	Undertake H&S workplace inspections Undertake visual observations and take action accordingly (day-to-day management of H&S) Investigate incidents and take action	Risk assessment review Monitor incident/ accident/ ill health data and take action Taking action on inspection and audit findings	H&S audit procedure at local level Take appropriate action as identified in audit process	