

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee **DATE:** 22<sup>nd</sup> September 2011

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**WARD(S):** All

**PART I**  
**FOR INFORMATION**

**CORPORATE HEALTH AND SAFETY**

1 **Purpose of Report**

For the Committee to note and endorse the actions that have been taken by the Corporate Health & Safety Service since the Council entered into a section 113 agreement with Reading Borough council for a shared Health & Safety Management Resource.

2 **Proposed Action**

The committee is requested to Resolve that the contents of the report and the Health & Safety action plan be noted.

3 **Community Strategy Priorities**

- **Being Safe, Feeling Safe**

By proactively identifying and managing health and safety risks, the Council can ensure that residents and users of services will not be adversely affected by it's work activities.

4 **Other Implications**

(a) Financial

There are no financial implications of proposed action.

(b) Risk Management

Recommendation	Risk/Threat/Opportunity	Mitigation(s)
The Committee notes and endorses the action that has been taken and approves the draft Corporate Health & Safety Action Plan	The action that has been taken so far and the those contained in the Action Plan will ensure that the Council fulfils it's health & safety responsibilities.	

(c) Human Rights Act and Other Legal Implications

There are no Human Rights Act Implications attached to the proposal.

(d) Equalities Impact Assessment

Not applicable

4 **Supporting Information**

- 4.1 The new health & safety management system was launched on 22<sup>nd</sup> August 2011.
- 4.2 Directorate SMT's are being briefed on the new policy and procedures. Information for the wider staff audience will be published in September's Grapevine.
- 4.3 A draft Corporate Health & Safety Action Plan has been prepared and sent out to the Chairs of the Health & Safety Forums. The format of the Action Plan has changed from previous. Focussing on 8 key objectives, each has its own individual actions and target dates. The actions have been coded as Red, Amber or Green to determine their priority. Red actions need to be attended to first.
- 4.4 The Health & Safety Advisors are attending the Forums to introduce the Action Plan and to support the Directorates in identifying and managing their health and safety risks. Each Directorate Health & Safety Forum will prepare their own action plan that feeds into the key objectives of the Corporate Action Plan but with actions targeting risks that are specific to that Directorate.
- 4.5 The risk to staff from violent and aggressive customers has been identified as a key strategic risk – affecting staff throughout all Directorates. To ensure that staff have the necessary skills, a new course has been commissioned. Initially targeted at Lone Workers, the course will be extended to include staff who meet customers within public buildings and those who can be exposed to aggressive behaviour during telephone contact. To date, 128 members of staff are booked onto the Lone Worker course.
- 4.6 The Caution Before Contact project has looked for examples of best practice. Reading Borough Council has a process in place that could easily be adapted to the needs of SBC. Initial conversations have been had with the software provider to determine costs.
- 4.7 The new health & safety management system includes a manager's self-audit tool. To help imbed the new policy and procedures, the Health & Safety Advisors are building a programme to assist managers in high risk services and schools.
- 4.8 Future Work includes:
- Rolling out the revised health & safety training courses.
  - Reviewing the control of key building risks; such as fire safety, asbestos and Legionella.
  - Review of stress and wellbeing policies and the support that is available to managers.
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- Please see appended draft Corporate Health & Safety Action Plan.

## 6 **Conclusion**

The actions that have been taken to date and those that are contained within the Corporate Health & Safety Action Plan will ensure that the Council takes a risk management approach to health and safety whereby the key risks to staff and users of services are identified and managers are trained and supported to put sensible cost effective controls in place.

## 7 **Background Papers**

Appendix Corporate Health & Safety Plan