

WEST DUNBARTONSHIRE COUNCIL

Report by Chief Executive

Corporate and Efficient Governance Committee: 21 September 2011

Subject: Annual Health and Safety Report

1. Purpose

- 1.1** This report is to advise the Committee on the Council's health and safety performance for the period April 2010 – March 2011.

2. Background

- 2.1** The Institute of Directors and the Health and Safety Executive (HSE) have stated that organisations should report on their health and safety performance on an annual basis. This allows the CMT to establish whether the essential health and safety principles – strong and active leadership, worker involvement, and assessment and review – have been embedded in the Council. It enables an assessment to be made on whether our system is effective in managing risk and protecting employees and other persons.
- 2.2** The “Annual Health and Safety Report” was previously submitted to a meeting of the Audit & Performance Review Committee on 10 August 2011. At this meeting the Committee agreed:-
- (1) to note the terms of the discussion that had taken place in respect of this matter and the adjustment that would require to be made to the report, as necessary; and
 - (2) that the amended report would be submitted to the next meeting of the Corporate & Efficient Governance Committee for consideration.
- 2.3** It should be noted that the format used in collating statistics contained within the Annual Health and Safety Report (rate of injury per 100,000) is in line with the HSE RIDDOR standard accident reporting methodology. As of 2010/2011 HSE data has been collected and published using Standard Industrial Classification Code 2007 (SIC 2007). SIC 2007 came into effect on the 1 January 2008.
- 2.4** The use of Full-time equivalent (FTE) workers in relation to days lost has been collated using the model (Guidance on the Specified Performance Indicators) issued by Audit Scotland in 2010.

3. Main Issues

- 3.1** The report summarises our arrangements to deliver good health and safety standards, together with performance data, including the numbers and types of accidents and incidents of work related ill health. It also outlines any enforcement action and commentary on health and safety during this period. From April 2011 has seen a new centralised Health and Safety function being formed within Chief Executive's Department.

4. People Implications

- 4.1** The report requires Executive Directors, Managers and Line Managers to assess its contents in terms of departmental and organisational issues and where appropriate to assess their health and safety performance and if required to undertake a review of their health and safety management systems, including consultation with the Trade Unions to take these matters forward. The report will also be presented to the Corporate Health and Safety Committee members of their information and comments.

5. Financial Implications

- 5.1** In terms of financial implications it is for departments to review the report and to identify areas of improvement in conjunction with their departmental health and Safety Co-ordinators and to review budget arrangements accordingly.

6. Risk Analysis

- 6.1** As the report is based on operational issues, which includes carrying out a risk analysis / assessment of the work activities it will not be necessary to undertake a risk analysis in terms of the findings of the report. However, departments may have to review their risk assessments to determine whether or not working practices require to be amended as a result of accidents / near misses etc.

7. Equalities, Health & Human Rights Impact Assessment (EIA)

- 7.1** No issues were identified in a screening for potential equality impact of this report.

8. Strategic Assessment

- 8.1** The centralisation of the health and safety provision in addition to the financial saving has establish a more compact specialist team all chartered members of IOSH to provide in-house health and safety training, audit, inspection, fire risk assessment and utilise the specialism's within the section to support all services in compliance with their statutory requirements.

9. Conclusions and Recommendations

- 9.1** The Chief Executive has endorsed a UK legislative code of practice by acknowledging that accurate recording and reporting on work related accidents is a valuable health and safety management tool.
- 9.2** In April 2011, a new centralised Health and Safety function was formed within the Chief Executive's Department.
- 9.3** The Annual Health and Safety Report 2010-2011 provides demonstrable evidence in that health safety arrangements within West Dunbartonshire Council are identified; principal safety responsibilities are noted and recognised; performance data – including numbers and types of accidents have been transparently reported upon; an outline of enforcement action has been succinctly described and our H&S 2010-2011 performance targets have been met.
- 9.4** Of significance is the identification of a quantifiable reduction in accidents during 2010-2011 – *ref: Page 15 Figure 4 of the Annual Report*
- Reportable: 40 to 32
 - Non reportable: 159 to 132.
- 9.5** The formation of our new centralised Health and Safety function shall bring new challenges for 2011-2012 with progress being reported upon in Report 2011-2012.
- 9.6** Concluding our 2010-2011 report it is recognised that diligent effort and input from not only our Safety Officers will be required in the forthcoming year – but also the valued contribution and support afforded from all Elected Members, Line Managers and Employees.
- 9.7** The Committee is asked to note the contents of the annual report and the health and safety improvements made.

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David McMillan
Chief Executive
Date: 6 September 2011

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Appendix 1:	Health and Safety Annual Report 2010 - 11
Background Papers:	None
Wards Affected:	All