

Agenda Item No: 9 **Report No:** 111/14
Report Title: Joint Health and Safety Forum Update Report
Report To: Employment Committee **Date:** 21 July 2014
Cabinet Member:
Ward(s) Affected: All
Report By: Jill Yeates
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Purpose of Report:

To report on the progress and activity of the Joint Health and Safety Forum.

Officers Recommendation(s):

- 1 To note the report
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Reasons for Recommendations

- 1 1.1 Last October, the Employment Committee noted the inauguration of the Joint Health and Safety Forum as an active group within the Council promoting a health and safety-conscious culture and environment, and reporting to each Employment Committee meeting in line with the areas specified by the Council's Constitution, Section 5, 2.5 a, and g to m, as appropriate.

1.2 This report updates the Employment Committee on the Forum's activities in the last nine months.

2 Information

- 2.1 Lindsay Frost kindly agreed to chair the Forum meetings whilst he was still working for the Council. Since he left, Gillian Marston, Director of Service Delivery and nominated Health and Safety lead, has chaired the Forum.

- 2.2 It was agreed that the Forum will be part of the necessary safety culture change through bringing staff and management issues for discussion and agreement on action to be taken. It was also agreed that the Forum

would provide written reports to the Employment Committee for further discussion.

- 2.3** The Forum has agreed a standard Agenda (see Appendix 1) to keep the meetings short and appropriate; and that only 'Action minutes' will be produced to ensure that actions are reviewed at the beginning of each meeting, but that there is not too much detail. It is currently meeting monthly.
- 2.4** It has recently been agreed that the Agenda and minutes will be put on InfoLink under 'Health, Safety and Welfare' so that all staff can see what is being covered by the Forum.
- 2.5** The Health and Safety Policy was reviewed, revised and agreed by the Forum before being agreed by CMT and this Committee, and then being signed by the Chief Executive.
- 2.6** A Health and Safety Plan has been drawn up for this year, and this is discussed at each Forum meeting.
- 2.7** Accidents and near misses are discussed at every meeting, and graphic updates provided by the Health and Safety Officer. These are also put up on health and safety notice boards, and on InfoLink.
- 2.8** Wellbeing statistics are also discussed, together with updates from the work-related stress working party, which is looking at ways of monitoring work-related stress, and how to reduce it.
- 2.9** The Forum has had input into the Working at Height Policy, which has now been agreed. They have also had input into the Agile working policy which is being discussed at this Employment Committee meeting. The revision of the Lone Working Policy is currently discussed regularly.
- 2.10** A First Aiders group has been set up in Southover House, with its own First Aid notice board and a new system of communication. The Forum has agreed the First Aider group decisions about the First Aid room and their systems of procedure.
- 2.11** Risk Assessments and Safe Systems of Work are discussed at every meeting, and the Council is on track to update all Risk Assessments by the end of July.
- 2.12** An audit programme based on the level of risk (high, medium or low) has been drawn up and input received from the Forum.
- 2.13** All managers and supervisors have now attended training sessions run jointly by management and Unison, in-house. These sessions were well received, and managers are now much clearer about their responsibilities, the paperwork they need to have up to date, and the Health and Safety Process within the Council.

- 2.14** Through managers, supported by the Forum and the Health and Safety Officer, all staff will be trained in their responsibilities and roles, in 'bite-sized' sessions during team meetings.
- 2.15** Overall, the Forum has contributed largely, and continues to contribute, to the culture change required for Health and Safety to become part of Lewes District Council's way of working as specified in the Health and Safety at Work etc Act 1974, and the relevant Health and Safety Executive (HSE) Guidance (eg HSG 65 Managing for Health and Safety, INDG 417 Leading Health and Safety at Work).

3 Financial Appraisal

The cost of the Forum is the cost of the time of those attending the meetings and any subsequent working group meetings. However the activities are all part of the management of, and within, the Council; the Forum is a legal requirement and the 'costs' are therefore not optional.

4 Legal Implications

The Legal Services Department has made not been offered the opportunity to comment.

5 Sustainability Implications

I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

6 Risk Management Implications

Risk Management Implications are not required as this is an 'information-only' report with no key decisions attached.

7 Equality Screening

Equality analysis is not required as this is an 'information-only' report with no key decisions attached.

8 Background Papers

None

9 Appendices

Appendix 1 – 2014 Joint H & S Forum Standard Agenda

2014 Joint H&S Forum Meeting

Date
time **in the** venue

STANDARD AGENDA

1. Apologies for absence
2. Actions from the last meeting
3. Accident Statistics including work-related stress and near misses/incidents
4. Safe systems of work and risk assessments
5. Updates on legislation and regulation changes
6. Health and Safety Plan
7. Any other business
8. Date of next meetings: