

**People Select Committee
Scrutiny Review
Monday 22nd May**

Scrutiny Review of Sickness Absence

Statutory obligations
Health and Safety

The statutory duties for occupational health and safety are detailed in the *General Duties* of the Health and Safety at Work etc Act 1974. Principally, to ensure so far as is reasonable practicable, the health, safety and welfare at work of all his employees.

Other duties, those which are '*absolute*', '*practicable*' or '*reasonable care*' in addition to those '*so far as is reasonably practicable*' are expanded upon in subordinate Regulations.

Published Health and Safety Executive *Guidance* and *Approved Codes of Practice* provide information on compliance requirements.

Stockton on Tees Borough Council's Health and Safety Policy 2017, articulates these duties stating the organisation's :

- 1) general statement of health and safety policy
- 2) organisational responsibilities - individual responsibility and accountability
- 3) organisational arrangements - how we make it happen

Complying with our statutory obligations contributes to the prevention and mitigation of absences from work, due to work activity.

The role of the Health and Safety Unit

The Health and Safety Unit provides support to enable Services to discharge their duties in the effective and efficient management of their operational health and safety risks.

We do this by a variety of pro-active and reactive arrangements to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Proactive measures

Providing an overall safety management system enabling the effective management and mitigation of workplace risks, by:

- Programmed and bespoke training. Appendix 1.
- Auditing compliance of premises or Service's safety management safeguards. Appendix 2.
- Resources include a range of risk assessment tools. Appendix 3.

Reactive

- Post incident investigation
- Revise or newly emergent legislation
- Product recall
- Market place demands

Appendix 1.
Delivering competence

Programmed and bespoke health and safety training

Corporate training delivered				
Title	2015-2016		2016-2017	
	Courses	Delegates	Courses	Delegates
Asbestos awareness	8	91	8	67
Conflict resolution	4	33	0	0
Control of contractors	3	28	3	19
COSHH	3	21	1	6
Fire risk assessment	2	10	0	0
Fire warden & first fighting aid	5	44	3	16
IOSH Managing Safely	1	13	1	13
Manual handling	7	79	0	0
Premises health and safety	2	12	5	48
Risk assessment training	2	13	5	37
	37	344	26	206

Bespoke training delivered				
Title	2015-2016		2016-2017	
	Courses	Delegates	Courses	Delegates
Fire awareness training	7	81	13	135
Health and safety refresher	5	55		
Manual handling training	2	31		
Risk assessment	1	10	1	15
Educational visits	0	0	2	23
Control of Contractors			2	11
Head Teacher Induction			1	10
	15	177	19	194

e-Learning training delivered – individual sessions				
Title	2015-2016		2016-2017	
	Asbestos refresher		120	
Legionella awareness		30		21
Manual handling		43		171
Working at height		79		79
COSHH		0		13
		272		362

Appendix 2.
Individual prioritised audit opinions.

The number of health and safety audit inspections completed during the 2016-2017 was 79.

Opinion	Definition	No of Audit opinions	% (of total)
Full assurance	A robust system of control exists with evidence of a consistent application of the safety management safeguards, but opportunity for continued improvement may exist in some control areas	48	60
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	29	37
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	2	3
Partial assurance	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.	0	0
No Assurance	The safety management safeguards are failing and require urgent management action.	0	0
Total No of Audits		79	100

Audit opinions assurance levels summarised

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	13	11
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	42	35
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	50	41
Urgent	Urgent action required to be taken immediately to mitigate against a serious non-compliance or risk of harm and to manage the residual risk.	11	9
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	5	4
Total No of recommendations		121	100

Audit opinions assurance levels summarised

Emerging themes from premise audits include:

- Lapses in refresher training or training needs identified following staff leaving
- Communicating winter gritting arrangements effectively
- Reviewing COSHH data sheets to latest iteration.

Minor housekeeping issues generally occur following changes to Head Teachers or Premises managers / caretakers.

Appendix 3.

Occupational health and safety risk management tools.

Display screen equipment assessments and eye health checks. 178x

Display Screen Equipment eye test vouchers issued 55x.

General risk assessment procedures

Control of Contractors procedures (permits to work / asbestos management / fire)

Fire risk assessment and fire risk management arrangements (Fire wardens and peeps)

Manual handling assessments

COSHH assessments

Expectant mother's assessments

Lone worker's assessments

Hand arm vibration assessments

Accident & assault reporting procedures

Employee Protection Register

Asbestos Management Policy

Asbestos Permit to Work

Legionella Management Policy

Provision of general advice and published guidance.

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22.5.17