

<b>Corporate Health and Safety Matters</b>	<b>21<sup>st</sup> June 2016</b>
<b>1. Corporate Health and Safety(CHS) Strategy and Action Plan</b> <b>2. Health and Safety Inspection Programme 2016/17</b> <b>3. Tender for Corporate Health and Safety Web-based Management Software</b>	
<b>Corporate Policy and Resources Committee</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Innovation and Transformation
<b>Outcome</b>	The Council will embrace new technologies and processes where they can bring about better experiences for citizens and visitors.
<b>Lead Officer</b>	Director of Performance
<b>Cost:</b> (If applicable)	CHS Management Software £47,840

## 1.0 **Corporate Health and Safety Strategy and Action Plan 2016 / 17**

- 1.1 The Corporate Health and Safety Strategy & Action Plan 2016/17 (Appendix A) is in keeping with the Council Corporate Strategy 2015-19 and seeks to create a safe working environment for all our staff and others who may be affect by our activities or facilities.
- 1.2 It seeks to promote and develop a Health and Safety culture which is an integral part of the organisation.
- 1.3 The strategy is based on the HSENI process of Plan, Do Check and Act, to ensure continual improvement of Council Health and Safety Management System.
- 1.4 Key performance indicators (KPIs) have been identified both leading (proactive) and lagging (reactive)
- 1.5 The action plan has recognised key Health and Safety themes and prioritises for 2016 / 17 which Council will seek to implement collaboratively with all stakeholders.

## 1.6 **Recommendation**

**It is recommended that Council approves the Corporate Health and Safety Strategy and Action Plan for 2016/17.**

## **2.0 Health and Safety Inspection Programme 2016 / 17**

- 2.1 The Inspection Programme (Appendix B) follows on from a successful 2015 / 16 Programme (Appendix C). The inspection programme is linked to the Corporate Health and Safety Strategy and Action Plan. The inspections will be undertaken by the Health and Safety Unit in collaboration with management, staff and employee representative where appropriate. They will be undertaken in accordance with the Health and Safety Policy Directives and the revised Health and Safety Inspection Template.
- 2.2 The Corporate Health and Safety Committee and the Senior Management Team have discuss the inspection programme and adjustment made to reflect their feedback.
- 2.3 The programme of inspection demonstrates Councils commitment to monitor and measure H&S performance against compliance with legal obligations and Council policies, directives and procedures.

### **2.4 Recommendation**

**It is recommended that Council adopts the Health and Safety Inspection Programme**

## **3.0 The Winning Tender Corporate Health and Safety Web-based Management Software**

- 3.1 The relevant tender process for the above software was completed in May 2016. The successful tender was **RISKEX Ltd** based in England. They scored the highest (85 points) at a cost of **£47,840.00** over three years.
- 3.2 RISKEX will be able to deliver a cost effective and quality software service as per Council's specifications as detailed in the Health and Safety Web-based Management System to the Corporate Policy and Resources Committee on 19<sup>th</sup> January 2016.

### **3.3 Recommendation**

**It is recommended that Council approves the winning tender RISKEX Ltd to implement the Corporate Health and Safety Web-based Management Software.**

Appendices:

- A. Corporate Health and Safety Strategy and Action Plan 2016/17
- B. Corporate Health and Safety Inspection Programme 2016/17
- C. Corporate Health and Safety 2015/16 Inspection Programme and Key Performance Indicators

# **Corporate Health & Safety Strategy and Action Plan 2016/17**

## INTRODUCTION

Protecting the 'Health and Safety' (H&S) of our employees, or members of the public affected by our activities, is the most critical element in our risk management systems. Therefore, through the leadership and active participation of our Elected Members and Senior Management Team, we are committed to creating a healthy and safe working environment. This will be achieved through the delivery of this strategy and by adopting a common-sense, practical, approach to H&S, where hazards are routinely identified and controls are directly applied, both appropriately and proportionately, to the level of risk.

### Policy Aims:

The organisation and arrangements for H&S Management are outlined in the Corporate Health and Safety Policy, and associated Policy Directives. The policy also highlights our main corporate health and safety aims which we have used to provide the foundation of this 'Strategy and Action Plan'. Our corporate H&S aims are:

- a. To eliminate or minimise, so far as is reasonably practicable, the risk of serious injury and ill-health to our staff at work or others affected by our work activities;
- b. To promote and develop an integral health and safety culture;
- c. To assess the risks inherent in all workplaces, work activities, premises, facilities and services and to implement relevant control measures;
- d. To consult and communicate with all of our relevant stakeholders and partners;
- e. To continually monitor and review our health and safety performance, to ensure that we comply with our legal obligations and that we continue to improve our health and safety management service and systems.

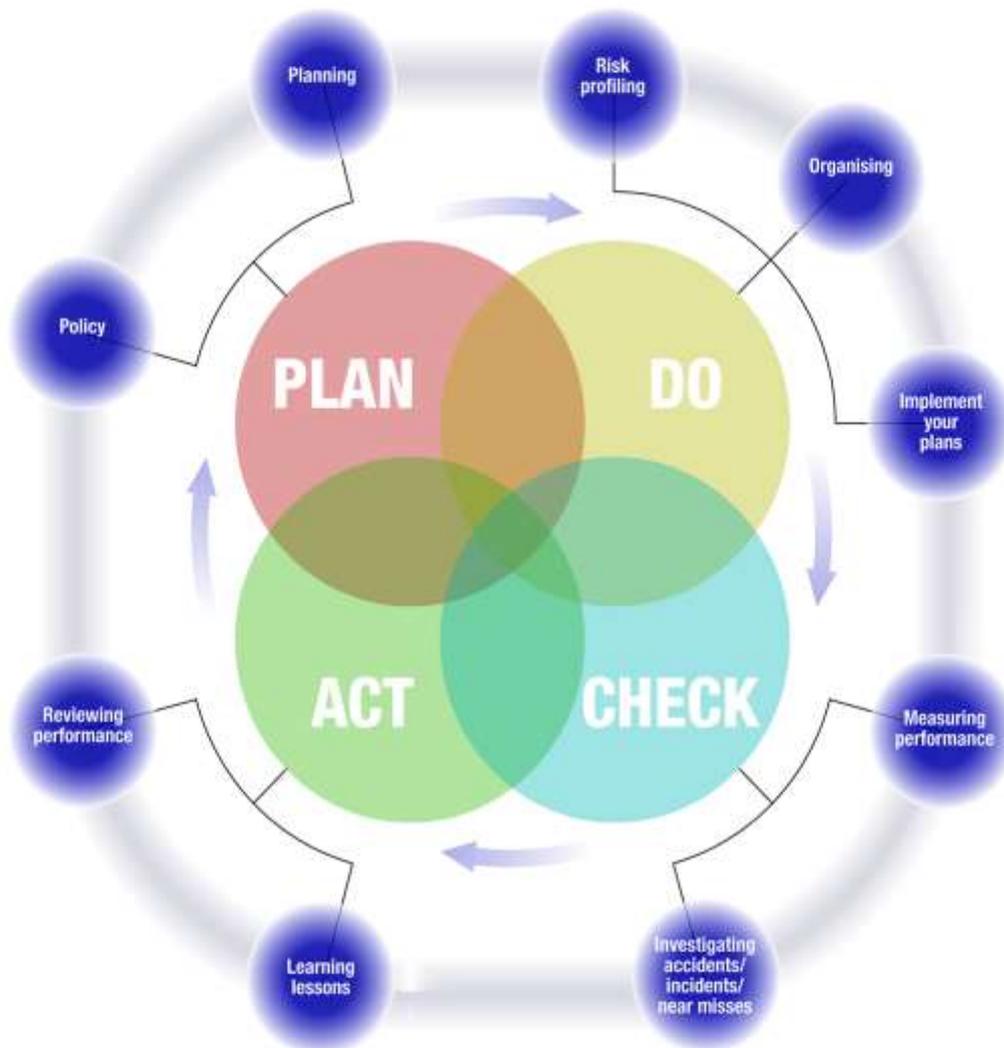
### Corporate plan:

H&S considerations are also embedded in our Corporate Plan, in which we have stated our commitment to the health and wellbeing of our employees and continue to support them through a period of organisational change and development. This commitment is demonstrated throughout this strategy and will be delivered via the adjoining action plan.

### The Strategy:

**Part One** of the strategy describes our approach to managing H&S, which consists of four key elements (PLAN, DO, CHECK, ACT, illustrated in figure 1 below), all essential in helping us to implement our key H&S themes and effectively manage our key risk priorities. **Part Two** provides specific detail – in the form of an action plan – on how the H&S themes and priorities will be implemented, monitored, measured and reviewed over the year ahead.

Figure 1: Plan-Do-Check-Act Model of H&amp;S Management



## PART ONE

### 1. PLAN

The Strategy identifies specific corporate H&S themes and priorities (outlined below), which will provide the focus of our activities in 2016/17; these will complement the day-to-day H&S management practices throughout each of the directorates and key service areas.

The monitoring and review of the action plan delivery will be overseen by our Health and Safety Unit (HSU), reporting to the Senior Management Team (SMT) and Corporate Health and Safety Committee (CH&SC). SMT, Service Managers, Line Managers and Supervisors will take the lead, where applicable, in the day-to-day implementation of the plan, and play an active role in ensuring that there is a strong commitment to H&S by employees, at all levels, throughout the organisation.

## 2. DO

Having discussed and considered the key H&S themes and priorities throughout the previous year, the CH&SC unanimously holds the view that strong leadership, active managerial and employee involvement and collective ownership are all critical elements in terms embedding a robust H&S culture; and, as such, feature strongly in the H&S Action Plan.

### **Risk Profile:**

The action plan, for 2016/17, detailed in **Part Two**, outlines how the key H&S themes and risk priorities (summarised below) will be implemented, monitored, measured and reviewed.

### **Key Health and Safety Themes:**

- Leading by example
- Actively managing health and safety
- Instilling a culture of ownership of health and safety
- Monitoring indicators of positive health and safety culture
- Monitoring reports of accidents, ill health and near misses
- Provision of safe premises, facilities and amenities
- Keeping under review 'sensible and practical' policy and operational guidance

### **Key Health and Safety Risk Priorities:**

Whilst we have a responsibility for delivering a broad range of services, the priorities listed below represent the areas presenting our biggest H&S risks.

- Waste management activities
- Grounds maintenance activities
- Building maintenance activities
- Premises/facilities management
- Harbours/marinas/beaches
- Workplace Violence, Conflict Management, Lone working
- Occupational road risks
- Corporate events
- Work related stress
- Office based activities

## 3. CHECK

Monitoring and reporting arrangements are vital components of the H&S management system and are critical in terms of measuring and improving performance. Therefore, the following Key Performance Indicators (KPIs) will be used to measure performance against baseline measurements from year one15/16.

**Leading KPIs**, where they are applicable to the corresponding action points, contained in the action plan, will be monitored and discussed in line with the timing of

the CH&SC meetings. The CH&SC will assess progress and take action as required.

**Lagging KPIs** will be monitored to ensure that line managers are investigating all accident/incident reports and taking the appropriate level of action. Reports on performance against the lagging indicators will also be presented to the CH&SC.

**Part Two (The Action Plan)** will be used as the main monitoring tool for the CH&SC to measure and review corporate H&S performance on a quarterly and annual basis.

<b>Key performance Indicators (KPIs)</b>	
<b>Leading KPIs</b>	
<b>KPI 1</b>	Quarterly/biannual, shop floor, visits by senior management and elected members across all key service areas
<b>KPI 2</b>	100% reporting of all accidents, incidents, ill health, near misses/dangerous occurrences (inc. road traffic incidents) and appropriate levels of investigation, by management, in all cases
<b>KPI 3</b>	Provision of all mandatory training; and completion of a H&S Training, Education, Development (TED) needs analysis (TNA)
<b>KPI 4</b>	Inclusion of H&S, where applicable, in the assessments of competence, in future recruitment and selection processes, evidenced in all recruitment and selection documentation
<b>KPI 5</b>	H&S standards established and adhered to in relation to the procurement of goods, equipment and services, evidenced in departmental reports/documentation
<b>KPI 6</b>	H&S considerations included as a standing agenda item on all service specific meetings and relevant Council (audit governance) committees evidenced through corporate/departmental/service meeting minutes
<b>KPI 7</b>	Increased participation of employees in H&S decision making and RA processes, evidenced through corporate/departmental/service meeting agendas/minutes
<b>KPI 8</b>	Active involvement of employees/employee representatives, with management, in undertaking H&S inspections/checks, evidenced in inspection reports and completed checklists, e.g. completed vehicle checklists
<b>KPI 9</b>	Appointment of competent partners/suppliers/contractors, evidenced in relevant committee reports, procurement exercises and site visits, e.g. completed PQQs, or site visit inspection forms
<b>KPI 10</b>	Maintaining, at the very least, a level of 'satisfactory' in relation to overall health and safety performance in both internal and external audits/workplace inspections, and a level of %100 compliance with associated action points resulting from the same
<b>KPI 11</b>	Greater evidence, awareness and compliance with health and safety arrangements, evidenced through periodic workplace and premises inspection reports
<b>Lagging KPIs</b>	
<b>KPI 12</b>	Fewer accident/incidents, including dangerous occurrences/near misses
<b>KPI 13</b>	Fewer days lost to accidents/injury/ill health evidenced in quarterly sickness statistics, compiled by HR

## Key performance Indicators (KPIs)

<b>KPI 14</b>	Fewer reportable (RIDDOR) incidents
<b>KPI 15</b>	Fewer high priority statutory reports from insurers
<b>KPI 16</b>	Fewer public liability and employer's liability insurance claims

### 4. ACT

In line with good practice, it is essential that we undertake periodic reviews of our H&S performance. With this in mind the HSU will use the aforementioned 'leading and lagging' indicators to measure/review performance against each of the detailed action points described, in detail, in the action plan below. Action will be taken, as appropriate, to review/update corresponding policy, practices and/or procedures. Annual and quarterly reports, on H&S performance, will be provided to and discussed by the CH&SC.

However, if new issues emerge during the year, requiring urgent attention, the CH&SC will review action plan priorities and advice SMT accordingly.

External audits of the entire H&S Management System (illustrated in Fig. 1), and its individual/specific component parts, will be undertaken in line with good governance and will be determined by the SMT and/or relevant Council Committee/s.

All actions/recommendations arising out of internal and external audit/review processes will be reflected, accordingly, in any subsequent revisions of the H&S Action Plan.

## PART 2 - Corporate Health & Safety Action Plan 2016/17

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
<b>Corporate H&amp;S Theme: Leading by Example</b>				
1	Implement a programme of shop-floor visits for Elected Members and SMT	Elected members in the company of SMT/HSU representatives	Feedback/report to CH&SC, SMT, Council Committee meetings	1, 8, 10, 11 and all lagging indicators 12 -16
2	H&S matters to be discussed, as a standing agenda item, on relevant senior and departmental management meetings	Senior/middle management	Quarterly feedback/reports at CHSC meetings	6, 7, 8
3	Options explored for the sharing of H&S information, including the development and maintenance of an employee H&S intranet facility and H&S Management Software	SMT, ICT, HSU	Progress update by HSU at CHSC	1, 6, 7, 8
4	Formal review of H&S performance (both internal and external auditing) commissioned and lead by SMT	SMT, CHSC, HSU, Auditors	All relevant review/audit reports will be presented to relevant Council Committees, with out-workings discussed and agreed by CHSC	1, 8, 10, 11 and all lagging indicators
<b>Corporate H&amp;S Theme: Actively managing health and safety</b>				
5	Corporately agree the direction of the organisation and key strategic H&S priorities and KPIs for action for the next 3 years	SMT, CHSC, HSU	Priorities will be discussed and agreed by CHSC	1, 7
6	Identify gaps in current management arrangements and those contained in industry standards and make recommendations to bridge any gaps	SMT, CHSC, HSU, external audit	Reports to CHSC	6, 7, 8, 10 and all lagging indicators 12 -16

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
7	Review procedures for identifying, discussing, controlling and monitoring risk (risk assessment); focusing on the risk priority areas featured (below)	SMT, CHSC, HSU, Line Managers	Line managers reporting to CHSC, HSU	2, 3, 4, 9, 10, 11 and all lagging indicators 12 -16
8	Keep under review the costs of managing H&S at corporate, directorate and service levels, to ensure that these costs are proportionate to the level of risk	SMT, Finance Dept., Internal Audit	Reports to SMT by Finance Dept.	5, 9, 11 and all lagging indicators 12 -16
9	Horizon scanning to ensure that the organisation is prepared for forthcoming changes in H&S Law/standards	HSU	Reports to CHSC	10
<b>Corporate H&amp;S Theme: Instilling a Culture of Ownership of health and safety</b>				
10	Development and promotion of a corporate H&S Vision/Mission Statement, followed up by actions to ensure that it is firmly embed into the organisational culture	Collective involvement of CEO, SMT, CHSC and Elected Members	Agreed vision to be confirmed at CHSC Meeting	1, 4, 5, 6, 7, 8, 9, 10, 11
11	All employees reminded of their responsibility to familiarise themselves with H&S policies, guidance and risk assessments, and sign off, where appropriate, receipt of the same	SMT, Line managers	Reporting to the CHSC	1, 2, 3, 6, 7, 8, 11
12	Sustained innovations/campaigns/initiatives, based on empirical data, to improve H&S performance, policy, practice and guidance	SMT HSU	HSU reporting to SMT and CHSC	1, 7, 10, 11
<b>Corporate H&amp;S Theme: Monitoring indicators of positive health and safety culture</b>				
13	Quarterly and annual reports on the implementation of this plan and associated	HSU	Reports to CHSC and SMT	1 to 11

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
	Leading KPIs, featuring HS Inspections, audits, and benchmarking			
<b>Corporate H&amp;S Theme: Monitoring reports of accidents, ill health and near misses</b>				
14	Quarterly and annual reports on the implementation of this plan and the associated Lagging KPIs, featuring accident/incident, near-miss, dangerous occurrence data	HSU	Reports to CHSC and SMT	12 to 16
<b>Corporate H&amp;S Theme: Provision of Safe Premises, Facilities and Amenities</b>				
15	Develop a rolling programme of H&S Inspections to facilitate the risk rating of premises, facilities and amenities and prepare management reports/ action plans on the outcome of the inspections	Facilities Managers, HSU	Inspection data recorded electronically along with reports to management/ follow-up visits by HSU and monitoring reports to CHSC	1, 2, 5, 10, 11 and all lagging indicators 12 -16
<b>Corporate H&amp;S Theme: Keeping under review 'sensible and practical' policy and operational guidance</b>				
16	Keep under review H&S Policy and ensure that it is reflective of any changes in the organisation and arrangements for H&S	HSU	Update CHSC and SMT	11
17	Produce, and keep under review, bespoke H&S Guidelines and Employee Handbooks	HSU	Update CHSC and SMT	12 to 16
<b>Risk Priority - Waste management activities</b>				
18	Identification and risk assessment of all workplace activities and associated SSOW	Line Managers (liaising with HSU)	Provide index of completed RAs to HSU	12 - 16
19	Undertake H&S TNA and implement resulting, service specific, training plan	Line Managers (liaising with HSU)	Included in the Quarterly H&S TED update to the CHSC	3, 11

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
20	Through weekly management inspections/checks, review compliance with RAs, SSOW, H&S Guidance, Site rules,	Line Managers, Supervisors	Departmental reporting structure	1, 2, 3, 10, 11 and all lagging indicators 12 -16
<b>Risk Priority - Grounds maintenance activities</b>				
21	Identification and risk assessment of all workplace activities and associated SSOW	Line Managers (liaising with HSU)	Provide index of completed RAs to HSU	12 - 16
22	Undertake H&S TNA and implement resulting, service specific, training plan	Line Managers (liaising with HSU)	Included in the Quarterly H&S TED update to the CHSC	3, 11
23	Through weekly management inspections/checks, review compliance with RAs, SSOW, H&S Guidance, Site rules,	Line Managers, Supervisors	Departmental reporting structure	1, 2, 3, 10, 11 and all lagging indicators 12 -16
<b>Risk Priority - Building maintenance activities (both internal and contracted works)</b>				
24	Identification and risk assessment of all workplace activities and associated SSOW	Line Managers (liaising with HSU)	Provide index of completed RAs to HSU	12 - 16
26	Undertake H&S TNA and implement resulting, service specific, training plan	Line Managers (liaising with HSU)	Included in the Quarterly H&S TED update to the CHSC	3, 11
26	Through weekly management inspections/checks, review compliance with RAs, SSOW, H&S Guidance, Site rules,	Line Managers, Supervisors	Departmental reporting structure	1, 2, 3, 10, 11 and all lagging indicators 12 -16
27	Contracted works undertaken in accordance with Control of Contractors Guidelines, and, where applicable, CDM Regulations	Heads of Service, Line Managers, Estates Mgt. Team	Estates Mgt. Team Procurement Section, Departmental Reporting Structure, HSU	5, 9, 10, 11
<b>Risk Priority – Premises/Facilities management</b>				
28	Programme of inspections initiated to risk rate all Premises, facilities and amenities	HSU, in consultation with	Reports to management, follow-up visits by HSU	8, 10, 11

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
		Estates Mgt. Team and Facilities Managers	and monitoring report to CHSC	
<b>Risk Priority - Harbours/marinas/beaches</b>				
29	Identification and risk assessment of all workplace activities and associated SSOW	Line Managers (liaising with HSU)	Provide index of completed RAs to HSU	12 - 16
30	Undertake H&S TNA and implement resulting, service specific, training plan	Line Managers (liaising with HSU)	Included in the Quarterly H&S TED update to the CHSC	3, 11
31	Through weekly management inspections/checks, review compliance with RAs, SSOW, H&S Guidance, Site rules,	Line Managers, Supervisors	Departmental reporting structure	1, 2, 3, 10, 11 and all lagging indicators 12 -16
<b>Risk Priority – Workplace Violence, Conflict Management, Lone working</b>				
32	Identification and risk assessment of all lone worker and lone working activities	Line Managers (liaising with HSU)	Report to SMT and CHSC	2, 11
33	Provision, implementation, monitoring and review of corresponding policy directive	Line Managers, HSU	Report to SMT and CHSC	11 and all lagging indicators 12 -16
34	Provision of Lone Worker Training (inc. refresher) to Line Managers and Lone Workers	Line Managers, HSU	TED Update	3, 11
<b>Risk Priority - Occupational road risks</b>				
35	Provision, implementation, monitoring and review of Guidance and corresponding Drivers Handbook	Line Managers, HSU	Report to SMT and CHSC	11 and all lagging indicators 12 -16
36	Undertake Driver Audit and Specific Driving Routes Risk Assessments	Line Managers, HSU	HSU progress report to CHSC	
<b>Risk Priority - Corporate Events</b>				

Action Point	What needs to be done	Who will do it	How will it be monitored	How will it be measured (Applicable KPIs)
37	Provision, implementation, monitoring and review of event safety guidance (HSE Purple Guide) as it relates to Corporate Events	HSU	Report to CHSC	2, 3 and all lagging indicators 12 -16
38	Event coordinators, supported by events team, produce event safety plans for Corporate Events, based on risk assessments	Event Coordinators	Report to HSU and CHSC	
<b>Risk Priority - Work related stress (WRS)</b>				
39	Monitoring system initiated to help identify and effectively manage incidents of WRS	Line Managers, HR	Quarterly reports to CHSC	1, 2, 3, 6, 10 and all lagging indicators 12 -16
40	Management and employee training provided, and include elements focused on resilience, emotional intelligence,	Line Managers, HR	Quarterly reports to CHSC on TED implementation	
41	Develop a programme of corporate initiatives aimed at employee health and wellbeing	CHSC, HSU, HR	Quarterly Update at CHSC	
<b>Risk Priority - Office based activities</b>				
42	Provision, implementation, monitoring and review of Display Screen Equipment (DSE) training and associated risk assessments	Line Managers (liaising with HSU)	Quarterly reports to CHSC	3, 10, 11 and all lagging indicators 12 -16
43	Monitoring system initiated to help identify and effectively manage incidents of ill health related to DSE and MSDs (musculoskeletal Disorders)			
44	Monitoring and review of welfare provision			

## Causeway Coast and Glens Borough Council

## Corporate Health &amp; Safety Inspection Programme 2016/17

This table of inspections is linked to the Health and Safety Risk Priorities listed in the Strategy document and Strategy Action Plan 2016/17. The inspections will be undertaken in accordance with the corresponding H&S Policy Directive and relevant inspection checklists.

The Inspection programme will be agreed by the Corporate Health and Safety Committee and the Senior Management Team.

Risk Priority Area	Specific Services/activities/locations to be Inspected (3 from each priority area)			
Waste management activities	Letterloan Green Waste Facility AP	Street Sweepers Moyle IY	Cage Lorries/Bulky Waste Limavady PK	April to July 16
Grounds maintenance activities	Grass Cutting Coleraine IY	Flower Beds Limavady AP	Fine Grass – Bowling Greens and Pitches PK	
Facilities management	Pavilion Management Coleraine/ JDLC IY	Caravan Park Moyle/ Coleraine Leisure Centre AP	Sports Hall – Jim Watt/ Roe Valley Leisure Centre PK	
Contractors	Portstewart Promenade IY	Major Contract Works Dungiven/Portstewart Rd PK	Carneately refurbishment AP	Aug to Nov 16
Harbours, marinas, beaches	Portballintrae Harbour AP	Downhill Beach IY	Ballintoy Harbour PK	
Lone working and site visits	EHO visits AP	Caravan Park Staff PK	Project Officers/Rural Development/Economic Devt IY	
Occupational road risks	RRAs (Location?) PK	Grey Fleet AP	Completion of Audit Actions IY	Dec 16 to March 17
Corporate events	Air Show/Lammas Fair/Raft race			All Year
Emotional well Being	Stress Audit All	H&WG Programme All	Initiatives All	Dec 16 to March 17
Office based activities	Moyle AP	Ballymoney IY	Limavady PK	
General Works Operations	Construction Project PK	Work at height/Near Water IY	Event Set up AP	Various

## Corporate Health & Safety Inspection Programme Review 2015/16

This table of inspections is linked to the Health and Safety Risk Priorities listed in the Strategy and Action Plan 15/16. The inspections were undertaken in accordance with the corresponding H&S Policy Directive and inspection checklist and in cooperation with the respective supervisors/managers/heads of service.

Risk Priority Area	Specific Services/activities/locations inspected (3 from each priority area)			
Waste management activities	CA Site (West) Depot (Limavady), <b>AP</b>	RCV Waste Collection Activities (Central), <b>IY</b>	CA Site (East) Carnealy CA Site, <b>PK</b>	<b>April to July 15</b>
Grounds maintenance activities	Cemetery Activities, Coleraine Cemetery, <b>IY</b>	Parks Nursery, <b>AP</b>	Street Works (roundabouts and verges), <b>PK</b>	<b>Status – Inspections completed</b>
Facilities management	JDLC, <b>IY</b>	Roe Valley Leisure Centre, <b>AP</b>	Coleraine Leisure Centre, <b>PK</b>	
Building maintenance activities	Contracted Works at Benone, <b>IY</b>	In-house Works, Cloonavon, <b>PK</b>	In-house Works, Coleraine, <b>AP</b>	
Harbours, marinas, beaches	Harbour, Ballycastle, <b>AP</b>	Drumaheglis Marina, <b>IY</b>	Coleraine Marina, <b>PK</b>	<b>Status – Inspections Completed</b>
Lone working and site visits	Planning Officers, Coleraine County Hall, <b>AP</b>	Enforcement Officers, <b>PK</b>	Building Control Officers, <b>IY</b>	
Occupational road risks	Fleet Management Operations, Depot, Coleraine, <b>PK</b>	Occupational Road Risk Management System (grey fleet), <b>AP</b>	Route Risk Assessment, Depot, Ballycastle, <b>IY</b>	
<b>Status – ongoing</b>	Workplace Transport working group established to address fleet management and refuse collection route risk assessments. Ballycastle area route risk assessments to be undertaken as a matter of priority. Driver Audit to go live once the new software package has been tested. Audit will start with Performance Directorate.			
Corporate events	Meeting with Corporate Events Team – focusing on Event Safety Plans, Emergency Evacuation and Risk Assessment, with view to producing associated Policy Directive, <b>All</b>			
<b>Status – ongoing</b>	HSU engaged with events team regarding Halloween, Christmas Tree Light Switch On – contact with the events team will be on-going throughout the year in respect of corporate events.			
Work related stress	Implementation/harmonisation of HSENI's Management Standards, <b>AP</b>	HSENI Audit (Janet Heath), <b>IY</b>	Internal Investing in Health and Wellbeing Programme, <b>PK</b>	
<b>Status – ongoing</b>	Action plan and initiatives undertaken through the Corporate Health and Wellbeing Committee. The first year of the Committee's work is currently under review. Health and Wellbeing policy also produced, this is currently been screened, and, thereafter, needs to be communicated to all managers and staff. HSU met with HSENI regarding the audit of the management standards; HSENI presented the Mental Wellbeing at Work Standards to			

Risk Priority Area	Specific Services/activities/locations inspected (3 from each priority area)		
	SMT and the JNCC Action Group. HSU to liaise with management and HSENI to agree audit demography and logistics.		
<b>Office based activities</b>	Main Offices (West), Limavady, <b>AP</b>	Main Offices (Central), Coleraine, <b>IY</b>	Main Offices (Central and East), Ballymoney, Moyle, <b>PK</b>
<b>Status – complete</b>	HSU met with John Anderson to discuss the arrangements in each of the main civic buildings.		

**A complete review of the 15/16 inspection programme, and report of the same, will be undertaken at the end of March 2016 and presented to the committee thereafter.**

**HSU – 7/3/16**

Corporate H&S Strategy/Action plan 2015/16 Key performance Indicators (KPIs) Status Review, May 2016	
Leading KPIs	
<b>KPI 1</b>	Quarterly/biannual, shop floor, visits by senior management and elected members across all key service areas
<b>Status</b>	Discuss and review – merits/impact on instilling a H&S culture and consider a formal programme for 2016/17
<b>KPI 2</b>	100% reporting of all accidents, incidents, ill health, near misses/dangerous occurrences (inc. road traffic incidents) and appropriate levels of investigation, by management, in all cases
<b>Status</b>	Software procurement integral to reporting and recording accidents/incidents. Training has been provided to management in this area, and investigations have been undertaken, to appropriate levels, where necessary. However, not all incidents are being routinely reported/recorded and thoroughly investigated.
<b>KPI 3</b>	In relation to Corporate H&S Training, Education and Development (TED); establishment of a H&S Training Centre; provision of all mandatory training; and completion of a H&S TED training needs analysis (TNA)
<b>Status</b>	Training being planned through ODHR in line with needs identified in consultation with management and HSU. Capacity building meetings have been planned by ODHR to carry this work forward. HSU has delivered on a wide range of training topics in response to corporate/operational needs.
<b>KPI 4</b>	Inclusion of H&S, where applicable, in the assessments of competence, in future recruitment and selection processes, evidenced in all recruitment and selection documentation.
<b>Status</b>	For further consideration by SMT/ODHR
<b>KPI 5</b>	H&S standards established and adhered to in relation to the procurement of goods, equipment and services, evidenced in departmental reports/documentation, and or H&S Inspections.
<b>Status</b>	Engagement with procurement services in this regard. Evidence that managers/supervisors do have latitude in terms of procuring the service of 3 <sup>rd</sup> party contractors to undertake short duration/occasional contracts. In some case the H&S standards of 3 <sup>rd</sup> parties has been questionable and they have not been appointed in accordance with the corresponding policy directive.
<b>KPI 6</b>	H&S considerations included as a standing agenda item on all service specific meetings and relevant Council (audit governance) committees evidenced through corporate/departmental/service meeting minutes
<b>Status</b>	On-going – feedback on all working groups provided through the CH&SC. In the majority of cases HOS have established regular H&S meetings and maintained a productive working relationship with the HSU.
<b>KPI 7</b>	Increased participation of employees in H&S decision making and RA processes, evidenced through corporate/departmental/service meeting agendas/minutes/Tool box Talks/engagement with union safety reps.
<b>Status</b>	On-going – feedback on all working groups provided through the CH&SC. Consultation on H&S, at all levels throughout the organisation is progressing.
<b>KPI 8</b>	Active involvement of employees/employee representatives, with management, in undertaking H&S inspections/checks, evidenced in inspection reports and completed checklists, e.g. completed vehicle checklists

**Corporate H&S Strategy/Action plan 2015/16**  
**Key performance Indicators (KPIs) Status Review, May 2016**

<b>Status</b>	Weekly H&S checklist template OHS 024 available through the portal – recent work by Operations to put in place a robust programme for CA sites. This is a work in progress in terms of standardising approaches across all service areas.
<b>KPI 9</b>	Appointment of competent partners/suppliers/contractors, evidenced in relevant committee reports, procurement exercises and site visits, e.g. completed PQQs, or site visit inspection forms
<b>Status</b>	See comments at KPI 5 above
<b>KPI 10</b>	Maintaining, at the very least, a level of ‘satisfactory’ in relation to overall health and safety performance in both internal and external audits/workplace inspections, and maintain a level of %100 compliance with associated action points resulting from the same
<b>Status</b>	Both Willis reports provided positive feedback on the organisation and arrangements for H&S within the areas inspected; with recommendations for improvements. . Compliance with action points needs to become a standing item of the CH&SC agenda.
<b>KPI 11</b>	Greater evidence, awareness and compliance with health and safety arrangements, evidenced through periodic workplace and premises inspection reports
<b>Status</b>	Of the Premises inspected all either represented a low to medium risk against the internal inspection criteria. Managers continue to liaise with the HSU to clear all outstanding action points. The introduction of H&S management software will facilitate this further in the future and allow for crosscutting analysis of the inspection programme.
<b>Lagging KPIs</b>	
<b>KPI 12</b>	Fewer incidents, including dangerous occurrences, near misses, property damage road traffic collisions and abusive behaviour
<b>KPI 13</b>	Fewer days lost to accidents/injury/ill health evidenced in quarterly sickness statistics, compiled by HR
<b>KPI 14</b>	Fewer reportable (RIDDOR) incidents
<b>KPI 15</b>	Fewer high priority statutory reports from insurers
<b>KPI 16</b>	Fewer public liability and employer’s liability insurance claims
<b>Status</b>	Baselines being established for CC&GBC in year one. Where possible statistics will be produced to draw comparisons from the combined legacy bodies.