

**Report by:** Head of Environmental Health and Waste Strategy

**To:** Joint Staff Employer Forum on 6/4/2004  
Commercial and Human Resources Scrutiny Committee on 20/4/2004

Executive Councillor (Commercial and Human Resources): Councillor Reid

**Wards:** All

<p style="text-align: center;"><b>CAMBRIDGE CITY COUNCIL'S HEALTH AND SAFETY WORK PLANS 2003/4 AND 2004/5</b></p>
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This report is being submitted to the Scrutiny Committee for prior consideration and comment before decision by the Executive Councillor.

**1 DECISION TO BE MADE**

- 1.1 To review the accident analysis for Cambridge City Council employees in 2002/3 and endorse the action approved by Corporate Management Team (CMT).
- 1.2 To review the achievements made on the Health and Safety Work Plan in 2003/4 and to approve the proposed work plan for 2004/5.

<p><b>2. RECOMMENDATIONS</b></p>
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<p>The Scrutiny Committee is asked to consider the recommendations below. The Executive Councillor is asked to approve the recommendations below.</p>
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| <ul style="list-style-type: none"><li>2.1 To note the accident analysis for 2002/3 and endorse the action approved by CMT.</li><li>2.2 To note the achievements made on the work plan for the Joint Health and Safety Committee in 2003/4.</li><li>2.3 To approve the proposed work plan for the Health and Safety Committee for 2004/5.</li></ul> |
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### 3. **BACKGROUND**

3.1 The Scrutiny Committee and Executive Councillor considered a report in March 2003 on the health and safety performance targets and national challenges for local authorities. The key challenges for local authorities were to:

- Assess their performance in respect of health and safety management.
- Demonstrate effectiveness of management by annual reporting of health and safety performance.
- Nominating a health and safety member and officer champion.
- Consider the level and provision and access to occupational health services.
- Influence the health and safety performance of their contractors through the supply chain.

3.2 In order to respond to these challenges it was agreed that the Council would:

- Use Zurich Municipal to carry out an audit of the Council's health and safety performance.
- Report the details of our accident analysis for 2001/2 for consideration and submit a work plan for the Joint Health and Safety Committee for 2003/4.
- Nominate the Executive Councillor for Commercial and Human Resources as the Member Champion and the Chief Executive as the Officer Champion for Health and Safety.
- Review its alcohol at work policy in 2003/4 as part of its Occupational Health Strategy.
- Continue to require managers to undertake health and safety training and to monitor the health and safety performance of contractors they engage. The Central Safety Advisory Service is available to provide information and advice and assist with the assessment of contractors performance as part of the procurement process.

### 4. **JOINT HEALTH AND SAFETY COMMITTEE WORKPLAN FOR 2003/4**

4.1 This section of the report will explain the progress made on completing the work programme for 2003/4. The Health and Safety Management Advisor post was vacant for 9 months, which delayed progression of the work plan. Progress was also delayed by the non-availability of trades union representatives who were almost fully engaged in progressing the Job Evaluation Scheme for a major part of the year. However, a great deal of work has been done and good progress has been made in most key areas.

4.2 Appendix One details the programme for 2003/4. The following action has been taken:

a) Health and Safety Audit

Zurich Municipal carried out an independent audit of the effectiveness, efficiency and reliability of the Council's health and safety systems. The work included analysis of a questionnaire sent to managers and other employees to gain their perception of health and safety within the

authority. The audit found some very positive aspects of health and safety provision as well as some areas that require further investigation and action. On the whole there was a very encouraging attitude to health and safety legislation. However, practical implementation of health and safety standards vary between departments, albeit that corporate systems and policies are in place.

The findings have been presented to CMT and an action plan for the next 6 months has been agreed. This includes directors reviewing capacity at senior management level to progress health and safety within departments; carrying out a review of the risk assessment process to ensure it leads to effective action being taken; reviewing health and safety training needs as part of the performance management process; completing the fire safety review and improving consultation and communication with staff on health and safety matters. This work is currently being progressed.

b) Supplementary Safety Policies

Guidance has been produced and circulated to departments on developing their own supplementary safety policy. Good progress has been made in departments and the Health and Safety Management Advisor is available to provide further assistance if necessary.

c) Accident Reports

The accident analysis for 2002/3 has been reviewed by CMT and action to be taken has been agreed. Details are contained in Appendix Two.

d) Risk Assessments

Examples of risk assessments can be seen on the Intranet. This will assist managers in the progression of this work.

e) Health and Safety Week 2003

Various in-house activities were undertaken including:

- Safety Awareness Workshops – presented by the Suzy Lamplugh Trust
- Asbestos Awareness Training for staff
- Briefing on Tobacco Alliance Control
- Promotion of exercise at Kelsey Kerridge Sports Hall
- Provision of Health and Safety information by email to staff each day regarding serious accidents and related legislation

f) Home Working

No progress has been made. This work has not been included in next year's programme because of other work of a higher priority.

g) Driver Training

Extensive work was carried out on driver training by City Services. Any additional training will be picked up as part of the risk assessment process.

h) Policy on Scaffolding and Working at Height

This work has been progressed by a sub group of the Health and Safety Committee.

i) Occupational Health Strategy

(i) Smoking Policy. Some initial work has been done but it has been delayed by the job evaluation process.

(ii) Alcohol and Substance Misuse Policy. Good progress has been made with a positive contribution from the trades unions. The policy is currently being finalised for consideration by CEX/CMT.

(iii) The Council has negotiated a new occupational health contract with Heales Medical in conjunction with Cambridgeshire County Council. This may provide opportunities for progressing health promotion work.

**5. THE HEALTH AND SAFETY COMMITTEE WORK PLAN FOR 2004/5**

5.1 The work plan for 2004/5 is contained in Appendix Three. It is challenging and will be progressed on a priority basis. It has the support of the members of the Joint Health and Safety Committee including the trades union representatives.

5.2 The CEX has endorsed the plan.

5.3 In addition to this work the CSAS will also support departments and deal with specific issues such as safety at public events, liaising with the emergency services, highway agency and event organisers. The CSAS will also provide some specialist health and safety training and plans to upgrade the health and safety information on the Intranet.

5.4 The Scrutiny Committee and Executive Councillor are requested to endorse the plan.

**6. CONSULTATIONS**

6.1 The trades unions and CEX have been consulted and have endorsed this report.

**7. OPTIONS**

7.1 The options available to the Executive Councillor are to approve the proposals or vary them taking into account the views of the Scrutiny Committee.

## 8. REASONS FOR DECISION

8.1 To support the Medium Term Objectives 'To Provide Better Services, a Strong Economy and Attractive Environment and a Healthy and Thriving Community'.

8.2 To meet our statutory health and safety responsibilities and respond positively to the guidance from the Health and Safety Commission.

## 9. IMPLICATIONS

(a) **Financial Implications** – The work will be carried out within existing financial resources. However, the risk assessment work may require action to be taken which could have significant cost implications.

(b) **Staffing Implications** – The programme of work should result in a safer and healthier working environment for City Council employees.

(c) **Equal Opportunities Implications** – The health and safety arrangements have to take into account the specific needs of individuals eg the law related to pregnant women.

(d) **Environmental Implications** – The proposals are designed to improve health and safety in the working environment.

(e) **Community Safety Implications** – The health and safety arrangements community safety and aim to reduce risks to the public or anyone else effected by the activities of the Council or contractors working for the Council.

## BACKGROUND PAPERS

None.

If you have a query on the report please contact:	Author: Roger Coey
	Telephone: 01223 - 457881
	Email: roger.coey@cambridge.gov.uk