



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Health and Safety Report 2013/2014

Corporate Health and Safety Annual Report

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1 Introduction

The Isle of Anglesey County Council's Corporate Health and Safety Policy includes a commitment to the preparation and publication of an Annual Health and Safety Report which details progress towards targets set out in the Annual Corporate Health and Safety Action Plan.

Welsh Local Government Association (WLGA) had developed a framework and guidance for the production of an Annual Health and Safety Performance Report. The framework and guidance provides a series of headings to assist with the reporting of health and safety performance. This framework was not intended to be a comprehensive analysis of health and safety but should assist in identifying the commitment, ability and direction of the management of occupational health and safety.

This report follows the format provided by WLGA.

During the past twelve months there has been significant focus on major change and work programmes required as part of the Transformation Plan within the Authority. The amount of work required by Management may have detracted from many day to day functions and some aspects of Health and Safety. This report should assist in assessing future needs for Health and Safety within the Authority.

2 Corporate Management

During 2013/14 there has been significant change within the management structure for IACC. A Senior Leadership Team (SLT) has been installed and a number of Heads of Services have had additional services to cover. The assessment process for the management team had been assisted by an external consultant.

Regular meetings of the Penithiaid Group should enable escalation of any issues to SLT to ensure appropriate action can be taken to resolve matters, health and safety related or other.

The constitution of the council identifies responsibilities within the management structure. With regard to Health and Safety a Corporate Responsibilities Document outlines the responsibilities of councillors, all employees, school governors and teaching staff. The latest draft of the Corporate Responsibilities Document and Corporate Health and Safety Strategy is present in the appendix (Appendix 1). This document should be considered and endorsed as a corporate document.

Action 1	Read and consider Corporate Responsibilities Document and endorse as a corporate document
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The introduction of the Performance Review work to include the production of annual business plans, assessment and approval of the plans by SLT should allow for more control of the council as a whole. This should introduce more accountability across the council with targets and goals identified in business plans. The inclusion of Health and Safety considerations should be included in the business plans. This would allow Health and Safety to be integrated into business plans rather than add on during implementation of business plans.

Action 2	Health and Safety Plans to be integrated into Service Business and presented to Performance Review Group for comment before being presented to SLT
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3 Statistical Information

Accident/incident

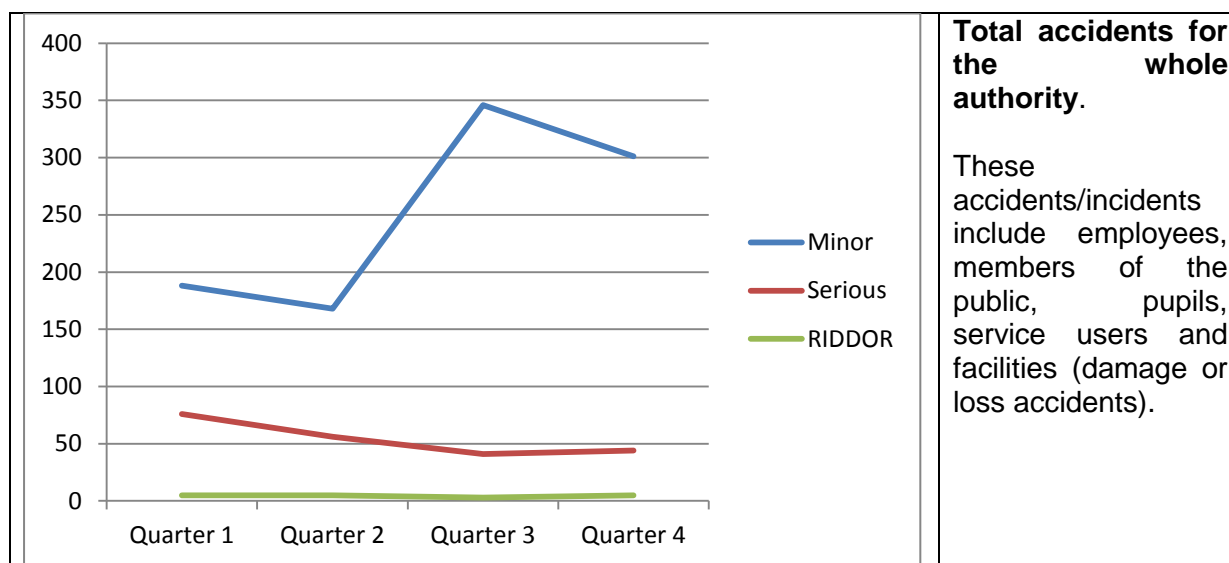
The data presented below was with regard to all accidents and incident reported during 2013/14. The internal classification of accident and incidents has been in main three categories, these were minor, serious and RIDDOR.

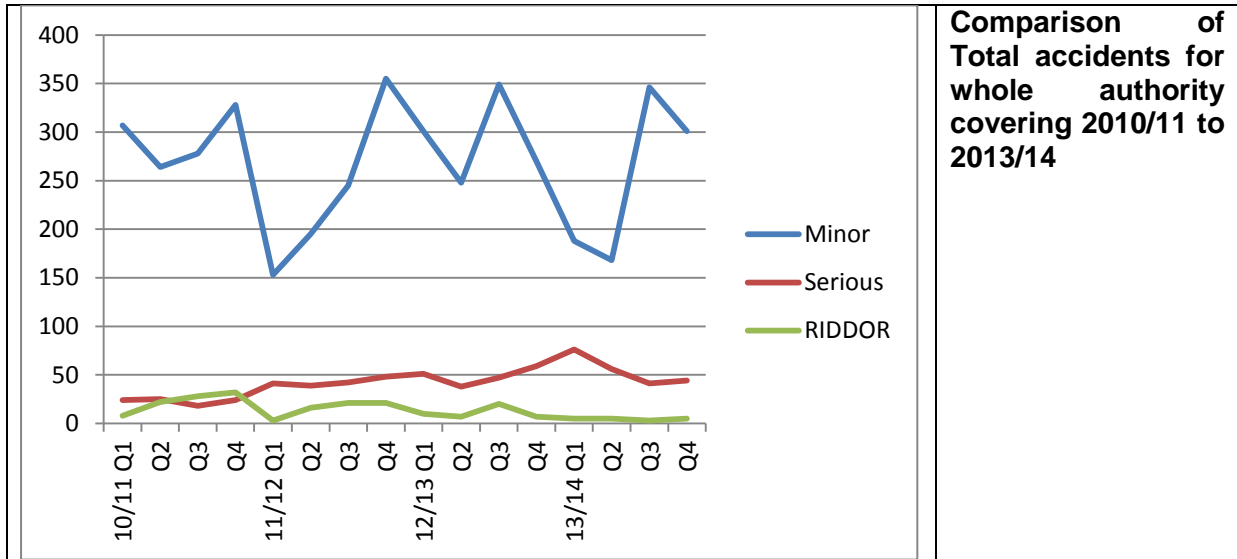
Minor accidents and incidents would have been accidents / incidents where the resulting injury or loss was insignificant. This includes accident and incidents which resulted in no injury or loss but the potential outcome may be insignificant if injury or loss had occurred.

Serious accidents / incidents were where the outcome resulted in significant injury or loss or where there was potential for significant injury or loss. This includes accident and incidents which resulted in no injury or loss but the potential outcome may be significant if injury or loss had occurred.

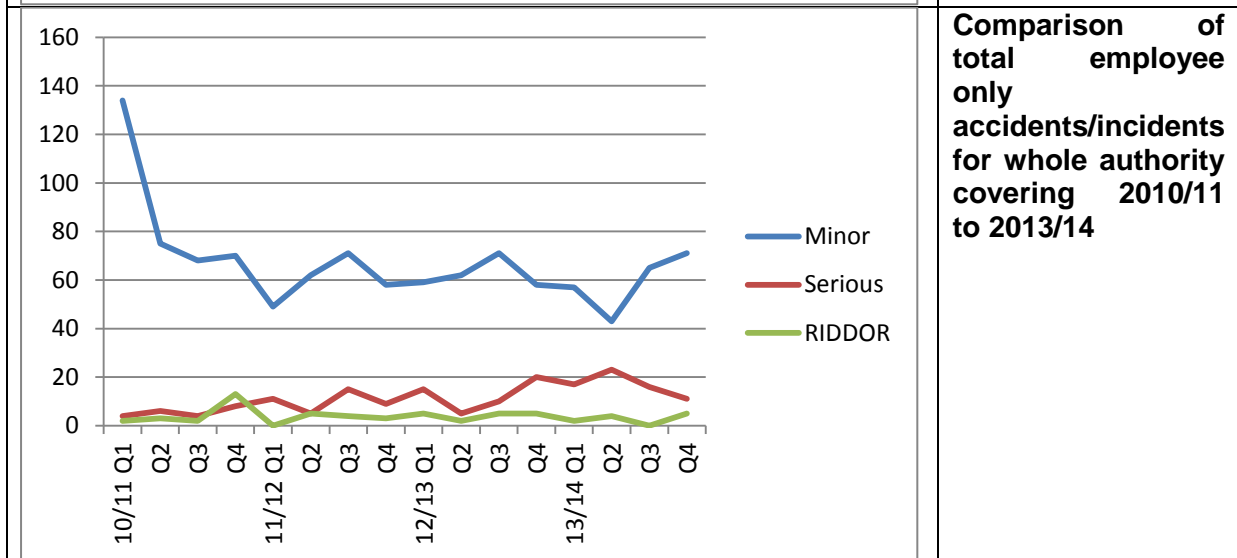
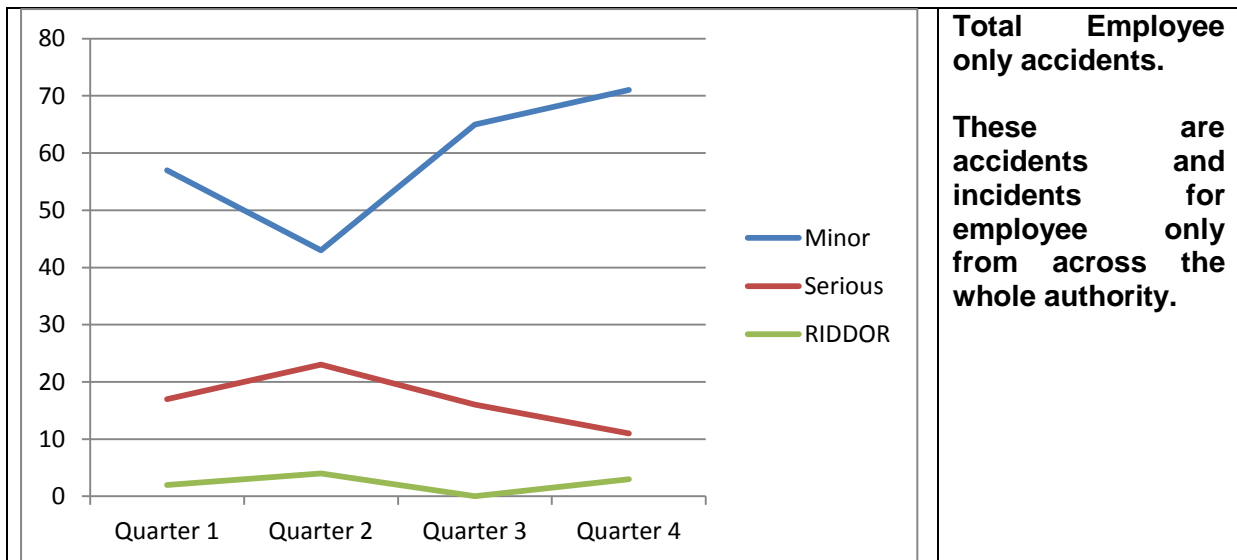
RIDDOR accidents and incidents were accidents or incidents which met specific criteria that required reporting to the HSE. The criteria for reporting types of accidents and incidents are provided within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The table below presents the number of accident and incidents for the whole authority. This includes incidents involving members of the public, service users, school pupils, contractors, facilities as well as employees.





The chart below represents the number employee only of accident and incidents for the whole authority.



Benchmarking with North Wales Local Authorities

In order to make comparisons with other Authorities common factors must be established. The use of incidents per an average number of employees as a factor assists comparison. The number of incidents per 100 employees was considered reasonable to be used as a common factor.

Criteria for recording and classifying accidents and incidents may vary within each Authority in North Wales therefore using general accident statistics may be an inaccurate method of benchmarking.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) provide specific criteria for the reporting of accidents and incidents. The criteria should therefore provide a common factor for the reporting and recording of accidents across the North Wales Authorities.

In order to carry out reasonably accurate benchmarking the use of an average per 100 employees and the criteria for RIDDOR has been used.

Benchmarking with North Wales Local Authorities						
End of Year 2012 - 2013			Qtr 1 2013/14		Qtr 2 2013/14	
No. RIDDORs x 100 No. Employees	IACC	1.4	5	0.166	5	0.166
	GCC	0.9	16	0.22	24	0.34
	DCC	0.8	5	0.101	6	0.14
	CCC	No figure	10	0.17	13	0.23
	FCC	No figures				
	WCC	No figures				

Note: Figures beyond the second quarter 2013/14 have not been available from other Authorities to date.

Breakdown of Accident/Incident statistics

The following pages provide a further breakdown of accidents statistics. The breakdown is of accident / incident type with regard to principle cause

Table 1 - Total accidents and incidents

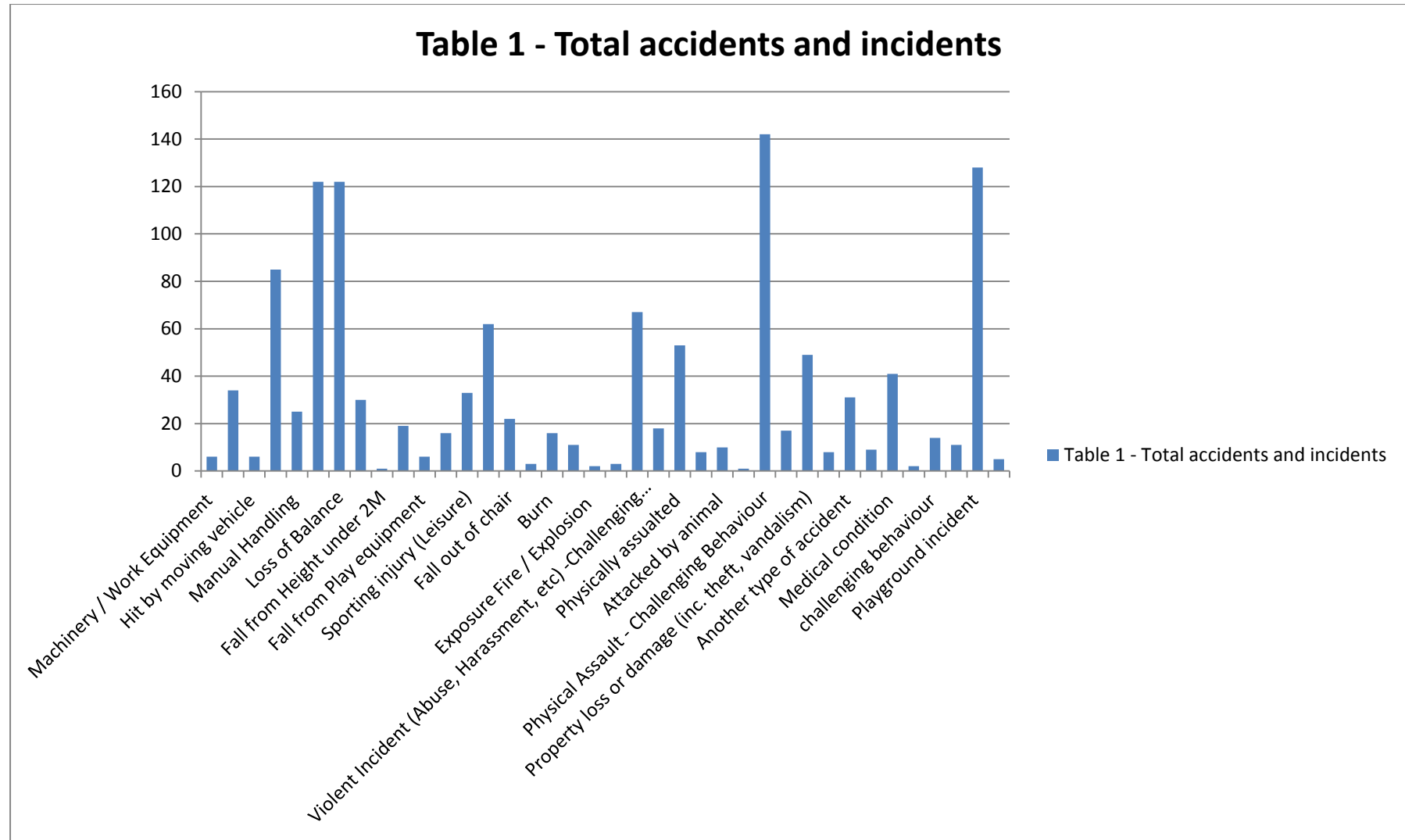


Table 2 - Total accidents and incidents (Employees)

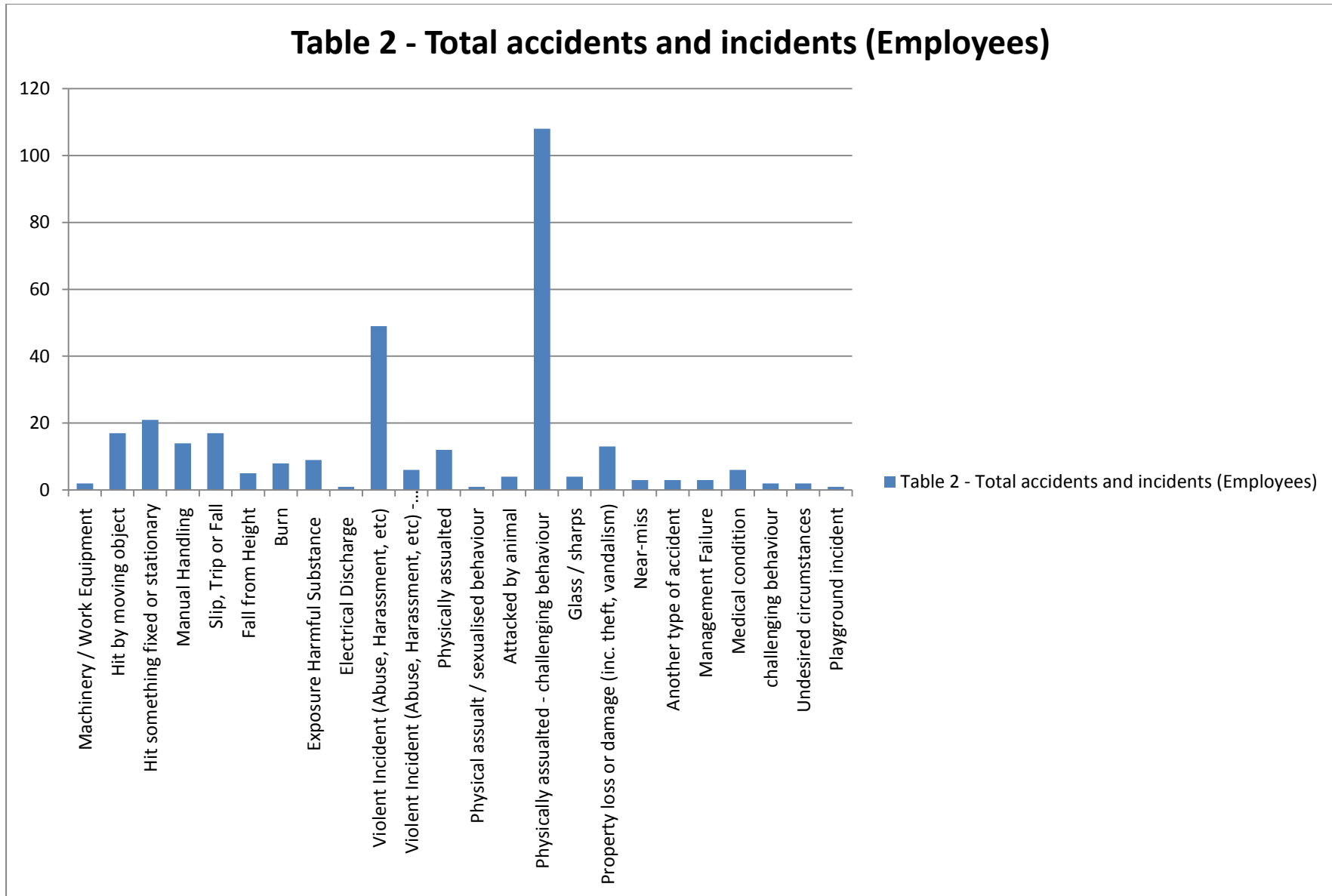


Table 3 - Total accidents and incidents (Pupils)

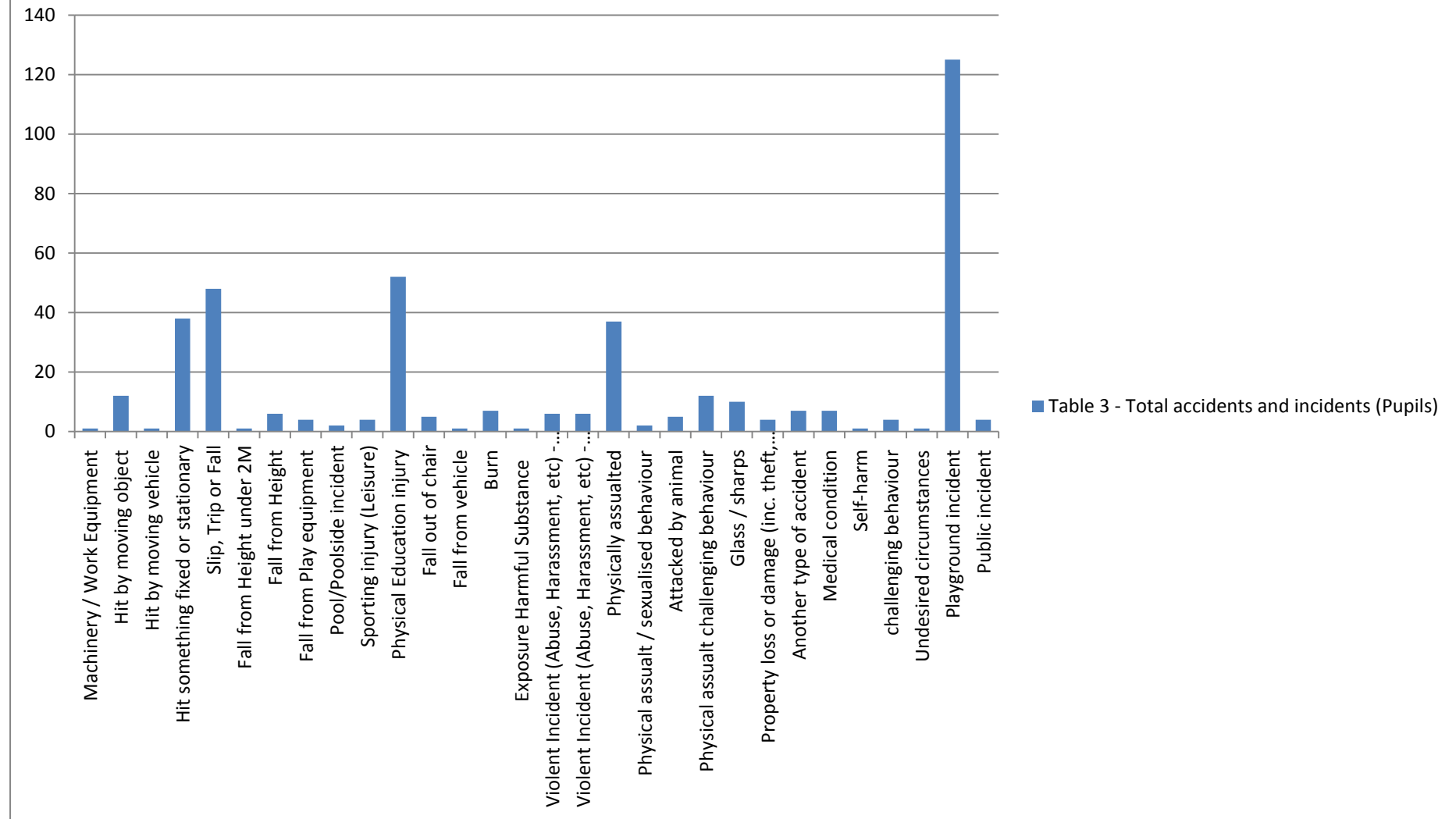


Table 4 - Total accidents and incidents (Service Users)

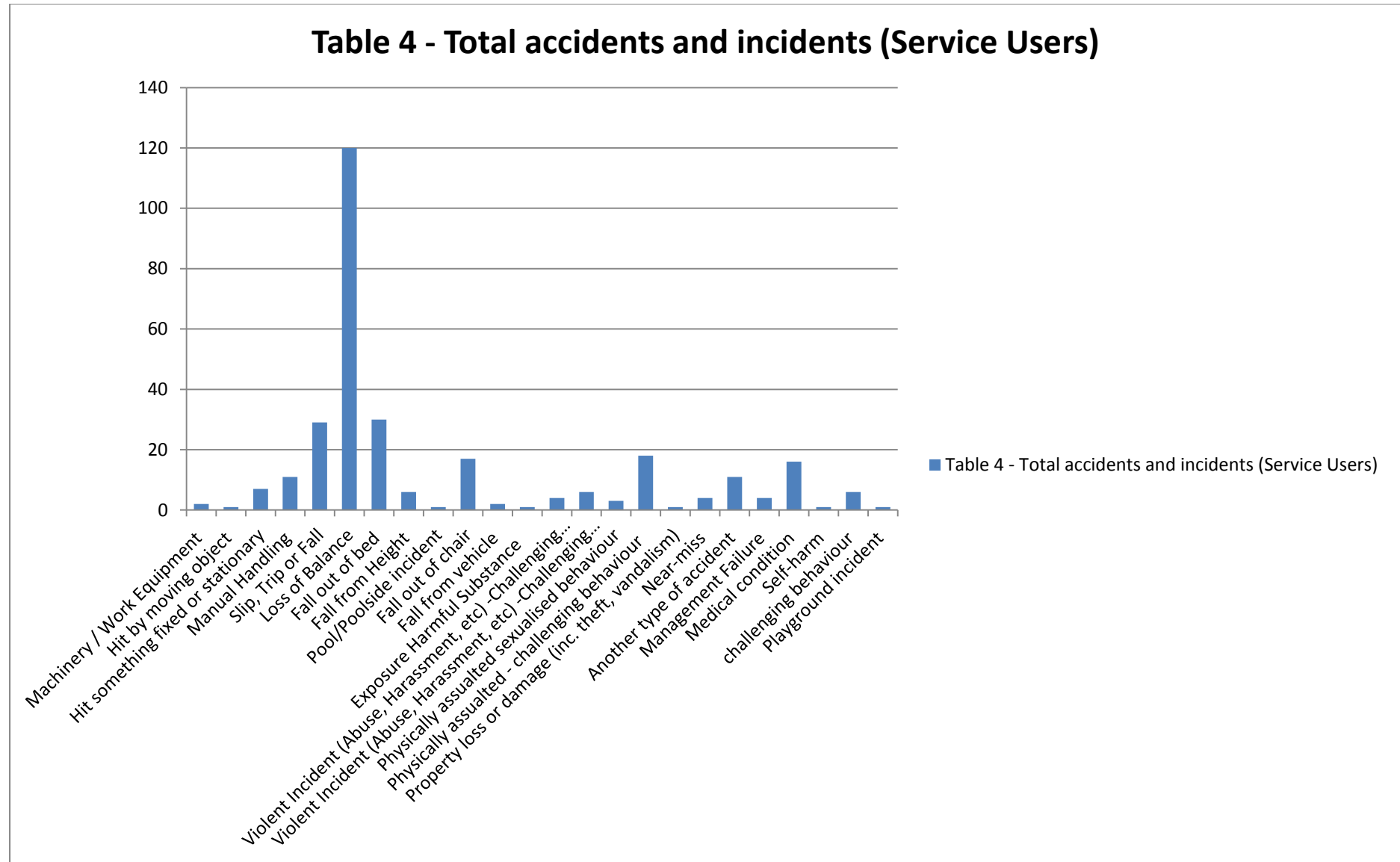
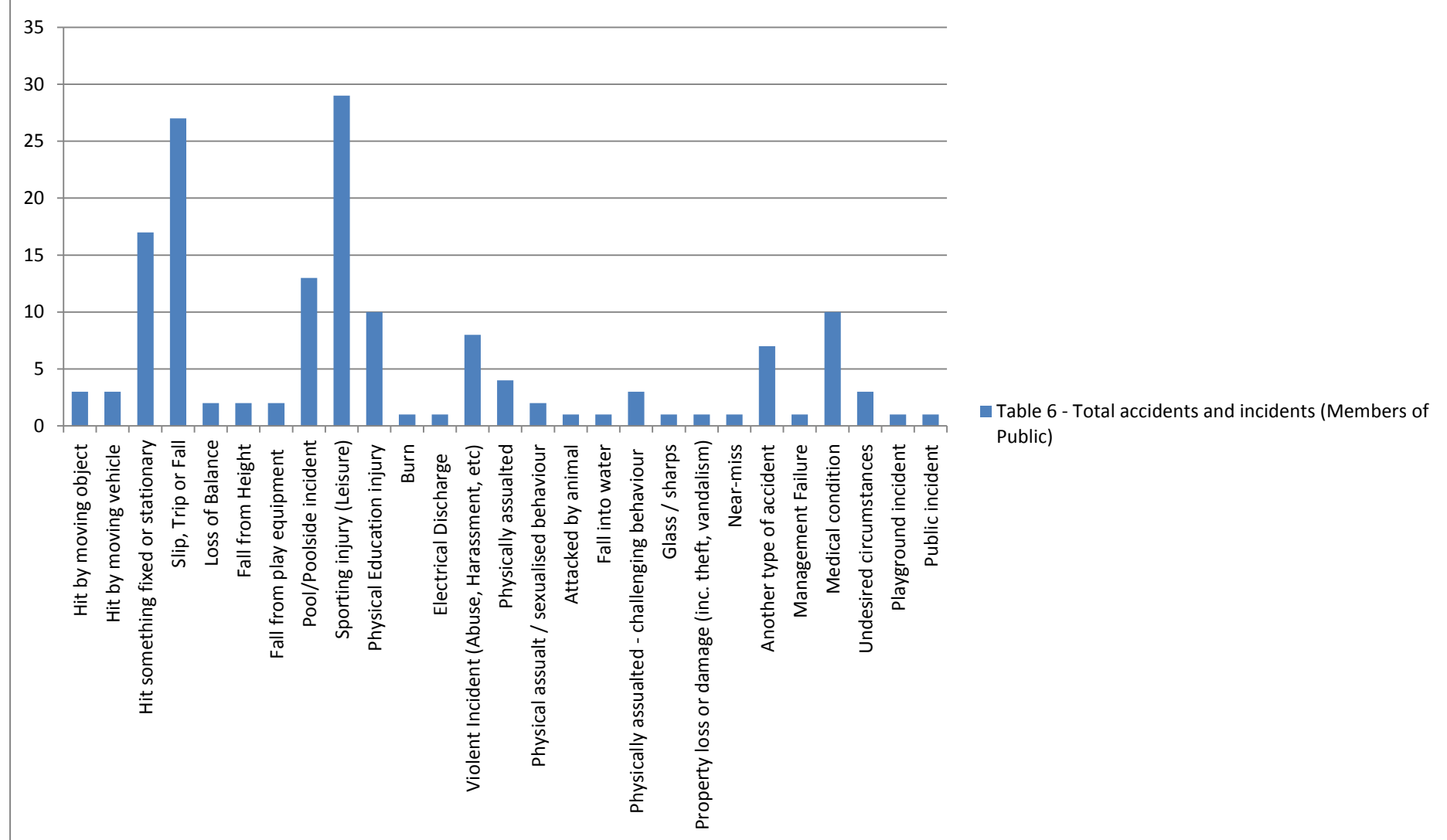


Table 6 - Total accidents and incidents (Members of Public)



Analysis of Accident / Incident Data

Violence and Aggression

The accident / incident information presented previously identifies violent incidents as the highest number of recorded incidents. These incidents can be anything from abusive or threatening comments to actually being struck by another person.

The HSE description of violence in the workplace is:

Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks.

The council provides care service which involves dealing with clients with potentially challenging behaviour. Due to the possibility of challenging behaviour being a factor, the intention to harm may not be present.

The highest number of incidents for violence and aggression recorded was where challenging behaviour was considered to be the main factor (142). This could be a person lashing out but no intention to harm. The number of abusive incidents where challenging behaviour was a factor was 18.

The number of abusive incidents where it was not considered challenging behaviour was a factor was 67. The type of incident was generally discontent members of the public directing abuse at employees.

The figure for physical assault was 53 incidences, the description of assault being to physically strike another person. 13 incidents occurred in Community, this was where clients lashed out and challenging behaviour was not considered a factor.

The majority of incidents were within Lifelong learning and involved pupils striking other pupils. These incidents were recorded in the work place figures as there is a duty of care for pupils as well as employees.

Action 3	Carry out a more in depth analysis of the violence and aggression incidents to identify causes and possible solutions. This should include a breakdown of groups receiving incidents eg: finance receiving abusive calls from employee, carers from clients, other front line services from general public
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Playground incidents

The second highest figure in the total accidents and incidents was for Playground incidents. This was the highest recorded figure for incidents within Lifelong Learning were Playground incidents. These were mainly incidents of pupils running into each other, accidentally hitting each other or falling over each other. The main injury sustained was bumps to the head, the schools have a policy to report bumps to the head. These figures were recorded in case of future repercussions.

Slip, Trip and Fall and Loss of Balance

Within the total accident and incident figures Slip, Trip or Fall on the level and Loss of Balance were the third highest figures. Slip, Trip and Fall incidents appeared to be spread across figures for Employees, Service Users, Pupils and Members of the Public.

Loss of balance was the highest figure incidents involving Service Users. Slip, Trip and Fall and Fall out of bed being the next two highest figures for Service Users. These incidents had previously been identified and work is ongoing to reduce the number further.

Enforcement notices

HSE

On 21st January 2014 an accident occurred in Canolfan Byron, Mona Ind Estate. The accident resulted in serious injury to a member of staff. The accident resulted in the HSE having to be notified that a serious accident had occurred (RIDDOR classification Major injury).

Due to the severity of injury and injured party being a vulnerable adult, the HSE investigated the incident with prosecution for breach of Section 2 of the Health and Safety at Work etc Act as an option.

A report was provided to the HSE by the internal Corporate Health and Safety Team. The HSE accepted the report as a sufficient investigation of the accident and considered the direct cause of the accident was stacking of "jigs" in an upright position against a wall.

A HSE inspector visited the site and served a Prohibition Notice on the activity. The Prohibition Notice was very specific for a single activity of "stacking of jig panels against the wall within the CNC Platix 48NST enclosure in an uncontrolled manner". The cost of the intervention was £620.00 based on 5 hours recoverable time.

A closure meeting was held with the HSE Inspector who informed IACC no prosecution would be sort due to it not being in the public interest to do so. A further ½ hour time cost recovery was expected for the closing meeting.

Fire and Rescue Service

During 2013/14 the Fire and Rescue Service inspected two premises (schools). Ysgol Garrefglefn was inspected as a follow up to an incident when the LPG gas tank at the site leaked and the FRS attended, Ysgol Beaumaris was a routine visit. Both schools received Notification of Notice of Minor Deficiencies. Work has been carried out to assist with compliance with the notices.

Training

Information provided by the Human Resources unit presented below illustrates training courses relevant to Health and Safety and the number of attendees for those courses.

Course	Number attendees
DSE Assessors	5
Emergency First Aid (Half Day)	14
Emergency First Aid (Full Day)	51
First Aid at Work (3 Days)	50
First Aid Refresher (2 Days)	50
Fire Marshal	65
Fire Safety	82
How to Carry Out a Risk Assessment	7
Infection Control Awareness	33
IOSH (4 Day)	25
IOSH Refresher	6
Ladders & Steps	10
Passport A-B	3
Passport A-F	23
Passport Refresher	86
Violence Level 1 & 2	71
Working at Height	11
Certificated Health and Safety	15
Managing Stress Workshop	14
4x4 Training (Driving)	4
Basic Food Hygiene	37
One Day Medication	17

The figures above indicate a significant number of employees have undertaken health and safety training. The training needs for each employee should be assessed during appraisal. Additional training requirements may be identified by the needs of the service areas for example first aid provider or fire marshal.

Maintenance of the training records are held at a local level and it would be the line management for a service area to ensure the employees are adequately trained and there is sufficient cover for key roles such as first aiders, DSE assessors or fire marshals.

A central record of current training would assist on a corporate level when assessing the capacity of the authority as a whole or individual service. This would also assist with training budgets.

Action 4	Collate health and safety training records to provide a central register of trained staff for key roles.
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4 Partnerships

The North Wales Health and Safety Managers' Meeting

Meetings are held on a quarterly basis with the Health and Safety Managers of the North Wales Authorities attending. The purpose of the meetings would be to share knowledge of good practice and successes between all the authorities.

A work stream which has been developed from this group is with regard to Private Residential Homes. This has been with regard to private residential homes in which local authorities have placed clients. The HSE had previously shown an interest with this as a topic for Control of Contractors.

Anglesey Conwy and Gwynedd have been looking at a method of inspection which could be sustainable and not too intrusive. Private Homes were inspected by CSSIW, EHOs and the Health Board, the inspections carried out by these organisations may not address certain health and safety issues.

Working Well Together

IACC is a member of the Working Well Together a HSE driven partnership which seeks to provide small contractors with Health and Safety Training and Advice. In previous years events have been held at the Coleg Menai site Llangefni which enable local construction businesses to attend and gain valuable health and safety information.

Due to reduced numbers in the Corporate Health and Safety Team, active involvement in the group has not been achieved during 2013/14.

North West Wales Health and Safety Group

IACC is a member of North West Wales Health and Safety Group which provides Health and Safety educational talks at the Bangor University. The University attempts to gain the services of guest speakers on a monthly basis to provide informative presentations. Membership is £25 per annum and any employee from IACC can attend a talk at no extra cost should the topic be relevant to their work area. Attending the group assists employees with relevant CPD where required.

Fire and Rescue Service

A meeting was held between the Corporate Health and Safety Team and the Fire and Rescue Service (FRS) to discuss the inspections carried out by the FRS. During the meeting it was agreed where possible joint inspections would take place. This would enable the Corporate Health and Safety Team to be present during the inspections and provide information which facility managers may not have readily to hand.

This should assist in gaining knowledge of the FRS approach to inspections, identify areas of possible weakness in IACC management of fire safety and reduce the likelihood of Notice of Deficiencies being issued against IACC.

5 Joint Consultation

Health and Safety Liaison Group

The Health and Safety Liaison Group has been jointly chaired by the Corporate Health and Safety Team and the Corporate Director for Sustainable Development for the majority of meetings. The group comprises of health and safety co-ordinators from services across the whole of the council. Union representation has been present at most meetings.

The meetings provide a forum to inform health and safety co-ordinators of progress with health and safety matters and enable the co-ordinators to table concerns from individual services.

The group had been meeting on a monthly basis but this stopped in October due to relatively slow progress and little to report on the development of health and safety within the authority. This was due to focus shifting to Transformation and Job Evaluation. The reduction in the number of the Corporate Health and Safety Team also reduced the capacity of the team to develop constructive agendas for the group.

Rather than taking up officers' time with relatively little to report, it was considered the best option was to postpone the meetings until more progress could be made with regard to health and safety and more useful agendas could be brought to the meeting.

Unison Inspection Safety In Numbers

During September Unison carried out joint inspections with the Corporate Health and Safety Team. The inspections were part of a Unison campaign to raise awareness of health and safety in the workplace. Inspections were carried out at the Anglesey Business Centre, Plas Penlan residential home and Gors Felen day centre, the BMU Depot at Gaerwen and Plas Arthur Leisure Centre.

Inspections took place between 16th and 19th of September 2013 with a single return visit on November 1st. No major issues were found during the inspections, with the return visit to inspect a broken electrical socket which had been identified during inspection and repaired the same day.

6 Occupational Health Provision

Occupational Health Provision is currently provided under contract with Gwynedd Council. The contract is managed by the HR section, information on the services should be provided by HR.

During 2007 to 2010 an Occupational Health Advisor / Back Care Advisor was based within the Corporate Health and Safety Team. This allowed for joint work on many projects and individual cases. During the initial stages of the Occupational Health contract being in place there was little communicate between Corporate Health and Safety and Occupational Health. Over the last twelve months there has been significant improvement in communication and potential for joint work.

There is still work to be done with regard to identifying potential gaps in the services provided by Corporate Health and Safety and Occupational Health due to potential restrictions in the contracted service delivery

Action 5	Continue to improve communication between Corporate Health and Safety and Occupational Health. Identify potential gaps between the two services. Consider where joint working would be of benefit to both services and the council as a whole.
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7 Key Achievements

LPG

In 2010 the HSE began an inspection campaign with regard to LPG installations. The campaign was due to an accident in Scotland where 9 people died after a gas explosion involving LPG.

The inspection was to assess the tanks, compounds, pipelines and regulators at each installation. The HSE inspector inspecting the installations took the inspection within the buildings, in effect inspection from the tank to the appliance in the kitchen or boiler house.

A key issue with the inspection campaign was to replace any “metal” pipework in the ground. This had been based on an assumption all metal pipework was steel. The pipework at installations under the control of IACC was plastic coated copper. As this was considered metal in the context of the campaign and as such needed to be replaced or inspected on an annual basis and signed off as safe by a competent person.

Replacement pipework would be manufactured from HDPE (plastic) and required inspection every 50 years.

During the summer months of 2013 all copper pipework was replaced with HDPE at all sites under the control of IACC. This enabled the HSE to close the inspection file on this campaign with regard to the sites under IACC control.

Asbestos

During 2013 the HSE began a campaign with regard to the control of asbestos on Civic Amenity Sites. This was to consider the control measures in place when members of the public were disposing of asbestos at the CA sites and how it was handled / control to removal from site.

Due to previous inspections of the CA site at Gwlachmai and the considered good standards at the site, the Senior HSE inspector at Wrexham directed two inspectors to visit the site at Gwlachmai. This was to enable a benchmark of standards to be achieved when carrying inspection elsewhere in North Wales.

8 Monitoring Health and Safety Performance

2010 to 2012 health and safety was developed in line with a Corporate Health and Safety Action Plan. This allowed for monitoring of the individual actions in the plan and to report on progress. Presented below are figures relating to the progress of the 2010/12 plan

Legionella (Commercial Properties) – 82%
Legionella (Domestic Properties) – 100%
Asbestos Commercial Properties – 100%
Asbestos Domestic Properties – 60%
Asbestos DLO Maintenance – 93%
LPG Property – 100%
LPG Highways – 98%
LPG Housing – 100%
Violence & Aggression and Lone Working – 50%
Violence & Aggression and Lone Working (RMS) – 32%
Control of Contractors – Construction Major/ Minor and Reactive Works (Major – 74% Minor - 82%)
Control of Contractors – Construction Housing – 58%
Control of contractors – Services – 50%
Transport – 99%
Transport – Maintenance – 100%
Stress – 100%
Fire Safety – 80%
Fire safety – Domestic – 70%
Ensure core function of Health and Safety Team – 100%
Monitoring – 50%
Training – 80%
Procurement – 10%
Accident Reporting - 93%
Leadership and Ownership – 99%

Note: This was a measurement of progress in regard to the specific actions in the plan for each topic.

A plan to cover 2012 to 2014 was develop to follow on from the 2010/12 plan and the formation of a Corporate Health and Safety Group formed. The group consisted of Heads of Service and Senior officers each with an aligned topic to drive forward. An initial meeting was held and a request for a Corporate Health and Safety Strategy was made by the group.

The purpose of the group was to ascertain whether the actions in the Corporate Health and Safety Plan were relevant to the impending changings within IACC.

Due to activity with the Transformation Plan and Job Evaluation the group has not to date reconvened and development of the plan has not progressed. Due to changes in structure within the authority and the departure of members of staff there is potential for some of the topic areas to have had progress compromised. Where

physical alterations or controls have been carried out or implemented there should be no change.

Where managerial controls had been implemented there may be a reduction or loss of control.

LPG and Ventilation

The reduction in number of staff within the Property Engineering Section may have an impact on control of legionella and LPG controls. There was significant work carried out on ventilation systems in school canteens after a number of “At Risk” notices were issued by the maintenance engineer contractor. This work was being monitored by the Property Engineering Section current and future work with regard to the canteens will need to be monitored.

Action 6	Action plans devised to improve the standards of LPG installations, kitchen appliances and ventilation systems should be monitored and reviewed to establish current status and future work
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Violence and Aggression and Lone Working

Violence and Aggression and Lone Work were identified as issues during the 2010/12 plan and continued in the 2013/17 plan. No additional progress was made in this area. The Civica Risk Management System (RMS) was an electronic records management system to record names, addresses or other details of potential risks to officers such as potentially violent persons. The RMS had been in place from 2007 and became dormant in 2011 has had issues with connectivity due to the ICT move from 32bit to 64bit computers. There are no records on the system as no incidents were recorded relevant to the persons recorded on the system. All records on the system were deleted to comply with the holding of relevant data and Data Protection issues.

Investigation work had been completed in 2012 – 2013 on other available systems which could replace the RMS, this included assessment of systems in other local authorities. This should continue and a system should be chosen and implemented.

Taking into account accident / incident data Violence and Aggression incidents appear to be the highest recorded incidents for all accident / incident figures and Employee only figures. This would indicate work is required in this area.

There is potential for an increased level of lone working due to the Transformation Plan which would identify the need to re-assess the controls in place and possibly implement new systems.

Action 7	A system should be identified to replace the RMS system to record known hazards and enable communication of the known hazards to all relevant parties as and when required.
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Stress

To address the actions of the 2010/12 plan, a Stress Group was formed. The purpose of the group was to assess the measures in place to control stress and assist post event with aiding employees back to work. Controls identified included a fast track counselling service to assist with return to work. The counselling service is currently still offered but as stated this is reactive treatment.

As part of the 2012/14 plan the continuation of this group was identified as an action. Again due to Transformation and Job Evaluation little progress has been made in this area.

Action 8	The stress group should form to assess whether the controls previously identified are still relevant and functioning as desired. Due to changes in the authority there may be a need for alternative approaches to stress. The changes themselves could be considered a stressor therefore assessment of the change process and effect on staff should be considered.
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Corporate Health and Safety

Action identified for the core function of the Corporate Health and Safety Team was seen as complete in the 2010/12 plan. Unfortunately in 2013 one member of the team left to employment elsewhere and a second went off on long term sickness to be followed by maternity leave. No replace or cover was afforded to these two posts. This had led to a reduction in the capacity of the team and the service provided. A report (11/11/13) was provided by the Corporate Health and Safety Team Leader providing options on the capacity of the team.

No response was received to the report and at the year-end it was considered only two directorates were being provided with health and safety support. A meeting was held on the 16/4/14 between the Head of Service Planning and Public Protection, Chief Officer Environmental Health and Team Leader Corporate Health and Safety to devise a plan to assist the Corporate Health and Safety Team with the workload.

Assessment of the capacity of the Corporate Health and Safety Team post improvement notice 2006 was one Health and Safety Manager, four Health and Safety Advisors and support from admin/technical officer.

The current plan is the Corporate Health and Safety Team (two advisors) provide support to Community and Lifelong Learning and Environmental Health provide support to Sustainable Development and Resource.

Action 9	An assessment of the required service provision from health and safety should be carried out to ascertain what capacity is required within the team. This should take into consideration the possible need to close possible gaps between Occupational Health provision and Health and Safety provision. Consideration should be given to the significant change in the authority and the need for additional support for Managers with inherited hazards and risks.
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Procurement

Health and Safety issues being considered at procurement stage was identified in the 2010/12 plan with little progress made. The actions were continued into the 2012/14 plan. The development of the procurement team and the North Wales Collaborative Procurement Project should address actions from the plan and possible future issues.

Accident / Incident Reporting

Accident reporting was identified as an issue in 2007 and work has been carried out to develop the reporting system. To address some of the issues the Corporate Health and Safety Team developed an electronic form (Word document), information and the form presented on the Monitor intranet system and a central e-mail address for the Corporate Health and Safety Team. This should have allowed for easier reporting of incidents.

The Corporate Health and Safety Team use the Environmental Health Civica system to record the information from accident / incident forms. This involved double inputting of information and is time consuming. There have been some complaints regarding the format of the forms and amount of information required.

This system was devised as a limited cost alternative to the carbon copy books previously used and a more efficient method of sending and receiving the forms. It is considered there is under reporting of incidents within the authority and the system of report may be part of the reason.

There are modern electronic reporting systems available which could reduce or remove the double inputting of information and be more efficient and effective at recording and reporting accident / incident data.

Many incidents recorded by the Health and Safety Team may not necessarily be health and safety incidents. Employees report these incidents on the accident / incident system due to there being no alternative system to record incidents. A central recording system for all types of incident may assist with this issue.

Action 10	The need for a system to report and record incidents (not just health and Safety) should be investigated and implemented. A system for recording all incidents should enable the use of a more efficient and cost effective system to be implemented. This should be of benefit to all departments and enable a more appropriate response to an incident to be instigated, rather than a first response from Health and Safety of investigating who should be informed of certain incidents.
	Should in not be considered there is a requirement for a central system to report all incidents, investigation should be carried out for a more efficient accident / incident reporting system.

9 Strategic Action Plan

The Corporate Health and Safety Team Leader had prepared a Corporate Health and Safety Strategy and Corporate Responsibilities Document (presented in appendix, Appendix 1). The strategy is presented in three elements Leadership, Process and Culture.

Key to the strategy is the Corporate Health and Safety Steering Group, this would assist in addressing the first element of the strategy, Leadership.

The Process element of the Corporate Strategy draws reference to Regulation 5 of the Management of Health and Safety at Work Regulations:

5. (1) Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

Planning and Organisation should be carried out by the annual business plans put forward by the individual services to the Performance Unit for comment before approval by SLT.

This would also provide an element of Control as in awareness of what work is to be carried out and what are the outcomes of the work.

Monitoring to be carried out by line management and report to Heads of Service, Performance Unit and SLT.

Review to be carried out on the delivery of the service and assessed against the targets and goals identified when the business plans were put forward.

A copy of the full Corporate Health and Safety Strategy is presented in the appendix (Appendix 1).

10 Conclusion and Development Plan

During the last twelve month period attention has been focused on Transformation and Job Evaluation. Due to cuts in the budgets and external pressures to ensure both pieces of work are completed it could be understandable as to the reasons for such focus.

The concern would be some day to day issues and progress with improving health and safety standards may have fallen. The restructuring of the council could mean certain roles have been left vacant and tasks assigned to those roles not completed.

Due to restructuring there are Heads of Service who have inherited hazards new to them. The possible lack of familiarity of inherited services could result in insufficient controls and management systems being in place.

This may also be the case as the council moves forward with Transformation. The possible introduction of new methods of work and relocating of staff may result in the introduction of new hazards or a different risk from existing hazards.

The formation of the Corporate Health and Safety Steering Group is essential to gaining leadership for health and safety. Having health and safety topics driven forward by senior managers (Heads of Service) will demonstrate the commitment of senior managers to health and safety.

This will assist in installing a more safety conscious culture within the authority. The pre-planning and organising of business plans, projects and even minor work tasks should ensure adequate resources are allocated to work before starting. Pre-planning in turn should allow for work to be more efficient, less down time waiting for resources to be put in place.

A table of actions from the report is presented below. Actions considered a priority are marked as such.

Action 1	Read and consider Corporate Responsibilities Document and endorse as a corporate document Priority
Action 2	Health and Safety Plans to be integrated into Service Business and presented to Performance Review Group for comment before being presented to SLT To be in place for 2014/15 Service Business Plans
Action 3	Carry out a more in depth analysis of the violence and aggression incidents to identify causes and possible solutions. This should include a breakdown of groups receiving incidents eg: finance receiving abusive calls from employee, carers from clients, other front line services from general public Priority
Action 4	Collate health and safety training records to provide a central register of trained staff for key roles. To be developed in time for 2014/15 Service Business Plans

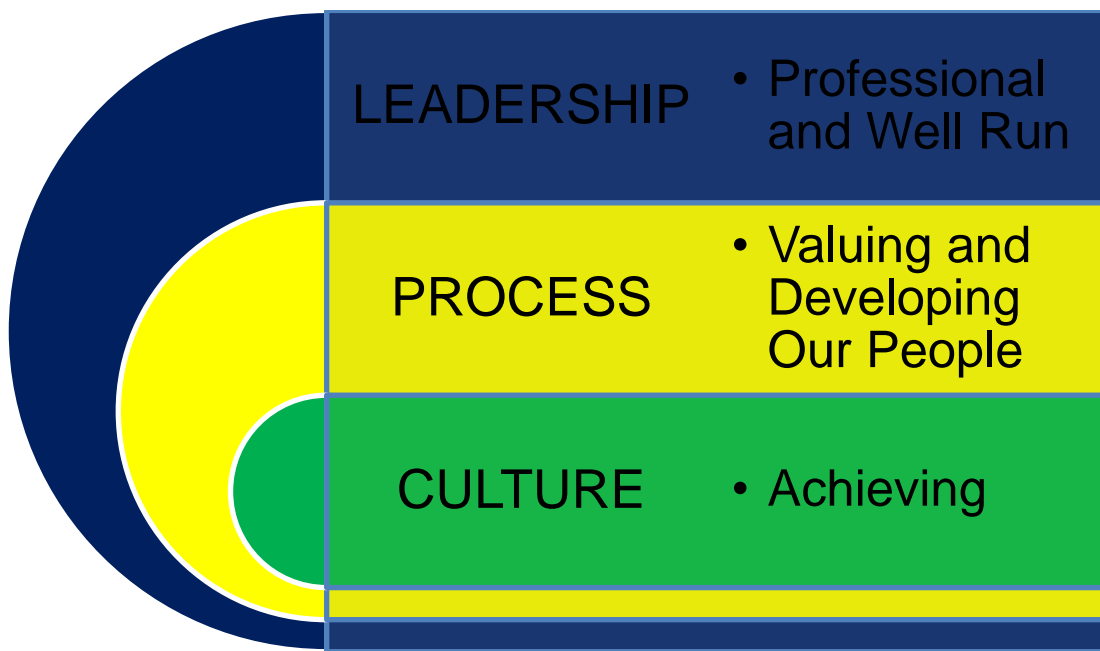
<p>Action 5</p>	<p>Continue to improve communication between Corporate Health and Safety and Occupational Health. Identify potential gaps between the two services. Consider where joint working would be of benefit to both services and the council as a whole. Priority</p>
<p>Action 6</p>	<p>Action plans devised to improve the standards of LPG installations, kitchen appliances and ventilation systems should be monitored and reviewed to establish current status and future work To continue in line with LPG Action Plan</p>
<p>Action 7</p>	<p>A system should be identified to replace the RMS system to record known hazards and enable communication of the known hazards to all relevant parties as and when required. Priority</p>
<p>Action 8</p>	<p>The stress group should form to assess whether the controls previously identified are still relevant and functioning as desired. Due to changes in the authority there may be a need for alternative approaches to stress. The changes themselves could be considered a stressor therefore assessment of the change process and effect on staff should be considered. Priority</p>
<p>Action 9</p>	<p>An assessment of the required service provision from health and safety should be carried out to ascertain what capacity is required within the team. This should take into consideration the possible need to close possible gaps between Occupational Health provision and Health and Safety provision. Consideration should be given to the significant change in the authority and the need for additional support for Managers with inherited hazards and risks. Priority</p>
<p>Action 10</p>	<p>The need for a system to report and record incidents (not just health and Safety) should be investigated and implemented. A system for recording all incidents should enable the use of a more efficient and cost effective system to be implemented. This should be of benefit to all departments and enable a more appropriate response to an incident to be instigated, rather than a first response from Health and Safety of investigating who should be informed of certain incidents. To be in place prior 2014/15</p> <hr/> <p>Should in not be considered there is a requirement for a central system to report all incidents, investigation should be carried out for a more efficient accident / incident reporting system. To be in place prior 2014/15</p>

APPENDIX

- 1 Corporate Health and Safety Strategy and Corporate Health and Safety Responsibilities Document

**ISLE OF ANGLESEY COUNTY COUNCIL
HEALTH & SAFETY STRATEGY**

2013 – 2017



**Corporate Health and Safety
Sustainable Development
November 2013**

HEALTH & SAFETY STRATEGY 2013 to 2017

Foreword

The Council's vision for the future comprises of six themes. The themes of **Professional and Well-Run**, **Value and Develop our People** and **Achieving** would have particular relevance to Health and Safety.

A **Professional and Well-Run** organisation recognises the need for good standards of Health and Safety and in turn those good standards of Health and Safety should demonstrate that an organisation **Values and Develops** its people. This in turn should assist with the process of **Achieving** the Council's Health and Safety Vision.

The Health and Safety Vision of the council is to be confident in achieving compliance with relevant legislation and ensuring a safe place of work, safe working practises and a safe working environment.

To achieve this vision a strategy of three key principles will be adopted:

Leadership: senior management will demonstrate commitment to health and safety by inclusion and integration into day to day working and at each stage of the transformation process.

Process: ensuring all aspects of work follow a standard process of Planning, Organising, Monitoring and Reviewing to all aspects of work

Culture: a culture of safety where forward thinking and acceptance of responsibility will identify any risks to people, property and business and ensure they are avoided or controlled.

This strategy seeks to provide guidance and support for the development of the Corporate Health and Safety Action Plan and individual Departmental Health and Safety Action Plans.

This Health and Safety strategy is endorsed by the Leader of the County Council, the Chief Executive Officer, Deputy Chief Executive Officer, Corporate Directors and recognised Trade Unions. The document will inform the annual corporate and departmental action planning process during the period to 2017 and will itself be the subject of annual review to gauge suitability.

Principle 1 Leadership

Professional and Well Run

We are committed to developing a democratic and professional partnership that will deliver effective, strong leadership and establish the necessary professional, and organisational behaviours required, to secure improvement.

A Corporate Health and Safety Steering Group comprising of nominated Heads of Service and chaired by a Corporate Director will devise an improvement framework in the form of a Corporate Health and Safety Action Plan. The improvement framework will consider the health and safety requirements for the Transformation Plan, day to day function of the Authority, financial restrictions and realistic achievable goals.

Monitoring of progress and delivery will be carried out by the Corporate Health and Safety Steering Group with assurance monitoring carried out by the Corporate Health and Safety Team.

Both processes of monitoring will be reported to the Corporate Director to enable the Corporate Director to report to the Executive Committee and SLT.

The Corporate Health and Safety Steering Group will act as the driver for improvement across the whole Authority.

Principle 2 Process

Valuing and Developing our People

We will value and develop our people, so that they are skilled and motivated, and always professional in the way that they work. We will recognise success, innovation and a commitment to providing exceptional customer service.

Planning: To consider the health and safety requirements when planning the direction and work the council needs to undertake in order to provide services

A key component of business planning is the requirement to identify the business risks and mitigating controls. The principal is the same for health and safety. As service delivery plans are drawn up year on year the expectation is to provide a risk register for the business. A register for health and safety risk and mitigating controls will be drawn up. Once risks have been identified the management system for them will be planned.

Organising: To ensure the arrangements and resources are in place to effectively control health and safety

Elements of effective organisation include communication, control and competence. Communication is to be provided via meetings of different levels, control is to be provided via the management structure, competence is to be provided from initial selection, appraisal and training.

Monitoring: To ensure effective monitoring arrangements are in place and systems to report and record progress

Monitoring will take many forms, inspection, test, audit and general observation. This will be carried out by numerous officers at different times. The key aspect of the monitoring is the recording, reporting and acting on information gained to rectify issues.

Reviewing: To ensure effective arrangements are in place for health and safety performance.

The review will take into consideration the whole function cycle of the service, planning, organising and monitoring. The review process should include comparing performance data with expected standards to establish any shortfalls and consider methods of addressing.

Principle 3 Culture

Achieving

We are results and outcome orientated and strive to improve our performance in the important areas of our work

By following the first two principles, forward looking culture will be instilled in the Authority to consider what can go wrong and what harm can come from it. This considered approach should avoid or control the risks to the Authority, its employees, customers and public in general before they can be realised.

In order to ensure there is a good health and safety culture all employees must take responsibility for their actions. The Corporate Responsibilities Document outlines the expected responsibilities at all levels. All employees should be aware of these responsibilities and accept them as part of their job role.

Within the Transformation Programme key components to building the foundations for the Plan identify the development of a high performing culture for Ynys Mon. The development of the culture of high performance should enable staff at all levels not to accept poor standards of Health and Safety.

Current strategic Challenges

The Health and Safety Strategy provides principles to enable improvement with regard to Health and Safety standards. Whilst developing work streams from these principles consideration must be given to the challenges and restraints the Council faces. These challenges and restraints will create additional issues to be considered. These challenges are similar to those expected with regard to the Transformation Plan.

- Financial climate and the efficiency strategy
- Modernising Children's Services
- Modernising Adult Social Care
- Leisure Services Review
- Enterprise Island
- Welfare Reform
- Positioning the council regionally and nationally

In addition to these challenges consideration will be given to the effects of change. These would include possible loss of technical, local and historical knowledge within departments. The possible increase in pressure of work must be considered during any period of change.

Leadership	
	Transformation plan – identify aims/goals of plan and what is required for HS compliance – actions/projects required to achieve compliance develop into part of a Corporate Health and Safety Plan
	Day to day function - assessment of the standards of Health and Safety for the day to day function of the council to identify possible deficiencies (reported on in Service meetings and monitored by Heads of Service) – actions/projects required to achieve compliance with Health and Safety legislation to be developed into part of a Corporate Health and Safety Plan
	Health and Safety Plan developed from above points – allocation of topics/actions to specific senior management to ensure delivery and monitor – becomes the Health and Safety Steering group to ensure delivery/monitor (quarterly meetings to consider progress and report – [independent monitoring HS Team])
Process	
	<p>Planning Transformation plan – identifying how the council will function, what arrangements and resources are required Service delivery plans – identifying how services will be delivered, what arrangements and resources are required Policy and procedures for topics and methods of work</p>
	<p>Organising Communication – Transformation plan / Service plans/Policies and Procedures communicated at all levels to ensure effective operation of the systems Control – approval of Service Plans prior to implementation and managers taking full responsibility for controlling factors to oversee delivery of plans Competence – initial selection process for individual posts considering competence required followed by annual appraisal and training for employees / contractor selection process identifying competence and capacity for contract work (includes review of previous contracts)</p>
	<p>Monitoring – line management monitoring progress/HS inspection/performance reviews/audit inspections/maintenance reports/insurance inspection/contract management /progress meetings/incident investigation/health surveillance/sickness absence</p>
	<p>Review – performance review , audit reports, scrutiny reports all to provide feedback to SLT and Committee to consider and compare results to expected outcome from planning stage this identifies future improvement required. This enables a return to stage one of Planning to address short fall and develop actions for future Health and Safety Plans</p>
Culture	
	<p>Leadership to communicate the message of performance and the avoidance of loss demonstrates the councils desire to improve. Forward planning during the operational process of the council indicates the considered approach, provision of adequate resources and monitoring and review are the actions to achieve improvement. Staff observing the Leadership and actions in the Process will receive the message of accountability and desire to improve.</p>
	<p>The Corporate responsibility document (appendix) provides direction to all staff of their responsibilities with regard to Health and Safety. For all members of staff these are ensuring to take care of themselves, consider others and report issues of concern.</p>

Appendix to Strategy

Corporate Responsibilities Document

Corporate Health & Safety Policy Responsibilities

This document should be read in conjunction with Section 3 of the Health and Safety Policy General Statement.

The Council

1. Shall provide an effective Corporate Policy for Health and Safety and provide effective arrangements to ensure safe working environments and practises
2. Shall ensure, so far as is reasonably practicable, that sufficient resources are available to satisfy health, safety and welfare requirements, including sufficient health and safety support.
3. Shall periodically appraise the effectiveness of the corporate policy and ensure necessary amendments are incorporated into revised policies.
4. Shall ensure there are effective decision making processes at elected member level to demonstrate an unequivocal commitment to effective health, safety and welfare arrangements within the organisation.
5. Shall attend training / briefing sessions provided to ensure that elected members have a clear understanding of their responsibilities within the County Council's overall health, safety and welfare arrangements.

The Executive

1. Shall, through direct decision making and / or delegation to portfolio holders and officers, give practical effect to health, safety and welfare responsibility of the County Council as a corporate body.
2. Shall, in consultation with the County Council's Strategic Leadership Team agree targets for year on year or longer term improvements in health, safety and welfare performance at corporate level within the organisation.

The Portfolio Holder Planning and Environment / Performance Transformation; Corporate Plan and Human Resources

1. Shall Take direct interest in and support the County Council's Chief Executive Officer and Corporate Directors in fulfilling their roles and responsibilities within the County Council's overall health, safety and welfare arrangements.
2. Shall, as chair of the Performance Management Panel, be responsible for the effective, regular monitoring of the management of health, safety and welfare within the organisation.

Service Portfolio Holders

1. Shall develop a reasonable appreciation of health and safety policies relevant to the services and activities for which they hold portfolio responsibilities.
2. Shall ensure appropriate time is given, during meetings with directors and managers, to discuss and appraise health, safety and welfare performance within their service areas.
3. Shall support the actions of the head of service and other service managers to implement and maintain programmes for the improvement of health, safety and welfare.
4. Shall attend any formal joint health and safety meeting where an issue relevant to their portfolio responsibility is being considered.

The Chief Executive Officer

1. Shall have overall responsibility to the County Council for the effective development and implementation of Health, Safety and Welfare strategies, policies, programmes and arrangements within the organisation
2. Shall ensure that responsibilities for the effective management of health, safety and welfare at work are properly assigned and accepted at all levels with sufficient resources available to ensure compliance with relevant legislative requirements.
3. Bring to the notice of the County Council recommendations for additional resources where these are deemed necessary for purposes of legislative compliance.
4. At Strategic Leadership Team level, be responsible for the effective and regular monitoring – at directorate level - of the management of health, safety and welfare and shall support the portfolio holder Personnel, Policy and Performance in ensuring effective monitoring at corporate level.
5. Shall have an awareness of health and safety issues within his directorate and attend training / briefing sessions relevant to his role and responsibilities.
6. Shall provide managerial leadership and support to services located within his own directorate and oversee the monitoring of health, safety and welfare performance across the directorate.

The Corporate Director Sustainable Development

1. Shall be responsible for the provision of an effective central health, safety and welfare advisory service within the County Council with appropriate resources.
2. Shall ensure that the County Council's corporate policy is understood at all levels and across the organisation.
3. Shall ensure effective processes are in place for the provision of information and training on all health, safety and welfare policies, strategies, programmes and processes to all employees, volunteer and casual workers and elected members.
4. Shall fulfil the role of Health and Safety Champion within the County Council and shall –
 - a. Take a direct interest in health and safety initiatives and actively promote and support them within the County Council.
 - b. Actively encourage and support all in discharging their responsibilities with respect to the effective management of health and safety and the implementation of legislative requirements.
5. Shall support the overview, monitoring and review of general safety performance, strategies, policies, processes etc. with a view to initiating reviews to gain improvement.
6. Shall ensure that arrangements are in place to involve work force safety representatives and recognised trade unions in health and safety committees.
7. Shall ensure an effective link is maintained with external organisations active in the field of health and safety and welfare incl. the Health and Safety Executive
8. Shall undertake health and safety responsibilities as a Corporate Director for those activities within his remit.

Corporate Directors

1. Shall be responsible for all aspects of Health and Safety within the control of their directorate
2. Shall ensure a suitable and sufficient Health and Safety Management system is implemented and monitored within their directorates.
3. Shall ensure sufficient resources are identified and provided to enable work activities to be carry out in a safe manner and in compliance with legal requirements
4. Shall integrate Health and Safety into Business Delivery Plans for the directorate to enable the development of suitable and sufficient Health and Safety Plans to be developed to provide constant improvement in standards

Head of Service

1. Shall be responsible for all aspects of Health and Safety within the control of their Service
2. Shall ensure a suitable and sufficient Health and Safety Management system is implemented and monitored within their Service.
3. Shall ensure sufficient resources are identified and provided to enable work activities to be carry out in a safe manner and in compliance with legal requirements
4. Shall integrate Health and Safety into Service Delivery Business Plans for their Service to enable the development of suitable and sufficient Health and Safety Plans to be developed to provide constant improvement in standards

Service and Other Managers

1. Shall be responsible for all aspects of Health and Safety within the control of their work area
2. Shall ensure a suitable and sufficient Health and Safety Management system is implemented and monitored within their work area.
3. Shall ensure sufficient resources are identified and provided to enable work activities to be carry out in a safe manner and in compliance with legal requirements
4. Shall assist the Head of Service to integrate Health and Safety into Service Delivery Plans for the relevant Service to enable the development of suitable and sufficient Health and Safety Plans to be developed to provide constant improvement in standards

All Individual Employees (including temporary, casual and volunteer workers)

1. Shall take reasonable care of their own health, safety and welfare and for the safety of others who may be affected by their work

2. Shall assist line managers with Health and Safety by observing policies, procedures, safe systems of work and site rules where required
3. Shall use all safety equipment as required in the manner it is required to be used and must not interfering with or misuse anything provided in the interests of health, safety and/or welfare.
4. Shall immediately inform their supervisor or manager when an accident occurs or if there is a dangerous occurrence.
5. Shall, as soon as is reasonably practicable, report to their supervisor or manager any potential health or safety hazards identified in the course of the work.
6. Shall participate fully in any health and safety or welfare training activity which their departmental management consider essential to their duties and responsibilities.

The Corporate Health and Safety Team

1. Shall promote and assist with the maintenance of health, safety and welfare within the organisation
2. Provide a health and safety advisory service to all staff
3. Assist SLT, HoS and managers to develop and maintain a comprehensive health and safety management system at service level and for the whole organisation
4. Assist with the development of health and safety action plans within the organisation and monitor progress of the plans
5. Liaise with HR Services on matters relating to employee health
6. Ensure effective accident and incident investigation and where required report such events to the HSE (as required by RIDDOR)
7. Liaise with the enforcing authorities on matters relating to health and safety
8. Facilitate Health and Safety meetings including Health and Safety Liaison Group meetings and Health and Safety Steering Group meetings

The Head of Professional Services

1. Shall ensure at recruitment stage that the person specification includes the relevant qualification and competence to satisfy legal requirement and health and safety needs
2. Shall ensure an effective support and advisory service is in place to assist departmental managers with all aspects of case management of sickness absence and industrial injury
3. Shall ensure a confidential counselling service for individual cases of stress and similar conditions
4. Shall ensure health and safety information and guidance is included in all induction processes.
5. Shall liaise with the Corporate Health and Safety Team to provide effective health and safety training at all levels
6. Shall provide a central co-ordination of activities and programmes to fulfil the corporate health strategy.

All Other Person on Council Premises

1. Shall observe the County Council's health and safety rules and any instruction given by officers - including those receiving visitors or those with whom there is a specific appointment / meeting.

Hirers of Council Premises (incl. schools)

1. Shall conduct them self and carry out their activities in such a manner that all health, safety and welfare requirements are met at all times.
2. Shall identify one competent individual who will be in overall charge for the hire period and who will be expected to liaise with the relevant council officer(s) on health and safety matters.
3. Shall comply with all health, safety and welfare guidance / instructions provided by the Council's officers.
4. Shall not, without the prior permission of an officer of the County Council, alter or adjust any fixed installation, nor remove or interfere with safety, fire or first aid notices or equipment.

Contractors & Sub-Contractors

N.B. Where work is undertaken on behalf of the County Council by a contractor, that work will be supervised by officers of the authority to ensure both that the work undertaken is in accordance with specification and that the authority's employees and / or members of the public are not endangered by the contractor's work.

Please see a separate guidance for staff supervising contractors

1. Tender documentation shall include reference to the contractor's duties and responsibilities in relation to health and safety at work and stipulate that all works are to be carried out to a safety standard compatible with that required by legislation.
2. The County Council shall bring to the attention of the contractor, details of any known or foreseeable hazards which may be encountered in the course of work.

Staff Responsible for Purchasing/Procurement

1. Shall reasonably ensure all goods, substances, equipment etc. purchased for use within the County Council or by its agents, are so manufactured, designed and constructed as to be safe and without risks to health when properly used and provided with relevant safety information.
2. Shall ensure that any modifications to basic equipment specified to improve performance must be considered beforehand in consultation with the relevant Health and Safety Advisor.

N.B. In any case where the procurement is of a contract for service by a third party, staff responsible for purchasing / procurement shall familiarise themselves with the requirements of staff supervising contractors insofar as they apply to procurement and to any published guidelines for contractors.

Staff Supervising Contractors

1. Familiarise themselves with the Council's policies in relation to contractors / sub-contractors.
2. Shall ensure that the successful contractor works to the arrangements of an effective health and safety policy and there is an effective safety organisation in place with a nominated senior executive with overall responsibility for health, safety and welfare matters.
3. Shall bring to the contractor's attention, information on known / foreseeable hazards which the contractor could potentially encounter in the course of his work.
4. Shall familiarise themselves with all safety legislation, codes of practice etc. in relation to the work to be undertaken by the contractor.

5. Shall in the event of any health, safety or welfare problem arising in the course of the contract work, liaise immediately with the relevant health and safety officer to attempt to rectify the problem with the contractor.

6. In the event of continual problems in relation to compliance with health, safety and welfare requirements by the contractor, shall inform senior management so that consideration may be given to further action (which could include the termination of the contract arrangement)

Trade Unions (including Education)

Although there is no specific responsibility on Trade Unions under existing legislation, as a representative or organised "group" of individual employees, they are required - as a logical extension of section 7(b) of the Health and Safety at Work ETC. Act - to co-operate with the employer so far as necessary to enable statutory requirements to be complied with.

Furthermore, the Human Resource policy framework which operates within the County Council recognises certain Trade Unions and is based on the principal, wherever practicable, of joint working to achieve aims and objectives and joint agreement on many policies and processes.

Departmental Health and Safety Co-ordinators

1. Shall take a direct interest in health, safety and welfare initiatives and actively promote and support them within their respective directorates.

2. Shall act as representative of their directorate on the Corporate group.

3. Shall ensure that their Directorate Management Team is appraised of the latest developments in health and safety and informed of discussions and actions agreed by the Corporate group.

4. Shall assist the Corporate Director in bringing Council policies and procedures to the attention of all employees.

5. Shall seek to encourage an effective link between their respective directorates and the Council's corporate health and safety advisory service.

The Corporate Director Lifelong Learning (with specific reference to schools)

1. Shall ensure that all health, safety and welfare policies, guidance, instructions and advice issued corporately by, or on behalf of the County Council, are brought to the attention of the Governing body and head teacher of all schools within the County Council's jurisdiction, together with any DFE, ESAC or HSE guidance etc. concerning health, safety and welfare in school establishments and activities.
2. Shall maintain an overview to ensure, so far as is reasonably practicable that schools are complying with the general County Council policy framework for health, safety and welfare matters wherever relevant.
3. Shall arrange occasional audits for the management of health, safety and welfare within schools.

Governing Bodies

These responsibilities are set in the context that ultimately the responsibility for health, safety and welfare at work rests with the County Council as the employer.

1. Shall have overall responsibility for ensuring that the school has an effective policy and arrangements for the health, safety and welfare of it's staff, pupils, parents and others on school premises involved in school activities outside the school premises.
2. Shall, in consultation with the Head Teacher, agree targets for the year on year improvement in health, safety and welfare performance within the school.
3. Shall reasonably ensure sufficient resources are made available to satisfy health, safety and welfare requirements within the school within the delegated budget.
4. Shall periodically monitor the effectiveness of health, safety and welfare management within the school and appraise the effectiveness of the health and safety policy, ensuring that any necessary amendments are incorporated within the policy.
5. Shall attend training / briefing sessions provided to ensure that the governing body have a clear understanding of their role and responsibilities as regards health, safety and welfare at work.

Head Teachers

1. Shall have overall responsibility to their governing body for the effective development and implementation of health, safety and welfare policies and programmes for their school and for the establishment of effective health and safety arrangements within the school.
2. Shall ensure that responsibilities for the effective management of health, safety and welfare at work are properly assigned and accepted at all levels.
3. Shall ensure that all the necessary health and safety training for schools is planned and provided.
4. Shall, where necessary, bring to the notice of the governing body, recommendations for additional resources where these are deemed necessary for purposes of legislative compliance and also any significant problems encountered in implementing health and safety policies.
5. Shall take out a direct interest in health and safety programmes within the school and publicly and actively support staff involved in carrying them out.
6. Shall ensure that all staff, pupils, parents and other relevant individuals are made aware of the school's health, safety and welfare policy and of their roles and responsibilities as defined in that policy.
7. Shall be responsible for the effective and regular monitoring of the management of health, safety and welfare within individual departments and units of the school and for the preparation and presentation of monitoring reports to the governing body.
8. Shall seriously consider any representation about health, safety or welfare from any member of staff of the school and shall consult with workplace safety representatives on health, safety and welfare issues as appropriate.
9. Shall attend training / briefing sessions relevant to their roles and responsibilities.
10. Shall ensure, so far as is reasonably practicable that no member of the public or others attending at school premises are exposed to health and safety risks by the activities of the school.

Heads of Department in Schools

1. Shall have direct responsibility for the effective management of health safety and welfare within their school department.
2. Shall familiarise themselves with the schools health, safety and welfare policies and codes of practice and all County Council corporate policies which are of relevance.
3. Shall ensure that all members of teaching staff and other support staff are adequately trained and in particular that any new, temporary or volunteer workers are instructed in their duties with due cognisance to the requirements of safety legislation.
4. Shall attend training / briefing sessions relevant to their role and responsibilities.
5. Shall ensure that all defects, accidents, dangerous occurrences and hazards are promptly reported and dealt with.
6. Shall ensure good housekeeping is maintained in the department at all times
7. Shall ensure that risk assessments have been undertaken for all activities and jobs within the department, actions arising from those risk assessments are addressed promptly, findings from those risk assessments communicated to the relevant individuals and that those risk assessments are reviewed and revised as often as is appropriate in each case.
8. Shall provide information on their department's health, safety and welfare performance to the head teacher to the frequency and in the format specified by the head teacher.
9. Shall seriously consider any representation about health, safety and welfare from any member of the department's staff.
10. Shall liaise with any workplace safety representative as necessary.
11. Shall from time to time undertake health and safety audits within their departments.

Teachers, Teaching Support & Administrative Staff

1. Shall take responsible care of their own health, safety and welfare and for the health, safety and welfare of others who may be affected by their acts or omissions in the same manner as all individual employees (as stated previously in this document)
2. Shall reasonably ensure that pupils and teaching support staff also wear and/or use the relevant safety equipment whenever appropriate.
3. Shall reasonably ensure the classroom / teaching / activity / work area is safe prior to the commencement of lessons / activity / work.
4. Shall participate fully in any health and safety or welfare training activity which their head of department consider essential to their duties and responsibilities.

APPENDIX

2 Accident / Incident Data

Accident / Incident Data

Presented below are the figures for all accidents/incidents across the whole Authority. This includes employees, pupils, service users, members of public and damage or loss incidents for facilities and equipment.

All accident / incidents (including members of the public)					
Year	2013/14				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	188	168	346	301	1003
Serious	76	56	41	44	217
RIDDOR	5	5	3	5	18
Total	269	229	390	350	1238
Comparison with previous years					
All accident / incidents (including members of the public)					
Year	2012/13				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	301	248	349	270	1168
Serious	51	38	47	59	195
RIDDOR	10	7	20	7	44
Total	362	293	416	336	1407
Year	2011/12				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	153	195	245	355	948
Serious	41	39	42	48	170
RIDDOR	3	16	21	21	61
Total	197	250	308	424	1179
Year	2010/11				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	307	264	278	328	1177
Serious	24	25	18	24	91
RIDDOR	8	22	28	32	90
Total	339	311	324	384	1358

Presented below are the figures for all accidents/incidents across the whole Authority. This includes employees only figures/

Employee only accident / incidents					
Year	2013 /14				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	57	43	65	71	236
Serious	17	23	16	11	67
RIDDOR	2	4	0	3	9
Total	76	70	81	85	312
Comparison with previous years					
Employee only accident / incidents					
Year	2012/13				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	59	95	76	64	294
Serious	15	5	10	20	50
RIDDOR	5	2	5	5	17
Total	79	102	91	89	361
Year	2011/12				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	49	62	71	58	240
Serious	11	5	15	9	40
RIDDOR	0	5	4	3	12
Total	60	72	90	70	292
Year	2010/11				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Year End
Minor	134	75	68	70	347
Serious	4	6	4	8	22
RIDDOR	2	3	2	13	20
Total	140	84	74	91	389

Information by Directorate

All accident/incidents				
Directorate 2013/14				
	Chief Exec & Finance	Community	Lifelong Learning	Sustainable Development
Minor	14	409	320	122
Serious	2	70	96	19
RIDDOR	0	7	5	6
Total	16	487	421	147
Accidents / incidents (employee only)				
Directorate 2013/14				
	Chief Exec & Finance	Community	Lifelong Learning	Sustainable Development
Minor	12	79	69	48
Serious	2	11	40	3
RIDDOR	0	3	1	5
Total	14	93	110	56