

Corporate Health and Safety Strategy 2018 - 2022

Introduction

This strategy defines and co-ordinates the Council's approach to the management of health and safety.

This strategy sets the aim and objectives for managing health and safety in the Council for the next 4 years. This includes how the Council will set out to realise the strategy as well as how health and safety performance will be measured.

The standards contained in this strategy meet statutory responsibilities and good management practices that should serve to stimulate improvements in service delivery as well as health and safety performance.

This strategy does not address wellbeing specifically as the Council already has a Workforce Health and Wellbeing Strategy.

The Staffing and Remuneration Committee and the Corporate Committee have approved this strategy for adoption throughout the Council.

The London Borough of Haringey is committed to ensuring the health and safety of employees and other persons who may be affected by its activities. The Corporate Board fully commends this Health and Safety Strategy as the Council's approach to the management of Health & Safety.

The Chief Executive accepts overall responsibility for ensuring this strategy is implemented throughout the Council.

Zina Etheridge, Chief Executive

Signed:

Date:

Directors and Assistant Directors accept responsibility for implementing the strategy within their Business Areas and collectively as the Corporate Board to ensure its corporate implementation and success.

Corporate Board Chair:

Signed:

Date:

What we want to achieve

The aims of this strategy are to:

1. Maintain and develop the Health and Safety Management System to improve control of risks and ensure continuous improvement in health and safety standards and performance.
2. Support service areas and managers to comply with health and safety legislation and to target health and safety improvements in higher risk areas.
3. Reduce accidents, injuries and ill-health at work.
4. Provide the framework for setting and reviewing occupational health and safety performance.
5. To undertake a range of activities to improve the health and safety culture of the Council.
6. Encourage an increase in workforce competence to facilitate the promotion of sensible and proportionate risk management and to reinforce worker involvement and consultation in all health and safety matters.

How we will achieve it

Aim 1 To maintain and develop the Health and Safety Management System to improve control of risks and ensure continuous improvement in health and safety standards and performance.

We will achieve this by:

- Providing a corporate health and safety policy that describes the Council's Health and Safety Management System which will be published on the Council's Intranet and Website.
- Producing written management procedures and publish them on the Council's Intranet.
- Regularly reviewing and revising all corporate documentation.
- Measuring and reviewing health and safety performance to ensure standards are being improved.

Aim 2 To support service areas and managers to comply with health and safety legislation and to target health and safety improvements in higher risk areas.

We will achieve this by:

- Ensuring service areas have access to a competent Health and Safety Adviser who will work with and advise managers and staff on how to improve health and safety management.
- Identifying higher risk services and areas and ensuring that appropriate and proportionate resource is identified to address these significant risks.
- Providing managers with appropriate health and safety training to enable them to manage the risks within their own work areas.

Aim 3 To reduce accidents, injuries and ill-health at work

We will achieve this by:

- Providing an online incident reporting system to enable easy recording of all incidents, including near misses.
- Investigating incidents to determine any underlying occupational health and safety deficiencies and identify the corrective action and opportunities to prevent a recurrence.
- Reporting all notifiable incidents to the Health and Safety Executive.
- Carry out an annual analysis of accident/incident and absence data to determine statistical trends and use the results to target areas for improvement.

Aim 4 To provide the framework for setting and reviewing occupational health and safety performance.

We will achieve this by:

- Identifying health and safety performance indicators that can be used to measure performance across the whole authority.
- Reviewing progress against performance indicators at the Corporate Health, Safety and Wellbeing Board, including identifying areas requiring further action.
- Carrying out health and safety audits across the Council to ensure that health and safety standards are being maintained and identify areas for improvement.
- Producing an annual health and safety performance report to enable the Corporate Board and Cabinet to review the suitability, adequacy and effectiveness of the Council's occupational health and safety system.

Aim 5 To undertake a range of activities to improve the health and safety culture of the Council.

We will achieve this by:

- Having visible senior management commitment and involvement in managing health and safety.
- Tackling poor health and safety performance promptly and proportionately.
- Running promotional campaigns and events to raise awareness and understanding of health and safety.

Aim 6 To encourage an increase in workforce competence to facilitate the promotion of sensible and proportionate risk management and to reinforce worker involvement and consultation in all health and safety matters.

We will achieve this by:

- Providing pragmatic and sensible health and safety advice to managers and staff.
- Appropriately consulting with staff to obtain their views of how health and safety is managed and where workplace practices may be changing e.g. flexible and smart working arrangements.
- Establishing mechanisms for staff to raise suggestions to improve health, safety and wellbeing.
- Periodically ask staff their views on how the Council is managing health, safety and wellbeing.
- Providing staff with appropriate health and safety training to enable them to carry out their work safely.

How we will measure the success of this strategy

The following performance indicators have been set to ensure that the aims of this strategy are achieved by 2022 and that progress towards these aims can be monitored.

Indicator	Measure
Indicator 1:	Audit all teams/service areas on a 3 year cycle, identifying areas of improvement and providing team/service managers with an action plan to rectify them.
Indicator 2:	All teams/service areas have suitable and sufficient risk assessments.
	Using the average performance statistics for (2015 to 2018) as a baseline indicator to achieve a 10% reduction averaged over 3 years (2018 to 2021) against the following incident numbers:
Indicator 3:	The total number of staff injury accidents
Indicator 4:	The number of 'Major' and '7 day' accidents
Indicator 5:	The number of assaults leading to physical injury
Indicator 6:	The number of staff incidents leading to musculo-skeletal disorders
Indicator 7:	The number days lost due to stress related symptoms
Indicator 8:	The number of days lost due to sickness

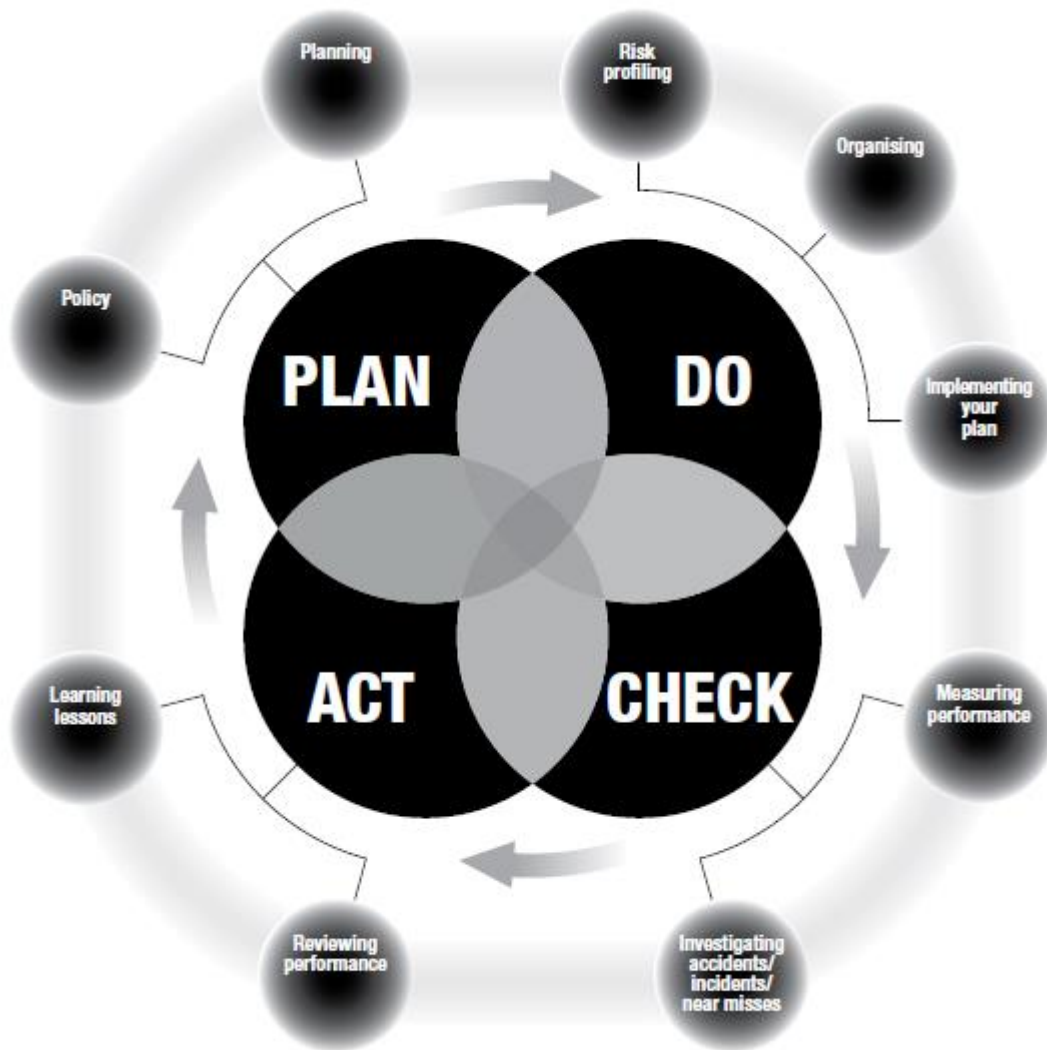
Indicator 1	Audit all teams/service areas on a 3 year cycle, identifying areas of improvement and providing team/service managers with an action plan to rectify them.	
Milestone	Who	By when
Undertake internal audits of 1/3 of all team/service areas yearly to identify and remedy any potential non-compliance issues. All maintained schools are audited yearly. During 2021/2022 there will be a focus on partner organisations/contractors and on those underperforming teams/service areas.	Corporate H&S Team	March 2019 March 2020 March 2021 March 2022
To train Health and Safety Advisers as Internal Auditors ISO 45001	Deputy Head of Safety – Health and Safety	March 2019
To formally review the management system annually to identify and areas for improvement	Corporate H&S Team	March 2019 March 2020 March 2021 March 2022

Indicator 2 All teams/service areas have suitable and sufficient risk assessments.		
Milestone	Who	By when
All teams/service areas create a risk register identifying all their risk assessments, including who is responsible for completing them.	Service Managers	March 2019
Monitor risk registers returns and report back to the Corporate Health, Safety and Wellbeing Board on a quarterly basis on compliance.	Service Managers	January 2019 and quarterly thereafter
All teams/service areas to achieve at least 'Appropriate Management System' (66%) compliance rate for all risk assessments during the audit process.	Service Managers	March 2021
Provide support and advice, including training, to support managers and other staff to complete risk assessments.	Corporate H&S Team	Ongoing

Using the average performance statistics for (2015 to 2018) as a baseline indicator to achieve a 10% reduction averaged over 3 years (2018 to 2021) against the following incident numbers:		
Indicator 3:	The total number of staff injury accidents	
Indicator 4:	The number of 'Major' and '7 day' accidents (RIDDOR)	
Indicator 5:	The number of assaults leading to physical injury	
Indicator 6:	The number of staff incidents leading to musculo-skeletal disorders	
Indicator 7:	The number days lost due to stress related symptoms	
Indicator 8:	The number of days lost due to sickness	
Milestone	Who	When
Establish baseline incident number to use for monitoring	Corporate H&S Team	January 2019
Ensure an online incident reporting system is implemented and meets the needs of the Council	Corporate H&S Team	July 2019
Monitor incidents and report to the Corporate Health, Safety and Wellbeing Board on a quarterly basis, identifying any particular trends or significant issues, and providing advice on appropriate remedial actions	Corporate H&S Team	January 2019 and quarterly thereafter
Identifying significant trends across the Council that need addressing and implementing specific remedial projects as required	Corporate H&S Team	Ongoing
Actively promote near miss reporting to increase reporting rates and use the data to help reduce overall incident numbers	Corporate H&S Team	Ongoing

Corporate Health and Safety Management System

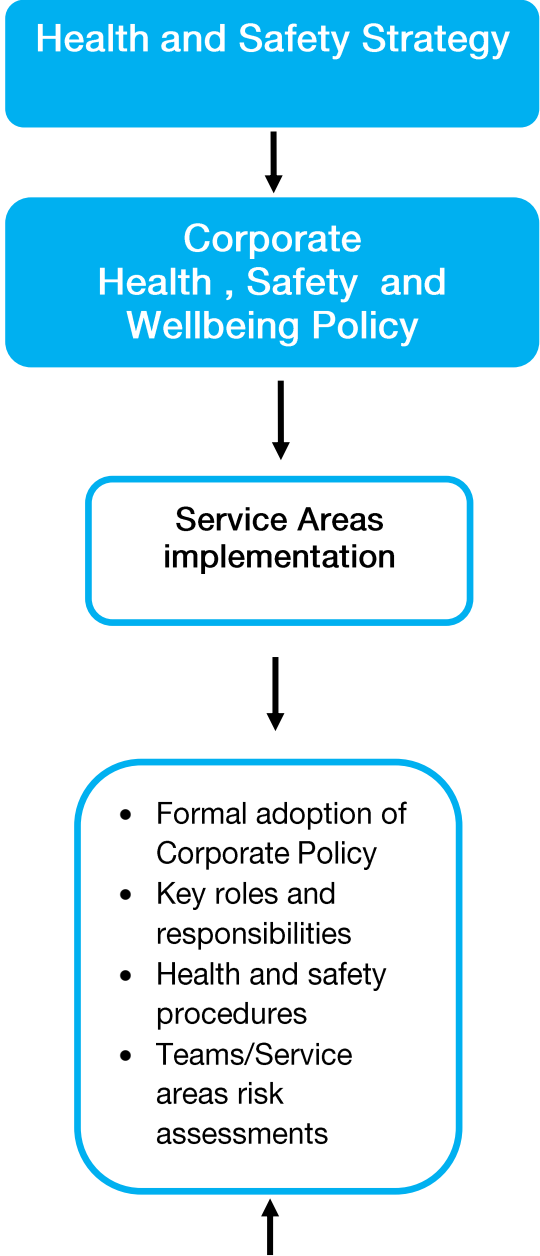
The management system is based on *Managing for health and safety (HSG65)* and is designed to control and continually improve the management of health and safety at both a corporate and business area level. The continuous improvement cycle is represented by the following model:



This strategy provides the overarching framework for managing health and safety and sets the key aims and objectives for the next four years. Other key elements of the management system are the Corporate Health and Safety Policy, which provides the operational detail of the Council's health and safety management system and key roles and responsibilities within the authority. A diagram showing this framework is included below.

Reviewing this strategy

This strategy will be reviewed on an annual basis or sooner following significant change to ensure that it remains fit for purpose. Any amendments to the strategy will be formally decided on by the Chief Executive in consultation with the Corporate Health, Safety and Wellbeing Board and the Corporate Board.



Feedback on implementation of Health and Safety Policy / Procedures / Guidance