

Health and Safety Strategy 2018 - 2022



Doncaster
Council

The journey so far

Health and safety has changed and progressed dramatically over the years, with continual improvement being key nationally, ensuring workplaces are safe and that everyone has the right to go home safe and well from their job.

Doncaster Council has a robust health and safety management system, which has developed and been modernised over time. The continual approach to improvement and modernisation has ensured that health and safety is always a key strategy for Doncaster Council. This has embedded a positive health and safety culture across all council directorates, with all employees and management; with clear direction and accountability at all levels.

Doncaster Council has made many achievements including the implementation of comprehensive health and safety training programmes, delivery of health and safety Services to over two thirds of Doncaster schools, and a 17% reduction in accidents. Also, the implementation of a software solution providing an easily accessible way to report, manage and track health, safety and compliance across the organisation whilst helping to reinforce a positive and inclusive safety culture.

There have been many achievements but there is more to do. This strategy outlines those ambitions, identifying the key elements to improve health and safety in all areas and assist in the delivery of; 'Doncaster Growing Together'. Doncaster Council will continue to strive to be a beacon of good health and safety practice to not only its employees, but the public, other local authorities and business partners.



Introduction

This strategy defines and coordinates the council's approach to managing health, safety and well-being. It has been developed to support the council's aims and objectives as laid out in the Doncaster Growing Together document.

It sets out the aims and objectives of the council and includes how the council will go about doing this work and how health and safety performance will be measured. These aims and objectives have been designed to support both the Health and Safety Executive's strategy and the Local Government Association's Health and Safety Strategy Framework.

It will promote broader ownership of health and safety by encouraging employees and services to act together and not work in isolation. It will encourage employees and managers to manage risk well and look to simplify risk management helping council services and businesses grow.

The strategy supports the strategic and operational management of the council and looks to go beyond the traditional health and safety role of preventing harm. It commits the council to continually improve the health and safety of its employees, customers, subcontractors and other interested parties. It is not just about achieving compliance but will assist in realising efficient, proactive and pragmatic ways of delivering health and safety. Delivering a safe and healthy environment for staff and customers and empowering a robust health and safety culture across the council.

The strategy looks to keep pace with change by identifying nationally recognised standards in health and safety, attainment of which will embed effective methods of protecting stakeholders, partners, employees, customers, students and visitors from harm.

Throughout the process of implementing the strategy, successes and challenges will be shared with partners and experiences built upon to develop further achievements, and promote the benefits of a first class health and safety strategy and culture with stakeholders and businesses.

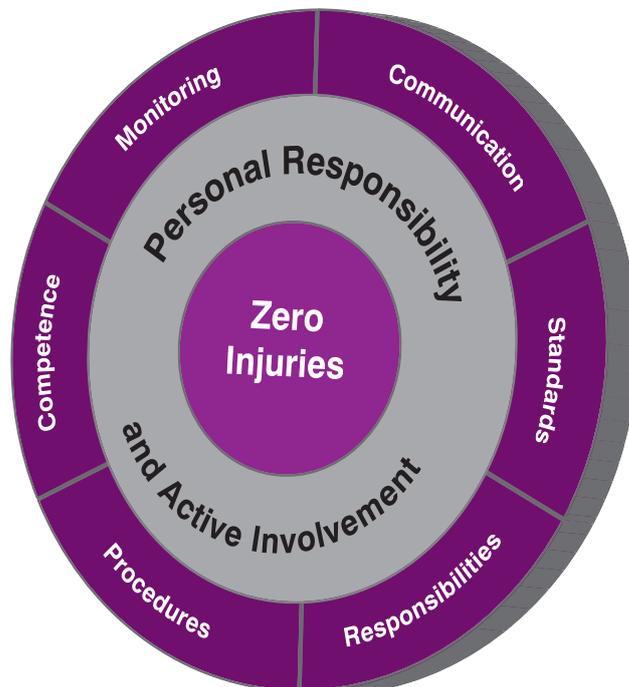
Doncaster Learning – Doncaster Council already delivers health and safety services to over two thirds of Doncaster schools, which has achieved a reduction in accidents. Doncaster Council will continue supporting schools in providing a safe environment to ensure we can prepare young people for fulfilling lives.

Doncaster Working – sharing health and safety successes, challenges and experiences with partners, stakeholders and SME's to promote the development of local economy and business growth.

Doncaster Caring – supporting our employees to ensure that they have the ability and safe systems in place to offer support to our most vulnerable residents, whether children, adults, disabled people, families, older people.

Doncaster Living – providing a first class health and safety strategy and management system that enables our employees to undertake their activities safely in the public domain, promoting the development of Doncaster as an attractive and secure place to live.

Doncaster Council is committed to ensuring the health, safety and well-being of its employees and other persons who may be affected by its activities. The Corporate Leadership Team endorses this health and safety strategy as the council's approach to the strategic management of health and safety.



The Cabinet recognises its responsibility to provide collective and individual health and safety leadership for the council.

Ros Jones, Mayor

Signed

The Chief Executive accepts overall responsibility to ensure this strategy is implemented throughout the council.

Jo Miller, Chief Executive

Signed

Directors accept responsibility for implementing the strategy within their directorates and collectively as the Corporate Leadership Team (CLT) to ensure its corporate implementation and success.

Peter Dale, Director of Regeneration and Environment

Signed

Damian Allen, Director of People

Signed

Rupert Suckling, Director of Public Health

Signed

Debbie Hogg, Director of Finance and Corporate Resources

Signed

The aims of this strategy are to:

1. Maintain and improve the management of health and safety to develop the control of risks and ensure continuous improvement in health and safety standards and performance.
2. Lead and support departments and managers to comply with health and safety legislation and to target health and safety improvements in higher risk areas.
3. Lead, guide and support achievement of the Government's targets in reducing accidents, injuries and ill-health at work.
4. Deliver the framework for setting and reviewing occupational health and safety performance.
5. To take the lead role and undertake a range of activities to embed a health and safety culture of the council.
6. Lead on the encouragement and increase in workforce competence to help promote sensible and proportionate risk management and to reinforce worker inclusion in all health and safety matters.

How we will achieve it

Aim 1

To maintain and improve the management of health and safety 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, published on the council's intranet website and in other formats. Deliver training to leaders and managers to ensure application and action
- Producing written management policies and procedures within a controlled health and safety management system, published on the council's intranet website and in other formats. Deliver training to leaders and managers to ensure application and action
- Regularly reviewing and revising all corporate documents ensuring changes and updates are shared at the first opportunity
- Measuring and reviewing health and safety performance to ensure standards are being maintained. Identify underperforming areas at directorate health and safety liaison meetings; implement initiatives for improvement along with reports to Director's meeting.



Aim 2

Support departments 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 each directorate has a single point of contact, to work with and advise managers and staff on how to improve health and safety performance
- Sharing target outcomes and improvement strategies along with monitoring accident reporting, trends and risk assessments
- Identifying higher risk areas and services to ensure that appropriate and proportionate resource is identified to address these significant risks
- Providing managers and staff with appropriate health and safety training to enable them to manage the risks within their own work areas.

Aim 3

Support achievement of the Government's targets in reducing accidents, injuries and ill-health at work.

We will achieve this by:

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

HIGH
SPEED
RAIL

The National College



Main Entrance

Parking

Service Yard

Goods Deliveries

HIGH
SPEED
RAIL

The National College





Aim 4

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 these performance indicators at the council's health and safety liaison groups and any health and safety operational management meetings, including identifying areas requiring further action
- Carrying out audits across the council and it's stakeholders to ensure that health and safety standards are being maintained and identifying areas for improvement
- Producing quarterly and annual performance reports to enable the Corporate Leadership Team and Cabinet to review the suitability, adequacy and effectiveness of the council's occupational health and safety management 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, regular training and briefing sessions and events to raise awareness and understanding of health and safety.

Aim 6

To encourage an increase in workforce competence helping promote sensible and proportionate risk management and to reinforce worker inclusion in all health and safety matters.

We will achieve this by:

- Providing robust, pragmatic and sensible health and safety advice to managers and staff
- Consulting staff about how health and safety is managed and changing workplace practices
- Establishing mechanisms for staff to raise suggestions to improve health, safety and well-being
- Canvassing staff views on how the council is managing health, safety and well-being.



2019

- Actively promote the health and safety management system across all council directorates
- Implement and monitor the use of the health and safety training flowchart
- Modernise the mechanisms for staff, unions and members to raise suggestions to improve health and safety i.e. consultation within directorate health and safety committee meetings and Directors meetings.
- Business partner initiative/single point of contact promoted to all council directorates.
- Ensure appropriate and adequate membership and representation at directorate health and safety committee meetings and Directors meetings.

2020

- Business partner/single point of contact to assist managers in risk profiling of services
- Implement IOSH accredited Risk Assessment and Accident Investigation training
- Establish baseline incident rates to use for monitoring; including benchmarking
- Ensure online incident reporting system meets the needs of the council
- Review monitoring of incident rates and report to directorate leadership teams on a quarterly basis, identifying any particular trends or significant issues, and providing advice on appropriate remedial actions.

2021

- Actively promote near miss reporting to increase reporting rates and use the data to help reduce overall incident rates
- Run and attending promotional campaigns, events and attend regional health and safety meetings
- Undertake audits to meet ISO 45001 within departments to identify and remedy potential non-compliance issues in council activities, in-line with risk assessed auditing cycles/ develop an audit programme for all council activities
- Health and safety for managers training courses to be attended by all people managers
- Review health and safety management system to ensure alignment with current national standards and best practice.

2022

- Formally review the management system to identify areas for improvement
- Establish a management and audit system that is aligned with ISO 45001
- Produce an annual benchmarking health and safety report
- Develop a health and safety strategic training model/framework for the council
- Champion visible senior management commitment and involvement in managing and promoting health and safety; such as health and safety tours, feedback on director's quarterly (or sooner) health and safety update, attending directorate health and safety meetings.

