



## Health and Safety Progress Update

**Report to:** Resources Committee  
**Date:** 18 September 2015  
**Report by:** Janice Gibson, Head of Organisational Development  
**Report No:** RC-26-2015  
**Agenda Item:** 8

### **PURPOSE OF REPORT**

To advise of the progress achieved against the Health and Safety action plan and arrangements.

### **RECOMMENDATIONS**

That the Resources Committee:

1. Note the progress outlined in this report.

Version: 2.0	Status: <i>Amended 24.9.15</i>	Date: 25/09/2015
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**Version Control and Consultation Recording Form**

Version	Consultation	Manager	Brief Description of Changes	Date
	Senior Management			
	Legal Services			
	Resources Directorate			
	Committee Consultation (where appropriate)			
	Partnership Forum Consultation (where appropriate)			
<b>Equality Impact Assessment</b>				
To be completed when submitting a new or updated policy (guidance, practice or procedure) for approval.				
Policy Title:				
Date of Initial Assessment:				
EIA Carried Out			YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, please attach the accompanying EIA and briefly outline the equality and diversity implications of this policy.				
If no, you are confirming that this policy will have no negative impact on people with a protected characteristic and a full Equality Impact Assessment is not required.			Name: Position:	
Authorised by Director	Name: Gordon Weir		Date: 02/09/2015	

## **1.0 BACKGROUND**

- 1.1** The Care Inspectorate is required to meet its legal obligations set out in the Health and Safety at Work Act 1974. As a good employer, protecting the health, safety and wellbeing of all our employees moves beyond meeting the legal requirements towards establishing a strong health and safety culture.
- 1.2** The Care Inspectorate carried over the Health and Safety practices from its predecessor, the Care Commission. As such it was important to review and refresh our current arrangements and approaches to provide assurance that we were meeting our legal obligations.
- 1.3** A review using an independent Health and Safety Consultancy firm was carried out during February 2015. The scope of the review focused on health and safety roles, responsibilities, processes and practices. The review concluded with a prioritised action plan which is now being implemented.
- 1.4** This report sets out a brief summary of the progress achieved to date against the action plan.

## **2.0 SUMMARY OF PROGRESS ACHIEVED**

- 2.1** Considerable effort and investment have gone into improving health and safety since the review concluded in March 2015. This includes;
- Putting in place dedicated Health and Safety resource
  - Procuring an external Health and Safety consultant to provide additional advice and guidance to boost competent advice to the organisation
  - Drafting of the new Corporate Health and Safety Policy
  - Review and reinvigorating the National Health and safety committee with a new remit and focus
  - Producing new flu jab guidance to improve efficiencies around the uptake of the scheme
  - Developing a test microsite 'Caring for Safety' which requires further work before launching to the workforce
  - Reviewing and recruiting new first aiders, Display Screen Equipment (DSE) assessors and fire wardens, with training in the respective areas scheduled for quarter 3
  - Reviewing core health and safety policies such as zero tolerance and work positive (stress management)
  - Commencing procurement for core health and safety training for all managers is in progress
  - Commencing a review of risk assessments which includes driving, loneworking, stress and violence and aggression
  - Working towards the Silver Healthy working lives award (on target to achieve this by March 2016)

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**2.2** While there has been good progress, it is recognised that a steady focus and pace is essential to achieving the improvements in the action plan over the next 12 -14 months. The external consultant is providing additional capacity to the internal team to ensure that actions are achievable within the timeframes outlined.

**2.3** It is also important to note that strong partnership working with the trade unions has also been key. The Health and Safety representative from the Partnership Forum has been engaged and involved in the procurement of the external consultant as well as the progress against actions.

### **3.0 NEXT STEPS**

**3.1** Monitoring progress will be vital in the coming 12 months therefore a quarterly monitoring report will be submitted to the Executive Team, National Health and Safety Forum and the Partnership Forum to provide assurance that progress is being achieved. This will also be shared with the workforce. In addition the Resources Committee will also be provided with a progress update briefing at each meeting. The Board will continue to be informed through the Chief Executive's update report where Health and Safety will be a standing item.

### **4.0 RESOURCE IMPLICATIONS**

**4.1** There are no additional resource implications as a result of implementing the action plan. All training costs and resourcing costs have been met within the existing allocated budgets.

### **5.0 BENEFITS FOR PEOPLE WHO USE SERVICES AND THEIR CARERS**

**5.1** Strong health, safety and wellbeing support for our employees will ensure that they in turn have the confidence and support to deliver their roles well. This will impact on services and their users as it will improve employees focus on the role they need to deliver and an increased awareness of health and safety issues for services and their users.

### **6.0 CONCLUSION**

This report has set out the progress achieved during the past five months since the review of Health and Safety.

### **LIST OF APPENDICES**

**Appendix 1 - Action Plan**

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