

## Health and Safety Progress Update

**Report to:** Board  
**Date:** 26 June 2015  
**Report by:** Janice Gibson, Head of Organisational Development  
**Report No:** B-17-2015  
**Agenda Item:** 8.1

### **PURPOSE OF REPORT**

To advise members of the actions in place to progress the outcomes of the recent review of our Health and Safety arrangements, systems, roles and responsibilities.

### **RECOMMENDATIONS**

That the Board:

1. Notes the progress outlined in this report.

**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: 24/6/15	

## **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.

This report sets out a brief summary of the findings and the next steps to implementing the action plan and keeping the Board and Executive Team updated on progress as it is achieved.

## **2.0 SUMMARY REVIEW FINDINGS**

- 2.1** The consultants main observations was that while attaining the Bronze Healthy Working Lives Award and raising health and well being awareness has been positive, Health and Safety is not integrated or embedded into the culture of the workforce.
- 2.2** While the consultant recognised that pockets of staff are committed to improving health, safety and wellbeing, more needs to be done to empower and encourage staff to be better aware of health and safety matters and legal responsibilities.
- 2.3** There was evidence of some practice, policies and procedures in place but they were not all current and required review to better integrate them. Engagement and communication with staff was identified as a key enabler for improvement and it was recognised from the staff survey and Healthy Working Lives survey that staff do not feel engaged or clear about health, safety and wellbeing.
- 2.4** The key actions from the consultant's report can be grouped into five themes which include:
- Refresh key health and safety policies
  - Improve our approach to conducting risk assessments

Version: 2.0	Status: <i>Draft</i>	Date: 24/06/2015
--------------	----------------------	------------------

## Agenda item 8.1

Report Number  
B-17-2015

- Refocus the current national health and safety forum to become a health and safety committee that allows more detailed issues to be raised, discussed and actioned
- Deliver a robust training plan which refocuses awareness of health and safety roles and responsibilities at every level in the organisation
- Put in place a permanent resource structure to support and provide advice to the organisation on health and safety matters
- Engage the services of an external health and safety consultancy firm to ensure competent advice is provided whilst the current health and safety lead attains the NeBOSH Diploma. This ensures compliance with the Health and Safety Executive's (HSE) advice of providing competent advice to the organisation

### 3.0 NEXT STEPS

- 3.1 Following the review the outcomes were discussed by the Executive Team, the National Health and Safety Forum and the Partnership Forum. The Resources Committee were also made aware of the review through a resourcing proposal paper considered and approved on 12 June 2015.
- 3.2 Wider circulation of the review findings and the actions required will be shared widely with staff early July 2015. This will be done with a firm commitment that the action plan will be implemented and monitored and that the health, safety and wellbeing of our workforce is a priority.
- 3.3 A quarterly monitoring report will be submitted to the Executive Team, National Health and Safety Forum and the Partnership Forum to make sure progress is being achieved and share 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.

Version: 2.0	Status: <i>Draft</i>	Date: 24/06/2015
--------------	----------------------	------------------

**6.0 CONCLUSION**

This report has set out for the Board a summary of the outcomes from the recent Health and Safety review. It also sets out how the actions will be implemented and progress monitored to make sure that the organisation is meeting its health and safety legal obligations and build a strong health, safety and wellbeing culture that supports our workforce.