HEALTH AND SAFETY ANNUAL REPORT 2015-16

Executive summary

1. LG is invited to review the attached H&S annual report and endorse the recommendations set out therein.

Issues and Options

H&S annual report

2. The report contains comprehensive information on the Health and Safety Management System and its operation, along with recommendations for improvement.

3. The report makes the following recommendations:

- To set appropriate intervals for reviewing the H&S Risk Register.
- Ongoing monitoring of performance indicators relating to Display Screen Equipment (DSE).
- The review and evaluation of systems for managing DSE risk for suitability with recommendations to LG as appropriate
- The review and agreement by Group and Office Heads of Nominated person and DSE Assessor cover;
- The review of H&S trained administrative support within FM.
- Promoting accident, near miss and hazard reporting to all stakeholders, with particular reference to MSPs and on site Contractors.
- Agree an ongoing target of zero for reportable injuries, diseases and dangerous occurrences.
- In consultation with BIT, explore the options available to improve data export from the H&S Reporting Site.
- To follow up all outstanding corrective actions from incident investigations to completion.
- To streamline the process for recording incident investigations
- To monitor the uptake of mandatory induction training by new starts.
- To review options for training nominated persons.
- To promote the use of the new online first aid skills update course.
- To consult with Organisational Development colleagues regarding the introduction of a H&S competency matrix or equivalent.
- To review the current list of Key Performance Indicators.
- To implement The Control of Electromagnetic Fields Regulations 2016.
4. If LG approves these recommendations, it is suggested that oversight of their implementation is undertaken by the Appointed ACE, and an update on progress provided in the next Annual Report (with updates as necessary in the quarterly compliance report).

**Resource Implications**

5. There are no immediate additional resource implications; however the purchase and maintenance costs of a new DSE system, if approved would require a separate budget bid.

6. It is anticipated that any additional administrative requirements will be met from existing Group resources.

**Dependencies**

7. There are no dependencies.

**Governance issues**

8. The Health and Safety Management System is a key element of the SPCB’s overall governance framework.

**Publication Scheme**

9. This paper may be published in line with SPCB’s publication scheme.

**Next steps**

10. If the recommendations are endorsed by LG, the H&S Adviser will draw up an implementation plan and present it to the Appointed ACE for approval.

**Decision**

11. Leadership Group is invited to:

   - Carry out a formal annual review of the HSMS, using the information provided in the attached annual report, and endorse the recommendations set out therein.

Jake Fenton
Health and Safety Adviser
October 2016