ANNUAL HEALTH AND SAFETY REPORTS TO THE CHIEF EXECUTIVE 2010/11

Executive summary

1. In order that the Clerk/Chief Executive can fulfil his health and safety responsibilities, all Group Heads, and where applicable Assistant Clerk/Chief Executives and Office Heads, are required to submit an annual report on health and safety performance within their areas of responsibility.

2. This paper provides a brief overview of the 2010/11 reports and highlights some of the key issues arising from the reports.

Issues and Options

3. When completing the annual health and safety reports, each area is asked to provide information on a number of different subjects including health and safety training undertaken within their area, risk and DSE assessments, communication and the number of accidents and near misses reported during the course of the year.

Accidents and Near Misses

4. 70 accidents and 11 near misses were reported. The number of reported accidents has remained steady over the last 3 years, however near miss report numbers have reduced.

5. Three injuries reportable in terms of RIDDOR, (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) occurred during 2010-11. Over the years, the number of annual RIDDOR reports has ranged from zero last year, to four in 2004-5 & 2005-6.

Training

6. Nearly all staff received general health and safety training, with all of those undertaking specialist roles such as Nominated Person or DSE Assessor either completing or being on a waiting list to undertake the relevant training.

Contractors/Temporary Staff

7. It is clear from the reports that most new staff were given health and safety information as part of their induction. However, there was very little mention of the processes in place for temporary staff or contractors.
Communication

8. Health and safety issues appear to be discussed regularly at team meetings throughout the Parliament.

Dependencies

9. None

Governance issues

10. Health and safety is one of the Chief Executive’s key responsibilities. Examining the annual health and safety reports ensures that any areas of concern, or best practice, are shared with LG.

Publication Scheme

11. This paper can be published.

Decision

12. LG is asked to:
   • note the information contained within the annual health and safety reports;
   • encourage their groups to discuss the reports at team meetings to facilitate learning and the sharing of best practice.

Clerk/Chief Executive’s Office
August 2011