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HEALTH AND SAFETY STRATEGY 2015 - 2020

INTRODUCTION

This strategy defines and coordinates the council’s approach to managing health, safety and wellbeing. It sets out the aims and objectives for the council over the next five years, and includes how the council plans to do this work and how health and safety performance will be measured.

Copeland employs around 250 staff providing a wide range of services including in house waste collection and parks and open spaces maintenance over 3 main sites at The Copeland Centre in Whitehaven, Moresby Depot in Moresby Parks and The Millom Centre.

The council is currently undergoing a major review of services and service delivery options the strategy aims and success measurement cover existing working arrangements will be considered for future service delivery arrangements.

Standards in the strategy meet statutory responsibilities and good management practices and will serve to stimulate improvements in services and performance. The strategy is supported by the health and safety management system, the customer strategy and other Copeland arrangements.

The strategy performance targets support the Health and Safety Executive: The Health and Safety of Great Britain: Be part of the solution.

STRATEGY COMMITMENT

Copeland Borough Council is committed to ensuring the health, safety and wellbeing of its employees and other persons who may be affected by its activities.

The elected mayor of Copeland recognises responsibility to provide collective and individual health and safety leadership for the council.

Elected Mayor of Copeland

Mike Starkie (Signed)  ___________________________  Date  _______________________

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

Chief Executive

Paul Walker (Signed)  ___________________________  Date  _______________________

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

Director of Economic Growth

Pat Graham (Signed)  ___________________________  Date  _______________________

Director of Customer and Community Services

Julie Betteridge (Signed)  ___________________________  Date  _______________________

Interim Director of Resources and Strategic Commissioning

(v.3) (Draft) Health and Safety Strategy
STRATEGY AIMS

The aims of this strategy are to:

1. Maintain and develop the management of health and safety to improve the control of risks and ensure continuous improvement in health and safety standards and performance.
2. Support managers and employees comply with health and safety legislation and to target health and safety improvements in higher risk areas.
4. Provide the framework for setting and reviewing health and safety performance.
5. Promote sensible and proportionate risk management and involvement of all in health and safety matters.

ACHIEVING THE STRATEGY AIMS

AIM 1

To maintain and develop the management of health and safety to improve the control of risks and ensure continuous improvement in health and safety standards and performance

We will achieve this by:

- Providing a corporate health and safety policy which includes the council’s health and safety management system arrangements that will be published on the council’s intranet and external website
- Producing health and safety management policies and procedures accessed via a controlled health and safety area on the council’s intranet
- Regularly reviewing and revising all corporate health and safety documents
- Measuring and reviewing health and safety performance to ensure standards are being maintained
- Providing information and training relevant to roles and risk

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:

- Appointing a health and safety adviser to work with and advise managers and staff on health and safety management and areas for improvement
- Identifying risk areas and ensure that appropriate and proportionate resource is provided to support these areas
- 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 incident reporting system to enable easy recording of all incidents, including near misses
- Investigating incidents to determine any underlying health and safety issues and identify corrective action to prevent a recurrence
- Reporting all notifiable incidents to the Health and Safety Executive
- Analysis of accident/incident and absence data to identify any statistical trends and use the results to target areas for improvement

AIM 4
Provide the framework for setting and reviewing health and safety performance.

We will achieve this by:

- Identifying health and safety performance indicators to measure performance across all service areas
- Carrying out audits across the council to ensure that health and safety standards are being maintained and to identify areas for improvement
- Tackling poor health and safety performance promptly and proportionately
- Reviewing progress against the strategy performance indicators with CLT and the Executive via quarterly updates and twice yearly reports from corporate safety to the council’s STUGG group
- Providing an annual performance report to CLT and the Executive to review the suitability, adequacy and effectiveness of the health and safety management system.

AIM 5
Promote sensible and proportionate risk management and involvement of all in health and safety matters.

We will achieve this by:

- Visible senior management commitment and involvement in managing health and safety
- Providing accessible health and safety training and information relevant to roles and risk
- Providing accessible, practical and sensible health and safety advice to managers and staff
- Consulting with staff and union representatives on health and safety arrangements with a focus on changing workplace practices such as agile working
- Establishing mechanisms for staff to raise suggestions to improve health, safety and wellbeing.
HOW WE WILL MEASURE THE SUCCESS OF THIS STRATEGY

The success of the health and safety strategy will be measured by indicators which consider the strategy aims and the meeting of statutory responsibilities and implementation of good management practices.

HEALTH AND SAFETY STRATEGY – INDICATOR MEASURES

<table>
<thead>
<tr>
<th>Indicator 1: Maintain health and safety management systems for all work areas and meet eligibility criteria to apply for the council’s health and safety management system for higher risk areas to be accredited to BS OHSAS 18001: 2007 standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milestone</strong></td>
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<tr>
<td>Formally review HS management systems to identify areas for improvement.</td>
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<tr>
<td>Audit of high work risk areas to identify any potential non-compliance against BS OHSAS 18001: 2007</td>
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<tr>
<td>Completion of any actions to meet criteria for accreditation</td>
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<table>
<thead>
<tr>
<th>Indicator 2 – Aim for 100% with a minimum of 90% compliance rate for all general risk assessments</th>
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</thead>
<tbody>
<tr>
<td><strong>Milestone</strong></td>
</tr>
<tr>
<td>Provide support, advice and training for managers and other staff to complete general risk assessments</td>
</tr>
<tr>
<td>Create a risk register identifying general risk areas and responsibility for completion</td>
</tr>
<tr>
<td>Monitor risk assessment returns and report back to CLT quarterly on compliance.</td>
</tr>
<tr>
<td>Achieve and maintain a 90% compliance rate for all general risk assessments.</td>
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<table>
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<tr>
<th>Indicator 3 – Provide health and safety training and information</th>
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<tr>
<td><strong>Milestone</strong></td>
</tr>
<tr>
<td>Provide on line health and safety training options for all services</td>
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<tr>
<td>Provide IOSH Managing Safely training or equivalent</td>
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HEALTH AND SAFETY ARRANGEMENT INTERACTIONS

The health and safety strategy provides the overarching framework for managing health and safety and sets the key aims and objectives for the next five years. Other key elements of the management system are the corporate health and safety policy which provides the operational detail of the council’s health and safety management system and key roles and responsibilities within the authority.

The key elements of the health and safety management system interact by:

<table>
<thead>
<tr>
<th>Health and Safety Strategy</th>
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<tbody>
<tr>
<td>Corporate Health and Safety Policy</td>
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<tr>
<td>Directorate/Services</td>
</tr>
<tr>
<td>- Directorate/service - key roles and responsibilities</td>
</tr>
<tr>
<td>- Directorate/service - risk assessments and procedures</td>
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</tbody>
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Baseline indicator - average performance statistics for (2010 to 2014) to achieve a 20% target reduction averaged over five years (2015 to 2020)
CORPORATE HEALTH AND SAFETY MANAGEMENT SYSTEM

The corporate health and safety management system is based on the principles of Successful Health and Safety Management (HSG 65) and BS OHSAS 18001: 2007 and aims to control and continually improve the management of health and safety at all levels of the organisation.

LEGISLATIVE REQUIREMENTS, BEST PRACTICE AND SUPPORTED BY ADVICE, TRAINING, INFORMATION, INVESTIGATIONS

REVIEWING THE STRATEGY

This strategy will be reviewed on an annual basis, or sooner following any significant change, to ensure that it remains fit for purpose. Any amendments to the strategy will be formally reviewed by the Environmental Health Manager, Health and Safety Advisor, Corporate Leadership Team and the Executive.