

FIRST AID AWARENESS & TRAINING / HEALTH & SAFETY SERVICES

Committee name	Finance and Corporate Services Select Committee
Officer reporting	James Wright – Central Services Directorate
Papers with report	None
Ward	N/A

HEADLINES

At their last meeting, the Committee raised the matter of First Aid Awareness and Training and requested an information item on this topic, and also to see if this would be a suitable review area for the future.

This report provides an overview of the Council's Corporate Health & Safety Function (the team) and the work they are doing to ensure the Council meets its statutory obligations under health and safety legislation and minimise costs associated with accidents and ill health to those affected by the Council's undertakings. This report does not consider two other areas the Health & Safety Manager has line management responsibility for: business continuity and emergency response.

The Health and Safety Manager responsible, Mr James Wright, will attend to answer Members' questions.

RECOMMENDATIONS

That the Committee note the contents of the report and provide any comments to officers as appropriate.

SUPPORTING INFORMATION

The Team

The team acts as the Council's competent person as required by regulation 7 of the Management of Health & Safety at Work Regulations 1999. The team's primary remit is with regards to the work activities of Council employees and facilitating compliance with health & safety legislation.

The last restructure of the team resulted in the following.

- Health & Safety Manager
- X2 Health & Safety Advisors
- L3 Business Administration Apprentice

Since approx. Feb 2020 the team has not been fully staffed (only one Health & Safety Advisor). Difficulties have arisen trying to recruit candidates who possess both health & safety and first aid instruction qualifications. A different approach was undertaken to recruit a candidate with first aid instruction qualifications and provide them with the relevant health & safety qualification. This has been successful; the team will be complete from 9th October 2023.

Health & Safety Management System

The health and safety management system assists the Council in managing its health and safety responsibilities for the Council's undertakings. The team, with contributors, writes, maintains and reviews the Council's health and safety management system which consists of:

- An overarching Corporate Health and Safety Policy identifying specific responsibilities
- Corporate Health and Safety Standards stating the specific requirements for the various topics
- Procedures to ensure the required standards are achieved, which may be Council-wide, Directorate and/or locally prepared.

There are several other systems/guides/programmes etc that support the health & safety management system which the team maintains, such as:

- Assure – online health & safety management (recording of incidents, risk assessments etc)
- Restricted Persons Register
- Consent to drive form
- Health surveillance programme
- 'How do I' guides
- Safety Alerts

Implementing the Council's health and safety management system, helps:

- Health and safety be fully integrated into the Council's daily business
- Promote high standards of health and safety awareness
- Train and support our managers and staff to ensure they are competent to conduct their duties safely
- Aim to continually improve our safety performance
- Assess all significant risks with a view to eliminate, reduce or adequately control their impact
- Provide adequate resources to achieve our aims and objectives safely
- Ensure contractors and anyone else who delivers services on our behalf have health and safety standards that are consistent with our own

Advice, Guidance, Coaching & Mentoring

On any given day the team receives numerous queries/requests for assistance in relation to a wide range of subjects including

- Reporting/investigating incidents
- Reporting serious incidents to the HSE on behalf of services
- DSE assessments
- Risk assessments
- Use of Assure
- Compliance with health & safety standards

As appropriate the team will provide advice, guidance and/or coaching/mentoring. The team will also undertake DSE assessments for staff with complex issues and are completing risk assessments for services based at Harlington Road Depot as these, by their nature, are higher risk activities.

The team also works collaboratively with other departments to implement new initiatives/policies, for example, Hybrid Working Policy, alcohol & drugs testing.

Performance Monitoring

The team monitors performance on a quarterly basis against key performance indicators that have been agreed with representatives of Hillingdon Health & Safety Group (HHSG). A Council-wide report is prepared for discussion at the quarterly HHSG meeting. Directorate quarterly reports are also prepared using the same KPIs which are discussed with Corporate Directors.

In addition to the above the team reviews the quarterly health & safety risk register which consists of the 12 highest risk areas of work activities. The team prepares and undertakes audits as to how services comply with health and safety standards for these risk areas. Recommendations and learning are shared with the HHSG. The team also undertakes audits of community schools for general health & safety management.

The team also undertakes targeted monitoring, for example the team is currently working with relevant services to monitor actual exposure to hand/arm vibration from using power tools etc.

Hillingdon Health & Safety Group

HHSG is chaired by a Corporate Director and comprises of the health & safety team, a health & safety champion (Head of Service) from each directorate and other key partners e.g. Waste Services, Fleet Management and Facilities Management.

HHSG meets quarterly with the purpose to ensure a consistent approach to health and safety management is adopted throughout the Council, to review health and safety performance across the Council and discuss matters of topical and strategic interest that have Council-wide health and safety consequences.

Training

The team organises and delivers a range of health & safety and first aid training courses to Council employees and others. Most of these courses are delivered at the Civic Centre however, we also deliver courses on-site as requested. Approx half of the first aid training is being delivered by a commissioned contractor, due to the vacant post within the team.

The team has annual income targets to meet totalling £41,200. To achieve this first aid course places are sold to schools and other local businesses. Course dates and booking are accessed via the Council's website. The team manages all administration associated with the organisation and delivery of these courses. Level 3 courses are regulated by Ofqual. The range of courses delivered includes.

- Health & Safety Responsibilities for Hillingdon Managers
- Health & Safety Responsibilities for Premises Managers
- Assure (online health & safety system) System Users
- Fire Warden (general & Civic Centre specific)
- Level 3 First Aid at Work (inc. renewal courses)
- Level 3 Emergency First Aid at Work
- Level 3 Paediatric First Aid
- Level 3 Emergency Paediatric First Aid

- First Aid for Schools
- Refresher First Aid Training
- Other ad-hoc topics as requested

For 2023/24 the team introduced blended learning options for the two- and three-day first aid courses. Blended learning courses consist of approx. 6 hours on-line learning followed by the rest of the course delivered in-person for the practical elements and assessment. These courses were implemented as part of the Council’s drive towards digitisation, provide flexible options to learners, reduce demand on committee rooms and allow more time to assist with health and safety issues.

For 2022/23 the team delivered the following training

H&S responsibilities for managers	<ul style="list-style-type: none"> • 5 courses delivered / trained 26 candidates
H&S responsibilities for premise managers	<ul style="list-style-type: none"> • 3 courses delivered / trained 35 candidates
Fire Marshal	<ul style="list-style-type: none"> • 16 general courses delivered / trained 166 candidates • 5 Civic Centre specific courses delivered / trained 31 candidates
Assure – System Users	<ul style="list-style-type: none"> • 13 courses delivered / trained 75 candidates
First aid courses	<ul style="list-style-type: none"> • 80 courses delivered / trained 600 candidates

RESIDENT BENEFIT

Residents benefit from an organisation that takes care of its staff and enables them to work safely and ensure their work activities do not impact on the safety and health of residents. Residents further benefit from public services not being adversely affected by financial implications associated with accidents and ill health.

FINANCIAL IMPLICATIONS

None at this stage.

LEGAL IMPLICATIONS

The team acts as the Council’s competent person as required by regulation 7 of the Management of Health & Safety at Work Regulations 1999.

BACKGROUND PAPERS

NIL.