



Coventry City Council
OCCUPATIONAL HEALTH &
SAFETY ACTION PLAN
2019 – 2021

Statement of Commitment

Coventry City Council considers its employees as its most valuable assets and commit to maintaining the health and safety of all employees as a priority for the organisation. This commitment to health and safety extends to others affected by the Council's undertakings, including service users and members of the public on Council premises.

Commitment to health and safety will be realised through strong visible leadership and a sensible proportionate approach to safety management systems at all levels. It is expected that employees will enthusiastically support activities designed to enhance their health and safety and that managers will commit the time and resources required to make this possible.

The Council's Occupational Health and Safety Action Plan is based on the Health and Safety Executive's (HSE) model, outlining a plan of activities to ensure good awareness of all risks within the workplace and strategies to prevent injury, illness and accidents resulting from these risks. Strategies include monitoring and reviewing systems, strong channels of communication and robust governance arrangements as outlined in the Corporate Health and Safety Policy

The priority Corporate risks have been identified as:

Construction, Fire, Transport, Musculoskeletal, Mental Wellbeing and Work Related Violence.

Directorates should prioritise these risks and be able to demonstrate evidence of progress with measurable outcomes.

The Occupational Health, Safety and Wellbeing Service will continue to provide professional expertise and support in maintaining a safe and healthy working environment.

Aim of the Occupational Health & Safety Plan: To prevent accidents, injuries and illness resulting from all foreseeable workplace hazards and risks and to respond rapidly and appropriately when these occur.

Objectives :

- To ensure awareness of all potential workplace hazards and to develop preventive strategies to minimise/eliminate the risks.
- To develop a collaborative approach to managing Occupational Health and Safety within the organisation
- To provide and maintain safe working procedures and operations
- To provide appropriate training to all staff to enable employees to work safely and effectively.
- To maintain a continuing interest in the improvement of occupational health and safety performance, providing the resources necessary for the implementation of the OHS Plan.

Martin Reeves
Chief Executive
Coventry City Council
June 2019

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LEADERSHIP:	It is a requirement that Coventry City Council is led from the top and that health and safety is given the same priority as any other business activity. It will be necessary to encourage strong leadership in championing the importance of, and a common sense approach to, health and safety in the workplace.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
June 2019	H&S Strategy Group to agree the Corporate H&S Policy and H&S Action Plan	CEO to have overall responsibility at board level for health & safety.	COE	Documents on the Intranet
		H&S Policy and Corporate Action Plan to be signed off after consultation	COE	Documents on the Intranet
End of Year 2	Provide ongoing h&s training of directors and senior managers across the authority.	Attendance on mandatory Health & Safety training	COE Directors Snr Managers	Attendance by over 90% of Directors and Snr Managers
Annual	Directors to actively monitor health and safety arrangements and performance	Completion of the Annual Health and Safety Self Audit Questionnaire	All directors and senior managers	100% compliance
Annual	Monitoring non-compliance through The Annual Health and Safety Self Audit outcomes and Directorate Action Plans	Health and Safety Strategy Group Joint Health and Safety Forum Operational Health and Safety meetings	COE, Directors Trade Unions Elected Members Corporate H&S Team	Minutes of meetings

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MANAGEMENT SYSTEMS:	To achieve a good foundation Coventry City Council must make appropriate arrangements to have a health and safety policy which commits the company to meeting health and safety standards, a system for capturing areas where improvement can be made and mechanisms to plan for the needed changes.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
2 yearly	Regular review of Corporate Health & Safety arrangements.	Review the Corporate H&S Policy and Action Plan	Through formal consultation	Reviewed and revised Policy and Action Plan
		Ensure all Directorates have an effective system of communicating health and safety	Operational H&S meetings	Meeting minutes
Annual	Progress and improve upon Safety Management Systems.	Carry out the Audit Inspection and Monitoring Programme to HSG65 standards for gap analysis	Corporate Health and Safety Team	Summary reports monitored through the H&S Strategy Group and JSF
Annual	Accreditation through RoSPA	Submission of evidence portfolio	Corporate Health and Safety Team	Gold Award achieved

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WORKFORCE INVOLVEMENT:	Coventry City Council must actively involve employees in all area of health and safety. Coventry City Council will provide appropriate arrangements via a structure for communication, and provide competent worker representation on health and safety matters.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
Annual	Improve effectiveness of communication with employees	Attendance on mandatory health and safety training	All employees	Attendance by 80% of employees
		Review of health and safety guidance	Through the formal consultation meetings, led by Corporate H&S Service	
		Ensure Operational H&S Committee meeting minutes are cascaded to employees	Senior managers, managers and Trade Union Representatives	Record of minutes
		Ensure health and safety is on the team meeting agendas	Senior managers, managers and Trade Union Representatives	Records of minutes
End of 2 nd year	Involve employees in improving safety.	Carry out Toolbox Talks on key risks – focus on near miss reporting	Corporate H&S Team	100% of target groups to have participated

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End of 2nd year	Understand workforce attitudes towards health and safety and improve workforce h&s awareness	Carry out HSE Safety Climate Survey	Corporate H&S Team and employees	50% of CCC to have carried out HSE Climate Survey Tool
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RISK REDUCTION OBJECTIVE:	Identifying the keys essential to improving health and safety. Coventry City Council will need to identify that key health and safety issues within its business and come up with measures to eliminate or control them.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
First quarter	Take action to reduce higher risk areas including those that have the potential to result in the most common and most serious accidents.	Directorates to identify 3 key risks to focus on.	Operational Health and Safety Committees	Have 3 risk areas identified
End 2 nd year	Provide Directorates with health and safety information to help reduce key risks.	Continue the Audit, Inspection and Monitoring Programme and report on findings directly to managers, supervisors and employees, and through the formal consultation process. Accident and incident monitoring and investigation	Corporate H&S Team	Formal reporting through H&S Strategy Group and JSF
End 2 nd year	Directorates to have carried out campaigns on 3 identified risk areas.	Discussion through the Operational health and Safety Committees, monitoring by H&S Strategy Group and JSF	Steer from Directors and Snr managers in discussion with the Corporate H&S Service	Have in place 3 campaigns which target the 3 risk areas identified.

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ACCIDENT REDUCTION OBJECTIVE:	Accidents in the workplace no matter how minor should not be tolerated. Apart from the impact on the employee and the workforce as a whole it is well documented that every accident carries a cost to the organisation. Proactive accident reduction has whole cycle benefits to business operations and investment in identifying and managing accidents is seen as the first base for improving health and safety.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
Quarter 1	Review the system for collecting and analyzing accident, incident and near miss data.	Introduction of new Incident Reporting System	HR/OD Digital Services Team with the Corporate H&S Team	Functioning systems
Quarter 1	Ensure Incident Recording System is fit for purpose	Clear communication on use to end users through guidance notes, Intranet and training	HR/OD Digital Services Team with the Corporate H&S Team	Incident records being completed
Quarterly	Review the accident, incident and near miss data.	Run reports from the system	COE Senior Managers Trade Unions Corporate H&S Team	Formal minutes of through H&S Strategy Group, JSF and Operational Safety Committees
Quarterly	Trend analysis	Review data in real time	COE Senior Managers Trade Unions Corporate H&S Team	Formal minutes of through H&S Strategy Group, JSF and Operational Safety Committees
Quarterly	Carry out accident and incident investigations	Review of documentation On site investigation	Managers Trade Unions Corporate H&S Team	Reviewed risk and hazard control Recorded on risk assessments and formal minutes

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End year 2	Encourage near miss reporting	Set target for increase in reporting	Corporate H&S Team Managers Employees Trade unions	Target met
		Ongoing near miss reporting campaign	Corporate H&S Team Managers Employees Trade unions	Target met
End year 2	Review accident level and agree target reduction.	Introduce target reductions for each site. Formal reporting through H&S Strategy Group and JSF	CEO Directors Snr Managers Corporate H&S Team	Have accident reduction Targets met.

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MONITORING AND REVIEW	Monitoring is key to checking the effectiveness of health and safety arrangements and addressing any gaps identified in a timely way. Reviewing health and safety performance helps to set the following years priorities and targets. Annual performance should be summarised and communicated effectively, success should be celebrated; actions should be set against areas of weakness and appropriate systems should be developed.
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ACTION BY	ACTIONS	HOW WILL IT BE DONE	BY WHOM	MEASURE
Annual	Summary of accident and incident statistics, violence and aggression reports and the outcome of the Audit, Inspection and Monitoring Programme	Review of incident record data bases	COE Senior Managers Trade Unions Corporate H&S Team	Formal reporting through H&S Strategy Group, JSF and Operational H&S Committees
Annual	Setting of AIM Programme	Review of audit, inspection and monitoring outcomes.	COE Senior Managers Trade Unions Corporate H&S Team	Formal reporting through H&S Strategy Group, JSF and Operational H&S Committees
Annual	Summary of work related ill health	Review of sickness absence data.	Occupational Health COE Senior Managers Trade Unions	Formal reporting through H&S Strategy Group, JSF and Operational H&S Committees