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HEALTH AND SAFETY EXECUTIVE**THE HSE BOARD****Report on mid-year review of Health and Safety in HSE
April-September 2003
and
Health and Safety Corporate Plan 2004/05****Papers by Susan MacKenzie, Director of Personnel****Adviser: John Ives, Personnel****Cleared by Justin McCracken on 19 December 2003****Issue**

To seek the Board's agreement on:

- the content of the mid-year review of HSE's health and safety performance Apr - Sept 2003 and
- the Corporate Health and Safety Plan revised for 2004/05

Both papers take account of discussions at the Corporate Health and Safety Committee (CHSC) in November.

Timing

Subject to Board agreement, Personnel will arrange for the mid-year Report and Corporate Plan to be published on the intranet in February 2004.

Recommendations and Decisions

The Board is invited to discuss the Report at annex 1 and Plan at annex 2 and to:

- agree for the mid-year Report to be published on the intranet or to suggest improvements;
- to endorse the CHSC's recommendation that there should be no future reports on mid-year progress, as the Board now considers and monitors H&S at every formal meeting;
- Agree the Corporate Health and Safety Plan for 2004/5.

Background

The Board agreed the Corporate Health and Safety Plan 2003/04 (Board paper B/03/005) setting out the priorities and aims for HSE. The attached mid-year Report at Annex 1 presents the progress made by Directorates against the plan. The Report also includes statistical data collated by Personnel on accident and ill health reports.

There has been a significant (and welcome) reduction in the number of DSE related MSD reports, which is probably the result of all the work done in this area over the last couple of years.

There is also a small reduction in the total number of accidents reported, but the number of major injuries (although small in number) give rise for concern. One of the major injuries led to a Crown improvement notice being served on HSL by FOD.

The Corporate Health and Safety Plan 2004/05 attached at Annex 2 continues to tackle:

- musculoskeletal disorders - DSE and back injury (Priority A);
- reducing the number of accidents due to slips, trips and falls (Priority B);
- management of stress (Priority C);

but has been revised to:

- reflect the new arrangements for the management of H&S within HSE;
- give scope to operational D/ds to add their own priorities;
- promote the on site occupational health advisory service.

The major challenge for HSE next year is to take the appropriate action on the outcome of the Stress Management Standards which will be part of the 2004 Staff Attitude Survey. The Stress Working Group of the CHSC will meet as soon as the results are available and advise the D/ds on the way forward.

Argument

The Board demonstrates its support for the HSE policy of providing exemplary standards of health and safety performance by its review of that performance and by identifying the need for change as necessary. However the mid-year Report does require a significant amount of resource to prepare, both by PD and D/ds. As monthly reports on H&S are provided to the Board, the CHSC agreed that there was no longer a need for a report on mid-year progress. It therefore recommends that this report is no longer produced.

The content of the Corporate Plan is based on Revitalising Health and Safety, HSE's Priority programmes, the Ministerial checklist and Good Practice Guide. The Plan lays out the strategic aims for office based sites, along with clear performance measures. This reduces the need for directorate office plans, but allows operational D/ds flexibility in developing their own H&S plans, based on their risk assessments.

Consultation

The mid-year Report was prepared by Personnel's Health and Safety Unit based on returns from Directorates. The CHSC have agreed the report.

Proposed revisions to the Corporate Plan were discussed by the CHSC.

Presentation

The Board agreed for the 2002/03 Health and Safety in HSE Annual Report to be available on HSE's Web Site. Does the Board agree that the mid-year Report and Corporate Plan should also go on HSE's Web Site?

Costs and Benefits

Not applicable

Financial/Resource implications for HSE

None

Environmental implications

Not applicable

Other implications

There is interest in this Report outside HSE, particularly in relation to DSE and management of stress. Some individual media attention may therefore be expected, and some additional briefing needed.

Action

If the Board agrees the Report and Plan, Personnel will arrange for publication on the intranet and HSE's web site.