



Departmental Health and Safety Committee Report Guidance

Introduction

This guidance document is designed to assist departments in providing a comprehensive report on health and safety performance which will enable them to drive improvement. Departments may already have comprehensive reports that meet the guidance and so once reviewed against this guidance, further work may not be necessary. The format of reports is at the discretion of the department. Safety reports generally should be a vehicle for reviewing progress, prompting discussions on issues and considering next steps. The results of such deliberations should be documented e.g. in minutes and in relevant plans etc.

Once we have the data what do we do with it?

Once you have the data it is important that you review and monitor it in the right way. Just gathering the data isn't enough. By regularly reviewing your position you are also able to move from acting in a reactive way to a more proactive approach and often are able to plan for changes that may occur. Below is a table with suggestions of ways to review your data and things the committee should be considering.

Indicator	Data Type	Monitoring Considerations
<p>1. Corporate Health and Safety Objectives. All departments should be reviewing progress in achieving corporate Health and Safety objectives and any departmental safety objectives that may have been set. The data required will be dependent on the objectives themselves.</p>	Plan of action to meet the objectives.	<ul style="list-style-type: none"> • Have we assigned actions? (not just to the DSO) • Have we set a deadline date or review periods? • If we need to gather information, who from and how do we do this?
<p>2. Target 100 Progress. Committees need to consider the departmental progress against the T100 programme. The departmental plan of action for meeting the 100% achievement level should be presented, reasons for any shortfall discussed and remedial actions determined. It is important that departments are reviewing what they did well in the programme as well as areas that were more of a struggle so lessons can be learned.</p>	Action plan to achieve T100 measures.	<ul style="list-style-type: none"> • Have all gaps been identified and actions assigned? • Are we on track to meet the target dates?

Indicator	Data Type	Monitoring Considerations
<p>3. Responsible Persons Register. Departments are required to keep their Responsible Persons Register in RiskNET up to date. Departmental committees are an excellent mechanism for monitoring this data. The committee is also a good place to start making decisions about getting data and registers back up to date when this slips or when changes occur in departments.</p>	<p>Review of RPR data to identify any shortfall, incorrect names, changes.</p>	<ul style="list-style-type: none"> • Is our responsible persons register up to date and accurate? • Do we have the right people in the right roles? • Do we need to recruit additional role holders? • How do we intend to monitor the register moving forward?
<p>4. Accident / ill health data. Incident data should be monitored by departments. Not just for the amount of accidents that you have as this is not absolute in defining if safe or unsafe practices are occurring. Near misses or hazard reports are key in identifying what is really going on and where your focus should be as often there are a number of near misses before an incident actually occurs. Reviewing your near misses and hazard observations for type and high risk potential is also an excellent mechanism for departments to more broadly understand what's happening where and actions that need to be taken to prevent or minimise further concern or risk.</p>	<p>Incident data from RiskNET e.g. injury, damage, near-miss, hazard observation, fire incidents etc. Trends over time.</p>	<ul style="list-style-type: none"> • How many incidents of all types have happened in the last quarter? • Are there any trends? Accident type or department area etc. • Was there anything that didn't happen but had the potential to be catastrophic? • Have all incidents been investigated and signed off?
<p>5. Enforcement / Regulatory Visits. It is likely at some point that your department will be visited by either a regulatory or enforcing authority. In the event that a visit should take place it is important to review the visit at committee to see if any further actions have to occur as a result of the visit.</p>	<p>Visit summary information.</p>	<ul style="list-style-type: none"> • Have we had any enforcement or regulatory visits? • At what stage is the enquiry? • Is investigation or enforcement likely as a result of the visit? • Do we need to make other departments aware?

Indicator	Data Type	Monitoring Considerations
<p>6. Risk Assessments. Risk assessment are a critical part of departments managing risk. Therefore it is important that risk assessments are reviewed to ensure that they are being completed and signed off in the right way. It is also important to be assured that risk assessments are being seen by the people doing the task and reviewed when something changes.</p>	<p>Review of top risks.</p> <p>Obtain and review data on the risk assessment process of the department. If risk assessments are done in RiskNET then the completion and authorisation and distribution can easily be reviewed/</p>	<ul style="list-style-type: none"> • Are we completing risk assessments? • Are these being completed and signed off by the correct people (not always the DSO)? • Have all the people who should have seen and understood the risk assessment seen it? • Are we reviewing these regularly and as a result of accidents? • Do we have any new activities or machinery we require risk assessments for?
<p>7. DSE Assessments. A previous corporate objective identified a lack of DSE assessment completion across departments. Therefore it is important for committee to be monitoring the data and implementing and action plan to ensure DSE assessment are being completed and to identify areas or teams where this process may not be being followed.</p>	<p>Number of staff with completed DSE assessments, number in progress, and number without assessment. Where are the significant gaps? Action plan to ensure DSE assessment are being assigned and completed appropriately.</p>	<ul style="list-style-type: none"> • Are we satisfied people are completing DSE assessments as required? • Do we have the correct number of DSE assessors within the department? • Have we seen an increase in ill health due to back pain or musculoskeletal issues? • If the numbers are not as they should be have we set a plan for improvement?
<p>8. Training. Committee meetings are a good opportunity to review training across the department. This should include mandatory training such as induction. Training for specialist role holders and responsible persons and for managers. This ensures that people are competent to undertake aspects of safety as part of their role. By reviewing training at committee you can be proactive and plan for training needs due to departmental moves, changes in roles, changes in activities etc. as they arise.</p>	<p>FEMS – number in department, number trained</p> <p>Number of new starters, number completing induction</p> <p>Similar data should be presented for all those roles requiring specific training e.g. Laser Safety Officers, those working with radiation etc.</p>	<ul style="list-style-type: none"> • Are people attending induction training as required? • Do we have any changes in department specialist or responsible roles? • Should we consider undertaking training needs analysis?

Indicator	Data Type	Monitoring Considerations
<p>9. Inspections. Internal inspections should be being undertaken within departments in most cases. However just doing the inspections isn't enough. The purpose of completing inspections is to rectify issues and most importantly to learn lessons. To get the best from inspections, departments or committees should be defining the type and number of inspections that are required to be undertaken, when in the year or month etc. these need to be done and that action plans for correction of issues are being followed proficiently. Some inspections will be statutory obligations or required to meet legal compliance therefore it is critical to make sure that the relevant people are doing what is required and that the data is being recorded or sent in the right way.</p>	<p>Review of local data. Action plan to ensure the correct inspections are being completed at the right times.</p>	<ul style="list-style-type: none"> • Should we be undertaking inspections? • Have we defined the number of inspections needed? • Are we reviewing inspections to check for trends? • Are we inspecting the right things? • Are we meeting our statutory obligations? • Do we have action plans for corrections? • Are we aware of expiry dates and deadlines? What are we doing about them? How are we planning/monitoring? • Who is responsible?

What support or advice or support can we turn to if “we” as a committee are not sure?

Safety Services is committed to working with departments to achieve health and safety excellence. We are always available to offer advice and support. We have a Safety Services [email](#) inbox which is monitored Monday to Friday 9-5pm and we also have lead advisors for all departments. Lead advisors are happy to spend time in departments advising and giving information. They also will be available for committee meetings where possible to assist and act as a specialist advisor to the committee in areas where they are unsure.

The lead advisor list can be found on the Safety Service [website](#). All departments will also have appointed Departmental Safety Officers (DSOs); colleagues who receive regular updates from Safety Services and can help on some areas of advice within the departments.

Document control

Author (name and position)	Hayley Ramsay, Deputy Head of Safety
Date published	May 2019