

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM:13
DATE OF MEETING:	19th JUNE 2014	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF FINANCE & CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) KEVIN.STACKHOUSE@SOUTH-DERBYS.GOV.UK	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2013/14 AND ACTION PLAN 2014/15	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 05

1.0 Recommendations

- 1.1 To consider the key health and safety achievements and performance for the year ending 31st March 2013 and approve the corporate Health and Safety Action Plan that sets down the priority actions for 2014/15.

2.0 Purpose of the report

- 2.1 This report provides an overview of the Council's health and safety performance for 2013/14. It reflects the Council's approach in enabling Managers and employees to understand and fulfil their health and safety responsibilities.
- 2.2 To consider the Health and Safety Action Plan for 2014/15, recommended by the Health and Safety Committee on 16th April 2014. The action plan sets down the priorities for health and safety work during 2014/15.

3.0 Detail

- 3.1 In March 2014, the latest Corporate Health and Safety Action Plan was developed. This sets out a number of targets and actions for the year 2014/15, along with the timescales and responsibilities, in line with the Council's aim to continually improve health and safety performance.
- 3.2 The action plan is updated on a monthly basis and progress is fed back to the internal Health and Safety Committee that meets quarterly and to the Director of Finance and Corporate Services who is the Council's lead officer for the governance of health and safety matters. Two Elected Members (Health and Safety Champions) - Councillor P Watson and Councillor R Bell are members of the Health and Safety Committee.
- 3.3 The health and safety service is delivered in partnership with Northgate Public Services, following the transfer of the function in August 2010 who provide the day to day operational service on behalf of the Council.

4.0 **Main achievements**

- 4.1 A lot of good progress was made in the last year, with 100% completion rate of the agreed actions as detailed in the Corporate Health and Safety Action Plan 2013/14 (link available at the end of this report). This was reported to the Health and Safety Committee on 16th April 2014.

Accidents

- 4.2 The consistent reduction in the number of accidents within the Council was one of our main aims for 2013/14, particularly reportable ones to the Health and Safety Executive (HSE) which is the government agency which deals with Health and Safety matters nationally. Reportable accidents are commonly referred to as RIDDOR which is an abbreviation of the Reportable Injuries, Diseases and Dangerous Occurrence Regulations. This reporting system was changed in October 2013 when the reporting period was changed from 3 to 7 calendar days, for major accidents/incidents. In real terms, the number of accidents is slightly higher than previous year but the main reason for the extra accidents relate to the Summer Playscheme, which had nearly a third more children attend the activities provided by the Council. The accidents statistics for the year are shown in Appendix A.

RoSPA Gold Achievement Award

- 4.3 The Council continued to use the proven format of the Corporate Action Plan to ensure that our Health and Safety management programme is robust and proactively managed. Evidence of this was the achievement of another RoSPA Gold award for our work in 2013. This is the third time that the Council has achieved this award corporately.

Training

- 4.4 The preferred method for the maintenance of a good health and safety culture is the continued provision and delivery of effective training. The Council continued with its extensive portfolio of health and safety training courses in subjects such as Health and Safety Awareness, Manual Handling and Risk Assessment for Assessors. Also some additions such as COSHH (Control of Substances Hazard to Health) and first aid refreshers have been added this year. The Health and Safety Officer continued to provide tool box talks and bespoke training sessions such as COSHH assessments to the Housing tradesmen. Significant work has been completed with the identification of health and safety training needs and developing materials for core training modules. Where necessary, courses were tailored to meet individual service needs. A Corporate Health and Safety training programme was continued and includes courses on Health and Safety induction, Risk Assessment for Assessors, Display Screen Equipment (DSE), Manual Handling Techniques, Health and Safety for Elected Members and further first aid training updates.

Other significant achievements included:

- Review of the Statement of Intent section of the overall Health and Safety Policy, which sets out the Council aims and objectives in improving health and safety performance (link available at the end of this report).

- A number of corporate health and safety policies and procedures were updated including the Fire Procedures at the Civic Offices, Manual Handling Procedures, Risk Assessment Policy, Fire Procedures at Careline, the Approved Contractors Policy, the COSHH Policy and a review of the Dangerous Animals Policy.
- On-going population of Assessnet (this is the Council's Health and Safety IT system) with a particular focus on the number of staff who are identifying potential issues with their work stations. Extra training has therefore been provided to aid the assessors, based in each service areas, to address the issues raised by staff.
- The Health and Safety Audit and Inspection Programme has continued. In 2013/14 with the following services audited; Sport and Health, Housing Repairs and Grounds Maintenance. Inspections were carried out in Waste and Cleansing, Financial Services, Planning and Housing improvements.
- The approach taken is for Services to have a Health and Safety Audit in the first instance and then the following year a formal Inspection which is really a follow up to see the improvement made as a result of the initial audit. The Audit and Inspection reports are completed independently by the Health and Safety Officer and forwarded to the appropriate manager of the service for review and action. In addition, both reports are also provided to the Council's Health and Safety Lead Officer and reviewed at quarterly meetings of the Health and Safety Committee so performance and completion of actions can be monitored.

Implementation of IT

- 4.12 To realise the number of benefits that include efficiencies in the production of comprehensive management information, reducing administration burden and operational processes, work has continued on the development of the electronic health and safety software AssessNet.
- 4.13 Further support and training has been provided to DSE and risk assessors, in each service area, to enable them to independently review assessments. Benefits of using Assessnet include streamlining existing processes, improved efficiency, sharing good practice and enhanced monitoring. The introduction of an analysis of the top ten issues from DSE assessments are produced and discussed at monthly update meetings with the Councils Lead Officer for Health and Safety.

Risk Assessments

- 4.14 Continued support to ensure the completion of risk assessments for all Council operations and activities has been provided. This includes workshop sessions with the staff that are actually doing the job, (Grounds Maintenance as an example), to ensure their input into the risk assessments being developed and their relevance to the activity being assessed. It also promotes shared ownership of the risk assessment process and builds knowledge across the employees in each team.
- 4.15 There has been continued assistance to Managers and staff in carrying out the more specific individual risk assessments such as New and Expectant Mothers, ergonomic desk assessments and stress risk assessments. Also support has been

provided to Managers at the Depot as this is where the majority of the higher risk activities are completed. This continued support ensures their risk assessments are not only up to date but continue to take account of new hazards such as the on-going flooding in parts of the region and park operations.

Professional Support

- 4.16 Continued support and training of temporary workers such as Canvassers and Summer Playscheme staff has been provided, along with completing health and safety audits. These audits, along with professional advice, enables Managers to consider and implement appropriate health and safety actions for such activities.
- 4.17 There has been continued support to the Occupational Health Team through the internal management of the health surveillance programme for Hand Arm Vibration Syndrome (HAVS), and screening the annual HAVS questionnaires to identify if staff are suffering from any of the symptoms. Support is also provided where necessary for Occupational Health reviews with both employees and management, in cases of work related ill health.
- 4.18 An additional facility enabled through the partnership with Northgate Public Services is the provision of a dedicated telephone support line for health and safety enquiries, which all senior managers at the Council can use.

5.0 Accident Analysis

- 5.1 The Health and Safety Officer is responsible for producing management information on the number of accidents occurring, as well as carrying out investigation and reporting functions to the Health and Safety Executive (HSE) where required. All accidents are recorded on the IT system, Assess-Net, which Trade Union health and safety representatives have access to and are automatically alerted if a RIDDOR reportable accident occurs.
- 5.2 Accident statistics are collated and reported back to the Health and Safety Committee on a quarterly basis. This Committee reviews the accident reports/trends and makes recommendations on any actions or learning that needs to be implemented.
- 5.3 The Director of Finance & Corporate Services chairs the Health and Safety Committee. The Elected Member champions for Health and Safety, Officers from across the Council along with Trade Unions health and safety representatives also attend the meeting.
- 5.4 An annual trend analysis of all accidents has been produced for April 2013 – March 2014; a comparative analysis has also been provided for the previous year 2012-2013. A full breakdown, including graphs can be found in Appendix A.
- 5.5 In summary, in the year April 2013 – March 2014, there were 43 accidents, 6 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations) reportable incidents. This represents a slight increase from the previous year where 39 accidents were reported, including 3 RIDDOR reportable Incidents.
- 5.6 Given the potential high costs of accidents to the Council, it is noticeable how Managers and Supervisors got much more involved in the investigations and

produced comprehensive reports for the RIDDOR reportable accidents. This demonstrates a positive commitment towards such matters and re-enforces the importance of having a robust health and safety management framework.

5.7 Sickness statistics have been analysed for the financial year 2013-2014. This year a comparison was once again made between office based staff and manual workers, as illustrated in the table below.

5.8 The most common cause of absence for this year was stress related conditions, including anxiety and depression, with 375 days lost by office workers and 291 days lost by manual workers. The second most common cause of absence was musculoskeletal disorders, including back pain, with 171 days lost over the year by office workers and 417 days lost by manual workers. This is the second year in a row that these two reasons were the highest cause of absence within the Council. This year, stress related conditions have continued to outnumber musculoskeletal conditions as being the most common cause of absence.

<i>Reason for Absence</i>	<i>Office Workers</i>	<i>Manual Workers</i>
Stress Related Conditions	375	291
Musculoskeletal	171	417

The high rate of musculoskeletal disorders amongst manual workers, coupled with manual handling being one of the lead causes of accidents, highlights the need to ensure all Council employees have undertaken manual handling training and tasks involving significant manual handling are risk assessed. During 2013, health and safety support continued to be targeted towards teams containing manual workers, which tend to manage higher risks.

5.9 Also a range of activities, including stress awareness sessions, were provided as part of the Stress and Wellbeing week to highlight particularly to Office based staff the dangers of stress to try and help with the reduction of the stress related figures. The Health and Safety Officer ran a series of stress and well-being events.

5.10 The Stress and Wellbeing week was a programme of events carried out by the Health and Safety Officer as part of the corporate action plan.

5.11 The main aim of the week was to raise the profile of stress in the work place and try and not only get across to the staff the reasons and symptoms of stress but to try and introduce new ways of dealing with stress.

Targets for 2014-2015

5.12 The Corporate Health and Safety Action Plan for 2014/15 provides a clear focus, building on existing successes and setting out a number of targets for this year, along with timescales and responsibilities, in line with the Council's aim to continually improve health and safety performance. A copy of the Action Plan can be found on the intranet (see section 8 for details). In particular, key priorities include:

- To review key policies and procedures including Home Working Policy. Lone Working, New and Expectant Mothers, Young Persons, DSE Policy, Noise and Vibration and PPE (Personal Protective Equipment) Policy and procedures.

- To provide more training for employees and managers and to continue with a targeted approach delivery bespoke training sessions to front line workers
- To continue to address the DSE risk assessments through analysis of the AssessNet IT System.
- To continue a robust health and safety programme that will include carrying out audits for higher risk areas such as the Depot teams and Sport and Health.
- To review the outcome of any recommendations from the RoSPA submission and enter a submission for 2015.
- To review the health surveillance programme for employees, to include identifying any gaps in the audiometry programme, undertake the annual HAVS screening and monitor driver medicals.
- To provide health and safety advice and assistance to the project team in the plans for the new depot when required.

6.0 Financial Implications

None. All resources are contained within existing budgets.

7.0 Corporate Implications

- 7.1 Communication and consultation of proposed changes to health and safety is an essential means of ensuring worker involvement and buy in. Effective communication is achieved through a variety of media including the Intranet, e-mail shots, notice boards, internal publications such as 'Better', tool box talks and through the Health and Safety Committee.
- 7.2 Having effective health and safety arrangements promotes better working methods and early, preventative action to protect the well-being of the workforce.

8.0 Community Implications

- 8.1 The Council has a responsibility for providing a safe work environment for its employees and any members of the public, contractor or visitor receiving services or accessing buildings or areas managed or owned by the Council. The arrangements detailed in this report outline how this responsibility is managed.

9.0 Background Papers

Corporate Health and Safety Action plan 2014-15 ([NG H&S Action Plan 2014-15 .odt](#))

Corporate Health and Safety Action Plan 2013-14 ([NG H&S Action Plan 13-14 .odt](#))

Statement of intent section of the Safety Policy (<http://harvey/>)

Organisational section of the overall Safety Policy (<http://harvey/>)

10. Glossary

DSE - Display Screen Equipment, which is any work equipment which displays information electronically

HAWS - Hand Arm Vibration Syndrome, a debilitating condition often caused by the use of hand held vibrating tools

HSE - Health and Safety Executive; the governing body on health and safety in the UK ([see http://www.hse.gov.uk/](http://www.hse.gov.uk/))

IOSH – Institute of Occupational Safety and Health (<http://www.iosh.co.uk/>)

PUWER – Provision and Use of Work Equipment Regulations

RIDDOR – Reporting of Incidents, Diseases and Dangerous Occurrence Regulations, which requires that incidents which are more serious injuries, as well as incidents of specified ill-health and dangerous occurrences must legally be reported to the HSE. Recent changes in April 2012 mean that the over 3 day reporting rule for employees has become over 7 days.

RoSPA – The Royal Society for the Prevention of Accidents
(www.rospace.com)

Appendix A

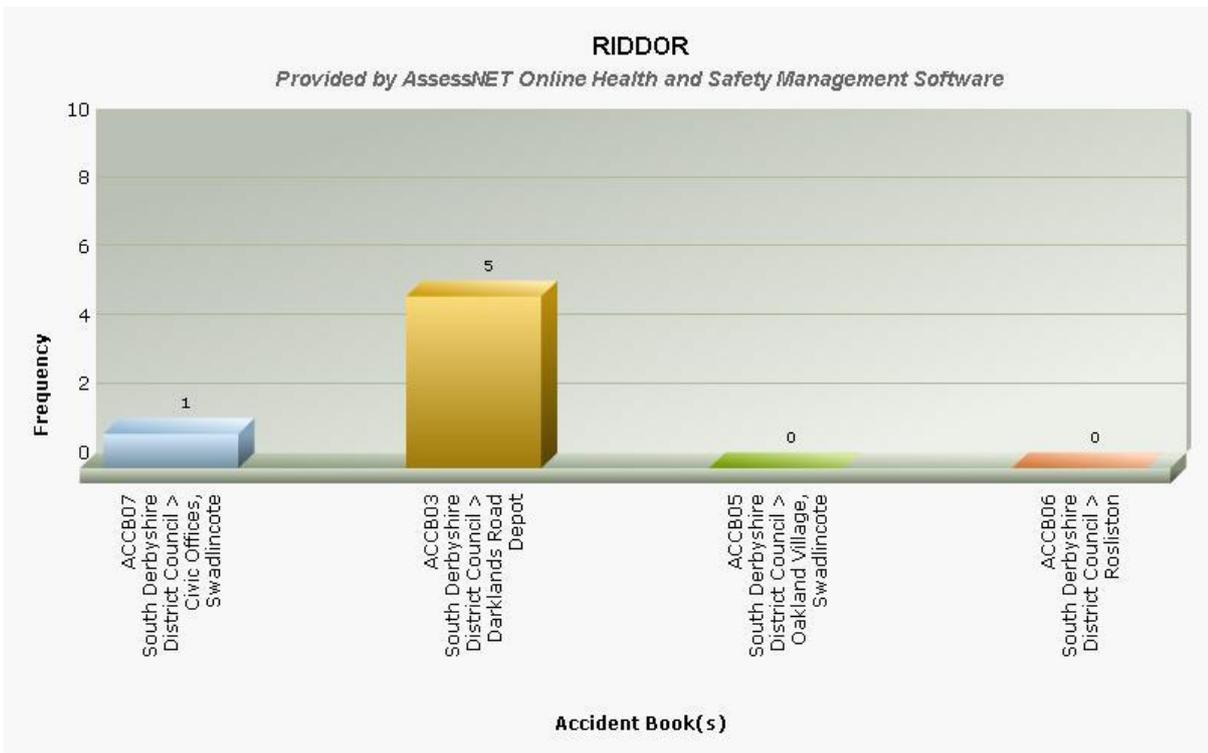
SDDC Headline Accident Statistics for 2013-14

In summary, in the financial year of April 2013 – March 2014, there were 43 accidents, 6 of which were reported to the HSE, as more serious RIDDOR reportable incidents.

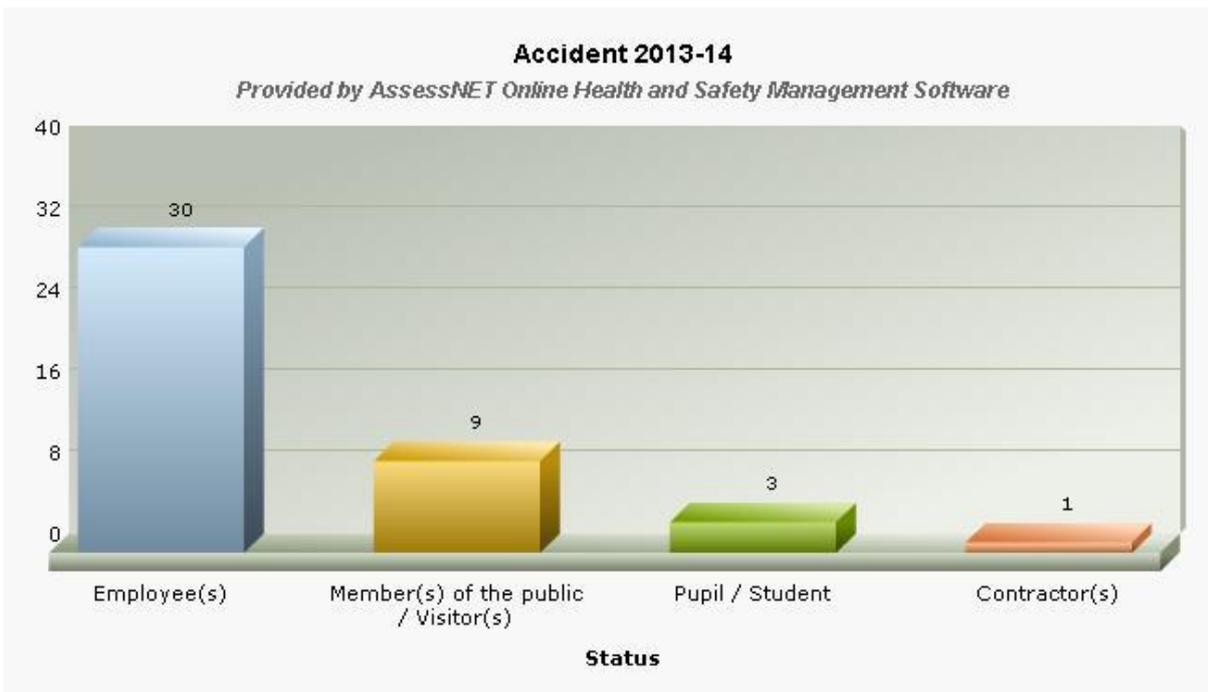
Graph 1 below illustrates the breakdown of all accidents by month and compares the number of accidents in the last two financial years. In both years there was a peak of accidents occurring in the month of July or August, mainly as a result a minor accidents occurring to children taking part in the summer activities run by the Sport and Health team. There were 12 reported accidents from the summer scheme compared to 7666 children taking part, (a record number which accounted for a slight rise in accidents this year). Also, this year was the first year that the Human Table football was introduced, which was at least twice as popular as the previous activity. Each year, casual summer staff receive health and safety training which includes the importance and emphasis on accident reporting as well as manual handling techniques.



Graph 2 shows the rates of more serious accidents for the financial year per Council area. There has been an increase of comparison to last year with 6 RIDDORS this year compared to 3 last year. Although this is an increase three of the RIDDOR accidents in 2013 were due to traffic incidents



Graph 3 below illustrates the breakdown of injuries by person type. The vast majority occurred to employees. In total 12 members of the public/students/pupils were injured as part of the summer/plays schemes. As mentioned before, 7666 members of the public attended the summer scheme, so in comparison, the number of reported accidents is a strong testament to the management arrangements put in place by the Sport and Health Team and also the diligence and supervision provided by the staff at the activities.



Graph 4 shows the type of accidents that occurred, the vast majority of our minor accidents are caused by slips and trips or being struck by an object (e.g. a bin falling against a member of staff, or a slip on the ice).

