

|                                |  |                                 |
|--------------------------------|--|---------------------------------|
| <b>REPORT TO:</b>              | <b>FINANCE &amp; MANAGEMENT COMMITTEE</b>  | <b>AGENDA ITEM: 10</b>          |
| <b>DATE OF MEETING:</b>        | <b>15<sup>th</sup> JUNE 2017</b>   | <b>CATEGORY: DELEGATED</b>      |
| <b>REPORT FROM:</b>            | <b>DIRECTOR OF FINANCE &amp; CORPORATE SERVICES</b>  | <b>OPEN</b>                     |
| <b>MEMBERS' CONTACT POINT:</b> | <b>TONY GUEST, HEALTH &amp; SAFETY OFFICER (EXT 5872)<br/>antony.guest@south-derbys.gov.uk</b> | <b>DOC:</b>                     |
| <b>SUBJECT:</b>                | <b>ANNUAL HEALTH AND SAFETY REPORT 2016/17 AND ACTION PLAN 2017/18</b>                         | <b>REF:</b>                     |
| <b>WARD(S) AFFECTED:</b>       | <b>NONE</b>  | <b>TERMS OF REFERENCE: FM05</b> |

---

## **1.0 Recommendations**

- 1.1 To review the key health and safety achievements and performance for the year ending March 2017 and endorse the health and safety action plan that sets down the priority actions for 2017/18.

## **2.0 Purpose of the report**

- 2.1 This report provides an overview of the Council's health and safety performance for 2016/17. It reflects the Councils' approach in enabling Managers and employees to understand and fulfil their health and safety duties and responsibilities.
- 2.2 The health and safety action plan, approved by the Health and Safety Committee on the 26<sup>th</sup> April 2017, is attached at Appendix 2. The action plan sets down the priorities for the health and safety work during 2016/17.

## **3.0 Detail**

- 3.1 This Committee approved the Health and Safety action plan for 2016/17. This plan set out a number of actions to continually improve and enforce the importance of good health and safety management and practice at work.
- 3.2 Progress against the action plan is reviewed monthly by the Director of Finance and Corporate Services and the Health and Safety Committee that meets quarterly. Two Elected Member health and safety champions, Councillor P Watson and Councillor S Taylor, were members of the Health and Safety Committee for 2016/17.

3.3 Professional health and safety services were delivered in partnership with Northgate Public Services up to 31<sup>st</sup> January 2017 and then delivered internally when Corporate Services were moved back into the Council. The Health and Safety Officer, Antony Guest, provides support and advice on site for managers and employees.

#### 4.0 **Main achievements**

4.1 Actions under the agreed Health and Safety Action Plan were progressed as scheduled unless otherwise agreed.

#### **Accidents/Incidents**

4.2 The consistent monitoring and taking appropriate actions following any incident/accidents within the Council are one of the key requirements for good health and safety practice. Any that result in an employee to be off work for 7 consecutive days are classed as a RIDDOR and are reported to the Health and Safety Executive (HSE) which is the government agency which deals with Health and Safety matters nationally. RIDDOR stands for Reportable Injuries, Diseases and Dangerous Occurrence Regulations.

As well as reporting those that result in an injury to an employee or member of the public, it also important to record any 'near misses' These help to identify any potential risks to others and enable Managers to review existing work practices.

To provide the Council with more detailed analysis on accidents/incidents, following discussions with Trade Union H&S representatives, from 1<sup>st</sup> April 2016, they have been split between work related and non-work related incidents. Using this method enables a clearer focus to be given of actions that can be taken to improve working practices, where additional training is required or different resources/equipment can be used.

Compared to last year, the overall number of reported accidents and incidents has decreased to 56 from 75. This includes 15 from the summer scheme which had over 7,250 participants and 5 reported work related 'near misses'.

The number of work related incidents for the year is 23 of which 2 of these were RIDDOR reportable. These are shown in Appendix 1. It should be noted that these figures exclude non work related incidents as noted above.

#### **RIDDORs**

As noted, there were 2 RIDDOR reportable accidents during the year.

1. An employee trapped their hand when closing the door of a works van resulting in a fracture to the fingers
2. An employee was taken to hospital as a precautionary measure after being struck by a vehicle when it was reversing.

Both incidents were fully investigated and actions taken to reduce any identified risks.

### **RoSPA Gold Achievement Award**

- 4.3 For the sixth year in a row the Council achieved the RoSPA Gold Award. In recognition of this continued excellent performance, RoSPA has awarded the Council a Gold Medal.

### **Training**

- 4.4 The proven method for establishing and maintaining a positive health and safety culture is to provide training for staff. The Council continued an extensive portfolio of health and safety training courses in subjects such as Basic Health and Safety Awareness, Manual Handling, Risk assessment for assessors, COSHH (Control of Substances Hazardous to Health), fire warden and a range of tool box talks.

The Health and Safety Officer has also completed mandatory training sessions for all front line workers at the Depot. Further details on training are provided in the Training and Development annual report also included on this agenda.

### **Inspections and Workplace Audits**

- 4.5 An annual programme of inspections and audits is agreed each year for the Health and Safety Officer to visit different service areas to inspect and audit their health and safety arrangements. These are then documented and shared with the Health and Safety Committee so they can review and monitor the agreed actions.

### **Other significant achievements included:**

- Reviewed and updated the categorisation of accidents/incidents to improve recording and ensure consistency.
- Reviewed security arrangements in public areas at the Civic Offices.
- Worked with a contractor to ensure a safe system of work was in place for renovation work on a listed building.
- Supported an Events Committee with the organisation of safety arrangements for a Town Centre event.
- Providing professional advice for the review of corporate and service health and safety policies and procedures.
- Completed a detailed accident investigation and provided advise for an external partner on remedial measures to be taken following enquires by the Health and Safety Executive resulting from an accident.
- Provided a range of toolbox talks to front line workers that included working at height which was a national initiative from the HSE.

## **Professional Support**

- 4.6 Throughout the year, advice and support is provided across all Council service areas with the completion and review of risk assessments, accident investigations and the implementation of appropriate control measures, use of the IT Health and Safety System (Assessnet) and the development of bespoke training and toolbox talks.

## **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.
- 5.2 Accident statistics are collated and reported 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 2016 – March 2017 with a comparative analysis provided for the previous year 2015 - 2016. Further analysis on the work related accidents/incidents for the year (April 16 – March 17) are included at Appendix A.
- 5.5 In the year April 2016 – March 2017, there were 56 accidents/incidents, 2 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations) reportable incidents. This represents a 25% decrease from the previous year where 75 accidents/incidents and 71% decrease in (2 compared to 7) RIDDORs'.
- 5.6 The decrease is attributable to now reporting work related incidents only which is the stated requirement of the HSE. There was a lower total of work related incidents, 23 (41%), compared to 33 (59%) non work related incidents. Work related incidents are illustrated on a graph in Appendix A.

## **Health and Safety Action Plan for 2017-2018**

- 5.7 The Corporate Health and Safety Action plan for 2016/17 sets out a number of actions for this year in line with the Council's aim to continually improve health and safety performance. A copy of the Action Plan is attached at Appendix 2 and some of the work planned is shown below;

- To complete workplace audits and inspections across a number of different services in the Council with a focus on those services transferred back from Northgate Public Services
- To develop an internal procedure to record and make available to all staff a list of potentially violent persons to ensure that appropriate safety arrangements can be put in place.
- To complete a review of fire wardens and first aiders
- To implement additional measures to improve the security arrangements in place at the Civic Offices
- To support wellbeing initiatives in support of the Derbyshire Healthy Workplaces Programme

## **6.0 Financial Implications**

6.1 None. All resources are contained within existing budgets.

## **7.0 Corporate Implications**

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**

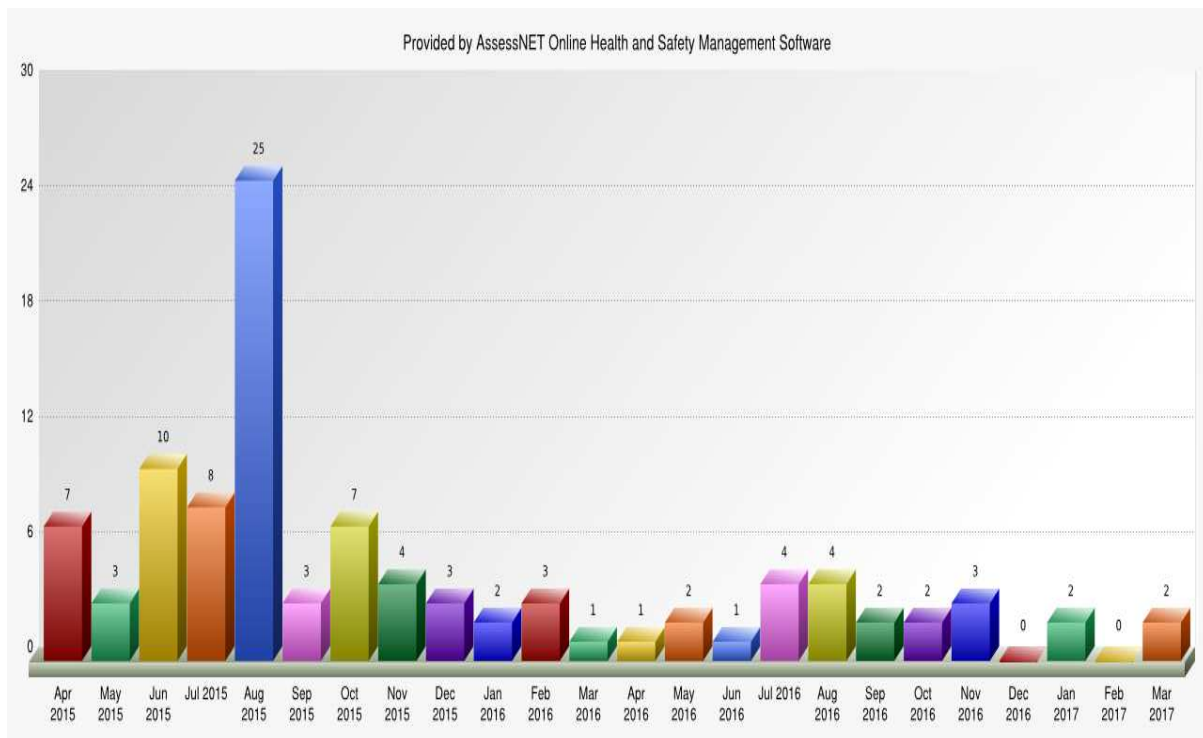
None

## Appendix 1

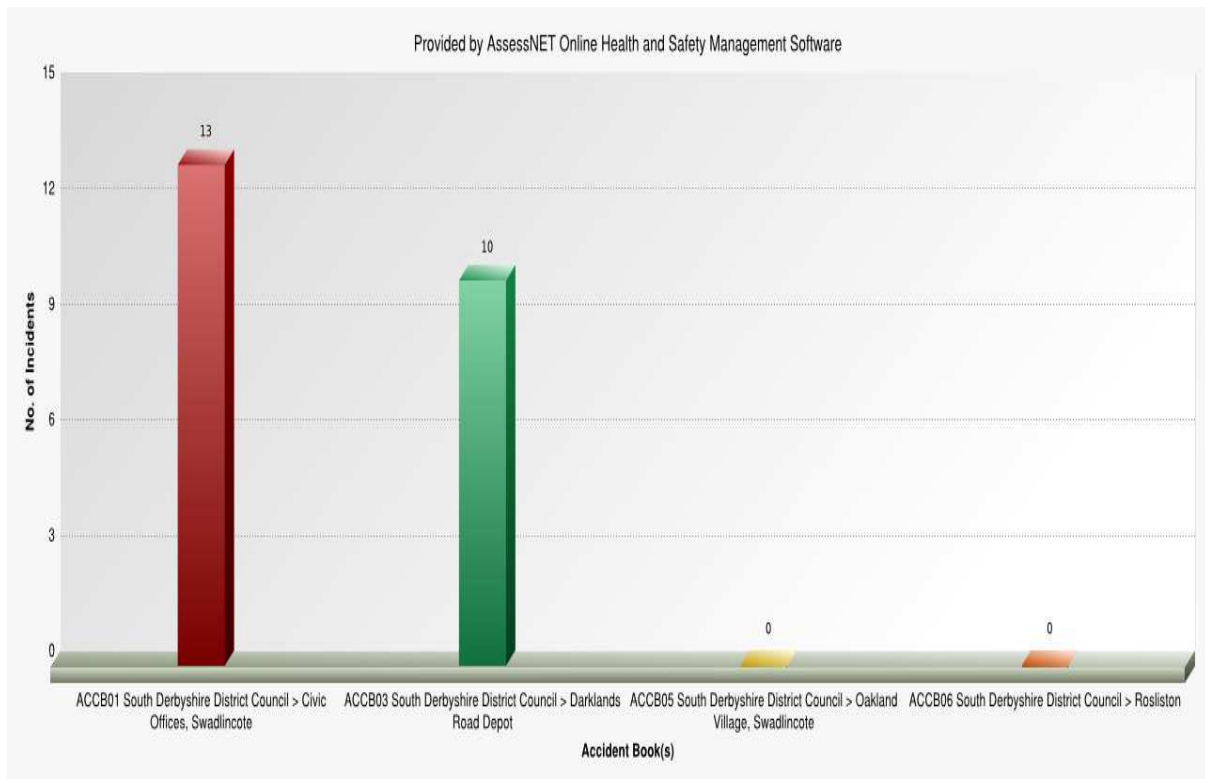
### SDDC Headline Accident Statistics for 2016-17

For the year April 2016 – March 2017, there were 23 work related accidents/incidents, 2 of which were reported to the HSE, as RIDDOR reportable. The previous year's figures included both work and non-work related accidents and this accounts for the difference shown.

Graph 1 below illustrates the breakdown of all **work related** accidents/incidents by month and compares the number of accidents in the last two financial years. Despite moving to a new format for reporting the month with the highest incidence of accidents is August. It is not possible to draw any clear considerations on why this has occurred at the moment as more annual data will be needed to enable more relevant comparisons to be made.



**Graph 2** shows the rates of accidents/incidents for the year by Council area. As shown, more have occurred to employees based from the Civic Offices when compared to other work areas. This follows a similar trend in previous years.



Graph 3 shows the type of work related accidents/incidents that occurred during the year. The highest types are again slips, trips and falls followed by contact with a sharp object (e.g. falling over boxes in an office or colliding with a bin). Note that the graph does not include the number of near misses (5).

