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REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	23 <sup>RD</sup> JUNE 2011	CATEGORY: DELEGATED
REPORT FROM:	HEAD OF CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	RICHARD SHOULS, HEALTH & SAFETY OFFICER EXT. 5873 <a href="mailto:RICHARD.SHOULS@SOUTH-&lt;br/&gt;DERBYS.GOV.UK">RICHARD.SHOULS@SOUTH- DERBYS.GOV.UK</a>	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2010/11 AND ACTION PLAN 2011/12	REF:
WARD(S) AFFECTED:	NONE	TERMS OF REFERENCE: FM05

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## 1.0 Recommendations

- 1.1 To review the key health and safety achievements and performance for the year ending March 2011 and then approve the action plan listed in **Appendix A** that sets down the priority actions for 2011/12.

## 2.0 Purpose of Report

- 2.1 This report provides an overview of the Council's health and safety performance, including an analysis of accident data, for 2010/11. It reflects the Council's approach in enabling managers and employees to understand and fulfil their health and safety responsibilities.

- 2.2 The action plan detailed in **Appendix A** sets down the priorities for Health & Safety work during 2011/12.

## 3.0 Detail

- 3.1 In April 2011, the latest Corporate Health and Safety Action Plan was developed (**Appendix A**). This sets out a number of targets for the year 2011/12, along with timescales and responsibilities, in line with the Council's aim to continually improve health and safety performance.

**3.2** The Plan is updated on a monthly basis, with completed actions being recorded within an Archive of Achievements, found at the back of the Action Plan. Progress is fed back to the internal Health and Safety Committee that meets quarterly and monthly to the Director of Operations who is the Council's lead officer for health and safety matters. An Elected Member Champion, Councillor P Watson is also a member of the Health & Safety Committee.

**3.3** The health and safety service will be delivered in partnership with Northgate Information Solutions, following the transfer of the function in August last year. Health and Safety Officer, Richard Shouls, started in post in February 2011 as maternity cover for Jenny Barrington.

#### **4.0 Main Achievements**

**4.1** A lot of progress was made in the last financial year and is detailed in the Archive of Achievements within the Corporate Health and Safety Action Plan 2010-11 (link available at end of the report).

It should be noted that the work completed during 2010/11 including submitting applications under the Royal Society for the Prevention of Accidents (RoSPA) Occupational Health and Safety programme. The Council was awarded two gold awards that were in recognition of the high standard of health and safety practice across the Council and also within Housing (who have achieved this standard now for 3 years in a row). This is an outstanding achievement for the Council and an endorsement of the approach taken by the workforce to ensure that appropriate health and safety management practices are in place, practiced and observed.

**4.2** Other significant achievements included:

- Review of the Statement of Intent section of the overall Safety Policy, which sets out Council aims and objectives in improving health and safety performance (link available at end of the report).
- Review of the Fire Safety Policy, to reflect latest legislation, which includes local procedures for Council buildings.
- Working with the Health & Safety Executive on research being completed on hand and vibration issues at work.
- Update Noise and Vibration Policies
- Launch Lone Worker System
- Update Home Working Policy
- Re-issue of the Employee 'Rough Guide' to Health and Safety.
- Completion of a number of Health & Safety Audits
- Targeted campaign to raise the awareness of stress in the workplace
- Provided training and support for the development of personal emergency evacuation plans (PEEPS) for Elected Members and staff.

#### **4.2.1 Training**

Significant work has been completed with the identification of health and safety training needs and developing training materials for core modules. Where necessary, courses were tailored to meet departmental needs. A Corporate Health and Safety Training programme was launched and includes courses on Health and Safety Induction, Risk Assessment for Assessors, Display Screen Equipment (DSE) Assessment for Assessors, Manual Handling Techniques, Health and Safety Training for Elected Members and further First Aid Training.

In total, 9 employees were trained in Health and Safety Induction, 25 employees were trained in Risk Assessment and 5 were trained in Display Screen Equipment (DSE) Assessment and 40 have been trained in specialist Manual Handling techniques training and 18 trained in First Aid.

#### **4.2.2 Implementation of IT**

To realise a number of benefits that include efficiencies in the production of comprehensive management information, reducing administrative burden and operational processes, work has continued on the development of the electronic health & safety software 'Assess Net'. This has included accident data dating back to April 2008, allowing detailed trend analysis to be undertaken and communicated across the Council; additional support provided for users on the DSE and risk assessment modules and an overhaul of the reporting structure following changes to the Council's workforce.

#### **4.2.3 Risk Assessments**

Providing support to ensure the completion of risk assessments for all Council operations and activities. This has included a detailed 'Gap Analysis' and producing worked examples of risk assessments for common areas and hazards known as 'Generic Assessments'. Assistance has also been provided to managers by carrying out specific individual assessments where legally required such as manual handling assessments, ergonomic workstation assessments for those with existing medical conditions, maternity risk assessment and individual stress risk assessments. There has been continued support for the Managers at the depot in updating their Risk Assessments.

#### **4.2.4 Professional Support**

Support has been provided to a number of areas and activities including canvassing for the electoral registration process (lone workers), completing health & safety audits then advising on any remedial action

that is required, workplace inspections and an additional facility enabled through the partnership with Northgate of a dedicated support line for health & safety enquiries. In addition, support has also been provided in terms of Occupational Health reviews with both employees and management, in cases of work-related ill health.

A programme of tool box talks have been arranged to run through the financial year 2011-12 set up by the Housing Repairs team but run by the Health and Safety Officer and open to all teams.

Support was also provided for the achievement of the RoSPA Gold award in Housing Services, and as planned corporate accreditation for the Council in this financial year, with submission planned in February 2011 and achieving Gold Standard.

### **4.3 Accident Analysis**

- 4.3.1** 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 & Safety Executive (HSE) where necessary. All accidents are recorded on the IT system, Assess Net. Trade Union health and safety representatives have access to this system and have been trained in its use.
- 4.3.2** Accident statistics are collated and reported back to the joint Health and Safety Committee on a quarterly basis. This Committee reviews the accident reports/trends and makes recommendations on any action or learning that needs to be implemented.
- 4.3.3.** The Director of Operations chairs the Health & Safety Committee. The Elected Member Champion for Health & Safety, Officers from across the Council along with Trade Unions health and safety representatives also attends the meeting.
- 4.3.4** An annual trend analysis of all accidents has been produced for April 2010 – March 2011; a comparative analysis has also been provided for the previous year 2009-2010. A full breakdown, including graphs can be found in **Appendix B**.
- 4.3.5** In summary, in the financial year April 2010 – March 2011, there were 66 accidents, 18 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) reportable incidents. This represents an increase from the previous year where 55 accidents were reported, including 10 RIDDOR reportable incidents. The increase coincides with an awareness campaign on Accident Reporting and the launch of a new reporting form and procedure; it is likely that the accident reporting level within the Council has increased

in response to the campaign rather than there being an increase in unsafe acts resulting in accidents. Improved reporting and awareness enables action to be taken that will promote a positive health and safety culture within the Council.

- 4.3.6** Given the high costs of accidents to the Council, a more important indicator is the proportion of accidents where managers took preventative action following the event to stop reoccurrence. Figures show that managerial action was taken in all cases where action was appropriate.

#### **4.4 Targets for 2011-2012**

**4.4.1** The Corporate Health and Safety Action Plan for 2011/12 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. In particular, key priorities include:

- To review key policies including Management of Contractors, Management of Asbestos, Occupational Health & Health Surveillance and Lone Working.
- To provide training for Elected members and Officers as required.
- To populate Assess Net and ensuring suitable and sufficient risk assessments are in place for all Council activities.
- To continue a robust health and safety Audit programme that will include carrying out audits for higher risk areas such as Housing repairs and Housing Improvements.
- To review the outcome and any recommendations from the 2011 RoSPA submission and determine whether to resubmit for similar accreditation in 2012.
- To review the health surveillance programme for employees, to include identifying any gaps and ensuring a full review of all employees requiring Hand Arm Vibration Syndrome (HAVS) screening.
- To review local Fire Evacuation procedures for the Civic Offices (out of hours), Darklands Depot, and Care Line at Bretby Business Park.
- To provide health and safety advice and assistance to the project team in the plans for the new Depot, to ensure health and safety requirements are fully met.
- To support the development of a health & safety module on the Councils HR and payroll system.

#### **5.0 Financial Implications**

**5.1** None. All resources are contained within existing budgets.

**6.0**

## **Corporate Implications**

- 6.1 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 newly designed intranet site, notice boards, through internal publications such as 'Better' and tool box talks and through the Health and Safety Committee.

Having effective health and safety arrangements promotes better working methods and early, preventative action to protect the well being of the workforce.

## **7.0 Community Implications**

- 7.1 The Council has responsibility for providing a safe work environment for its employees and any member 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.

## **8.0 Background Papers**

Corporate Health and Safety Action Plan 2010-11 ([click this link](#))

Statement of Intent section of Safety Policy ([click this link](#))

Policy Section of the overall Safety Policy ([click this link](#))



Northgate SDDC Corporate Health and Safety Action Plan

Appendix A

<b>Ref</b>	<b>Details of Work</b>	<b>Targets</b>	<b>Estimated Time of Delivery</b>	<b>Responsibilities &amp; Comments</b>
<b>1</b>	<b>Policy and Procedure</b>	<p>1.1 Update and re-issue Statement of Intent</p> <p>1.2 Review Organisation and Responsibilities following re-structure</p> <p>1.3 Review Health and Safety Committee Membership and terms of reference</p> <p><b>1.4 Update Procedures</b></p> <p>1.4.1 Update Driving at Work Procedures</p> <p>1.4.2 Update Dangerous Animals Procedures</p> <p>1.4.3 Update Emergency Procedures</p> <p>1.4.4 Update COSHH Procedures</p> <p>1.4.5 Update Legionella Procedures</p> <p>1.4.6 Update Work at Height Procedures</p> <p>1.4.7 Update PPE Procedures</p> <p>1.4.8 Update First Aid Procedures</p> <p>1.4.9 Update PUWER Procedures</p> <p>1.4.10 Update Workplace Safety Procedures</p> <p><b>1.5 Review Fire Wardens</b></p>	<p>Mar 2011/Mar 2012</p> <p>Mar 2011</p> <p>Mar 2011</p> <p>May 2011</p> <p>June 2011</p> <p>July 2011</p> <p>August 2011</p> <p>September 2011</p> <p>October 2011</p> <p>November 2011</p> <p>April/Dec 2011</p> <p>January 2012</p> <p>February 2012</p> <p>April 2011</p>	<p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p>
<b>2</b>	<b>Training</b>	<p>2.1 Devise Corporate Training Programme 2011 – 2012</p> <p>2.2 Identify staff requiring Induction or refresher training and deliver training</p> <p>2.3 Training for Elected Members</p> <p>2.4 Manual Handling for Play Services Temporary Staff</p> <p>2.5 Health &amp; Safety briefing to Canvassers</p>	<p>April 2011</p> <p>Jun/Sept/Dec/Mar</p> <p>June 2011</p> <p>June 2011</p> <p>July 2011</p> <p>Aug/Oct 2011</p>	<p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p>
<b>3</b>	<b>Audit</b>	<p><b>3.1 Audits and Inspections</b></p> <p>3.1.1 Audit Environmental Services (Team TBC)</p> <p>3.1.2 Audit Housing Improvements</p>	<p>April 2011</p> <p>May 2011</p>	<p>NG H&amp;S Officer</p> <p>NG H&amp;S Officer</p>



		3.1.3 Audit Planning (Development and Building Control) 3.1.4 Audit Leisure (Team TBC) 3.1.5 Audit Legal and Democratic Team (Team TBC) 3.1.6 Inspection Bretby 3.1.7 Inspection of First Aid Provision 3.1.8 Inspect Depot 3.1.9 Inspect Rosliston	June 2011 July 2011 August 2011 January 2012 December 2011 October 2011 November 2011	NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer
<b>4</b>	<b>Reports</b>	<b>4.1 Reports</b> 4.1.1 Prepare Annual health and Safety update for members 4.1.2 Prepare stats for East Midlands Council Quarterly report	May 2011 May/Aug/Nov/Feb	NG H&S Officer NG H&S Officer
<b>5</b>	<b>Assess-Net</b>	<b>5.1</b> Maintain Administration of Assess-Net all modules <b>5.2</b> Complete Monthly Gap Analysis on Assess-Net <b>5.3</b> Deliver refresher training for Assess-Net 5.4 Run monthly accident reports (Resource Link) 5.5 Run quarterly accident reports	Ongoing monthly Ongoing monthly Jun/Nov 2011 Ongoing monthly Jun/Sep/Dec/Mar	NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer
<b>6</b>	<b>ROSPA</b>	6.1 Review RoSPA submission and Implement learning's 6.2 Plan 2012 RoSPA submission 6.3 Complete 2012 RoSPA submission 6.4 Discuss RoSPA submission with client and confirm go ahead	June 2011 October 2011 December 2011 February 2012	NG H&S Officer NG H&S Officer NG H&S Officer NG H&S Officer
<b>7</b>	<b>Occupational Health</b>	7.1 Review HAV's screening programme 7.2 Review Audiometry Programme 7.3 Review Driver Medical Programme	November 2011 July 2011 May 2011	NG H&S Officer NG H&S Officer NG H&S Officer
<b>8</b>	<b>Meetings</b>	8.1 Update meeting Mark Alflat 8.2 Derbyshire Safety Group	Ongoing monthly Mar 30 <sup>th</sup> 2011	NG H&S Officer NG H&S Officer



### Alternative Calendar View

Apr 11			May 11			Jun 11		
1.4.8		Update first aid procedures	1.4.1		Update Driving at work Procedure	1.4.2		Update dangerous animals procedure
1.5		Review fire wardens	3.1.2		Audit Housing improvements	2.2		Identify staff training requirements
2.1		Devise corporate training plan	4.1.1		Prepare annual health and safety update for members	2.3		Training for elected members
3.1.1		Audit Environmental Services (Careline/sheltered Housing)	4.1.2		Prepare stats for East-Mids report	3.1.3		Audit Planning (Dev and Bldg control)
					Review driver medical programme	5.3		Deliver refresher training for assess-net
						6.1		Review RoSPA Submission
Jul 11			Aug 11			Sep 11		
1.4.3		Update Emergency procedures	1.4.4		Update COSHH procedures	1.4.5		Update Legionella Procedure
2.4		Manual handling play services	2.5		H & S brief to canvassers	2.2		Identify staff training requirements
3.1.4		Audit Leisure (team TBC)	3.1.5		Audit legal and democratic team			
7.2		Review audiometry programme	4.1.2		Prepare stats for East Mids report			
Oct 11			Nov 11			Dec 11		
1.4.6		Update work at height procedures	1.4.7		Update PPE Procedures	1.4.8		Update first aid procedures
2.5		H & S Briefing to canvassers	3.1.9		Inspection Rosliston	2.2		Identify staff training requirements
3.1.8		Inspection Depot	4.1.2		Prepare stats for East Mids report	3.1.7		Inspection of first aid provision
6.2		Plan 2012 RoSPA submission	5.3		Deliver Assessnet refresher training	6.3		Complete 2012 RoSPA submission
10.1		Confirm Depot launch	7.1		Review Havs Screening programme			
Jan 12			Feb 12			Mar 12		
1.4.9		Update work equipment and Pwer Procedures	1.4.10		Update workplace safety procedures	1.1		Update and issue Statement of intent
3.1.6		Inspection Bretby	4.1.2		Prepare stats for East-Mids report	2.2		Identify staff training requirements
10.2		Depot assistance	6.4		Discuss with client and submit RoSPA	10.2		Depot assistance
			10.2		Depot assistance			
<b>Ongoing</b>								

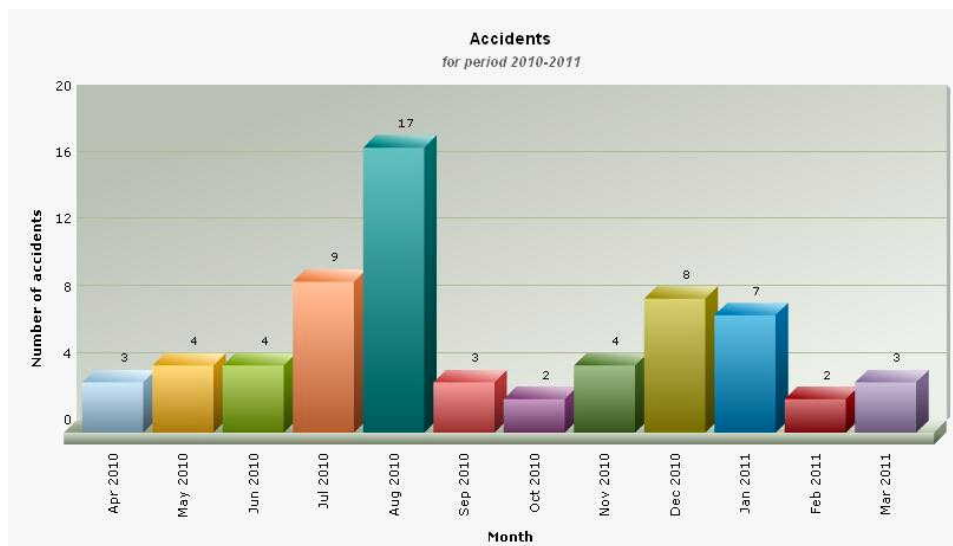
5.1	Maintain Administration of Assessnet all modules		
5.2	Complete monthly gap analysis on assessnet		
5.4	Run monthly accident reports		
8.1	Update meeting Mark Alflat Health and Safety notice		
8.3	boards		
10.8	Safety Committee		
10.9	Better Magazine		

## SDDC Headline Accident Statistics for 2010-11

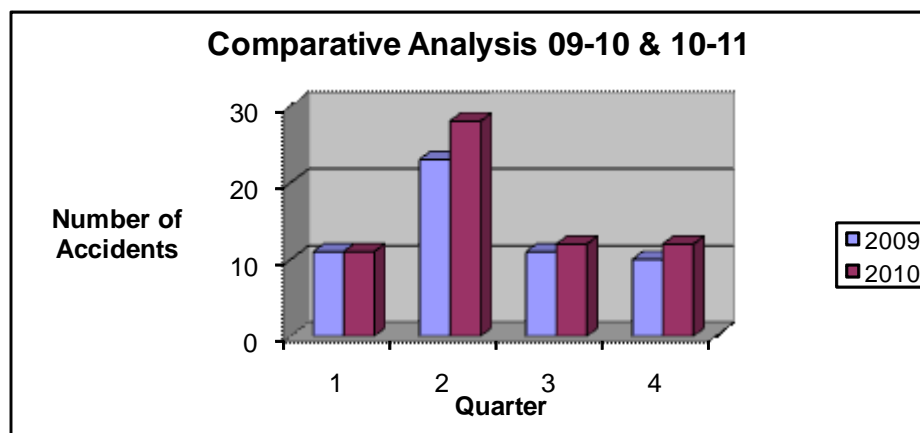
In Summary, in the financial year of April 2010 – March 2011, there were 66 accidents, 18 were reportable RIDDOR\* accidents, plus 1 RIDDOR reportable case of work-related ill health

Of the 66 accidents reported, 64 resulted in injury, 1 resulted in property damage whilst the other 1 was work related disease (cause by or made worse by work)

The graph below illustrates the breakdown of all accidents, by month. This shows that there was a peak of accidents occurring in the month of August as it was in the previous year. Half of these were minor accidents as a result of children taking part in the summer activities run by Leisure and Community. All summer staff as a matter of course receives health and safety training in accident reporting. These figures confirm that this training is taken seriously



This represents an increase compared to the previous year where 55 accidents were reported, including 10 RIDDOR\* reportable accidents. The graph below illustrates the increase in all reported accidents, including RIDDOR's.

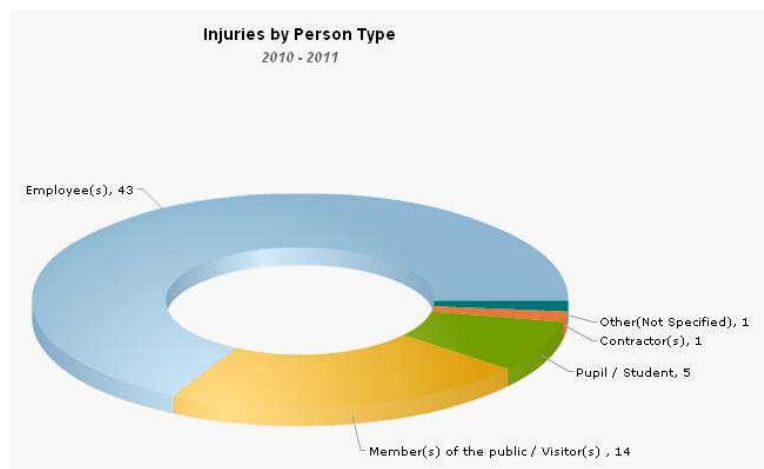


\*RIDDOR incidents are the more serious injuries, ill-health and dangerous occurrences that legally must be reported to the health and safety executive (HSE)

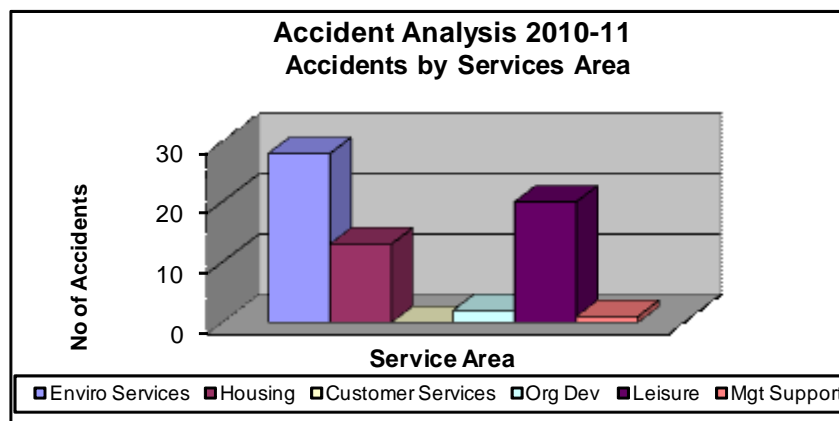
The increase in accidents this year coincides with the driving home of the awareness campaign (to be included in the tool box talks programme) on accident reporting with the accident reporting form being improved once more to make it more investigative. Improved reporting and awareness enables action to be taken that will promote a positive health and safety culture within the Council.

The approach of encouraging Managerial action is taken has been continued from last year. By using this approach, the proportion of accidents where Management took positive action through accident investigation where appropriate would have stopped reoccurrence of that type of accident.

Of all the 66 accidents reported in 2010-11, 64 resulted in injury. The graph below illustrates the breakdown of the type of person injured. The majority (63%) occurred to employees. The 5 students/pupils were all injured whilst taking part in play activities arranged by Leisure and communities.



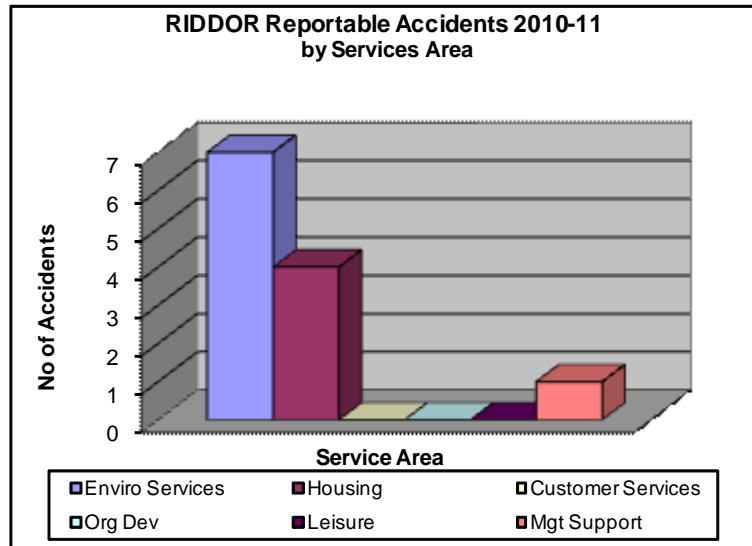
The next graph below provides a breakdown of all accidents involving employees, by service area. As expected the highest proportion of accidents occurred within the Environmental Services, upon closer investigation 12% of all accidents actually occurred within Waste Cleansing Unit. As the Grounds Maintenance had been transferred to Environmental Services it is an indication as to why the figure for this service has increased.



\*RIDDOR incidents are the more serious injuries, ill-health and dangerous occurrences that legally must be reported to the health and safety executive (HSE)

In the financial year 2010-11, there were a total of 18 RIDDOR\* reportable accidents. Of these 66% (12) involved employees and 34% (6) involved a member of the public.

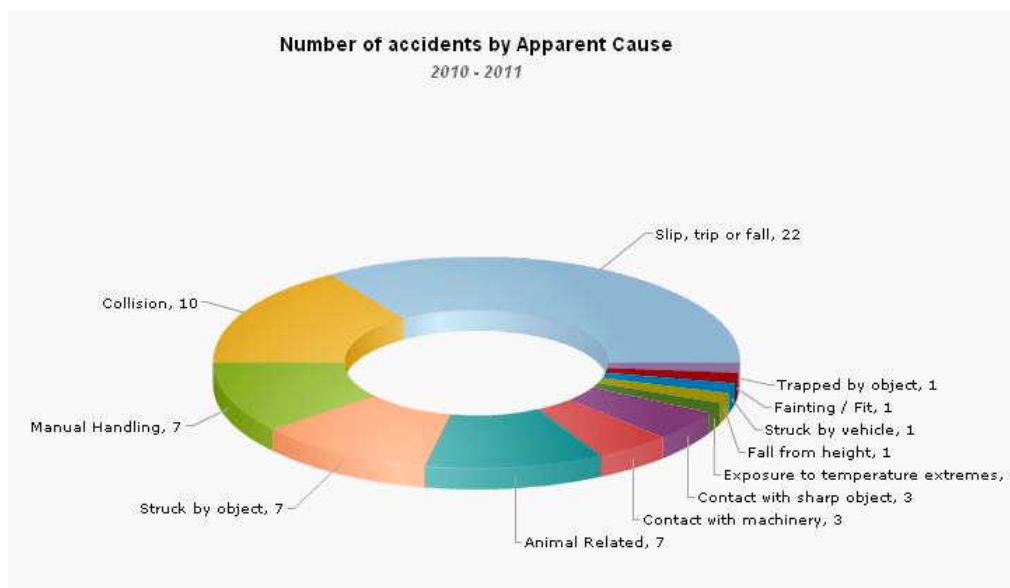
The Graph below displays the number of RIDDOR's involving employees only, by Service area. The largest proportion occurred within Waste and Cleansing followed by Housing.



The final graph below illustrates the apparent causes of all accidents resulting in injury occurring in 2010-11.

Over a fifth of all injuries were the result of a slip, trip or fall (on the same level), when looking at the RIDDOR figures for 2010-11, half of all RIDDOR's were caused by slips, trips or falls (on the same level), this was the most cause of RIDDOR reportable injuries.

Contact or struck by an object was the next most common cause of injury, accounting for 10% of all accidents.



\*RIDDOR incidents are the more serious injuries, ill-health and dangerous occurrences that legally must be reported to the health and safety executive (HSE)