

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM:12
DATE OF MEETING:	30 th JULY 2020	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	TONY GUEST, HEALTH & SAFETY OFFICER (01283 595872) antony.guest@southderbyshire.gov.uk	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2019/20 AND ACTION PLAN 2020/21	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 17

1.0 Recommendations

- 1.1 That the key health and safety achievements and performance for the year ending 31 March 2020 are noted.
- 1.2 That the Health and Safety Action Plan for 2020/21 as detailed in Appendix 2 is approved.

2.0 Purpose of the Report

- 2.1 To provide an overview of the Council's health and safety performance for 2019/20 and detail the approach taken in enabling managers and employees to understand and fulfil their health and safety duties and responsibilities.
- 2.2 The Health and Safety Action Plan 2020/21 attached at **Appendix 2** is presented to the next internal Health and Safety Committee to agree the priorities for this year.

3.0 Detail

- 3.1 In June 2019, this Committee approved the Health and Safety Action Plan for 2019/20 that set out a number of actions to continually improve and enforce the importance of good health and safety management practice at work.
- 3.2 Progress against the Action Plan is reviewed monthly by the Strategic Director (Corporate Resources) and the Health and Safety Committee that meets quarterly. Two Elected Members as Health and Safety Champions, Councillor P Watson and Councillor S Taylor, were members of the Health and Safety Committee for 2019/20.
- 3.3 Professional support and advice for managers, employees and partners of the Council is provided by the Health and Safety Officer who is part of the Organisational Development and Performance Service Unit.

4.0 Main Achievements

- 4.1 Actions under the agreed Health and Safety Action Plan were progressed as scheduled unless otherwise agreed. It should be noted that with the worldwide coronavirus (COVID-19) pandemic, significant resources have had to be diverted from the start of this year (and continuing) to support the Council with implementing local actions in line with Government and Health Service requirements, including actions leading up to and past the national lock down that commenced from 23rd March 2020.

Incident reporting

- 4.2 The consistent monitoring, investigation and taking appropriate actions following any incident/accidents within the Council are one of the key requirements for good health and safety practice. Any incident that results in an employee being unable to work for seven consecutive days, results in a fatality and/or specified injuries (such as fractures, amputations) are classed as a 'RIDDOR' and are reported to the Health and Safety Executive (HSE) which is the government agency that deals with health and safety matters nationally. (*RIDDOR stands for Reportable Injuries, Diseases and Dangerous Occurrence Regulations*). It should be noted that COVID-19 is classed as a reportable disease and any incidents have to be reported as a RIDDOR.
- 4.3 As well as reporting those that result in an injury to an employee or member of the public, it is also important to record any 'near misses'. These help to identify any potential risks to others and enable managers to review and update existing work practices.
- 4.4 As required by the HSE, incident/accident reporting has focused on work related incidents and this approach was adopted by the Council from April 2016. Since this time, whilst the number of incidents have continued to rise year on year they are still below the levels being reported five years ago as summarised below.
- Year 2019/20 - 36 incidents
 - Year 2018/19 - 33 incidents
 - Year 2017/18 - 25 incidents
 - Year 2016/17 - 20 incidents
 - Year 2015/16 - 56 incidents (*reporting criteria changed*)
- 4.5 Using this method enables a clear focus on actions that can be taken to improve working practices, where additional training is required or different resources/equipment can be used.
- 4.6 The total number of work-related incidents for the year 2019/20 was 36 of which six were RIDDOR reportable. These are shown in Appendix 1. It should be noted that these figures include three work related near misses and exclude non work-related incidents as noted above.

RIDDORs

- 4.7 There were six RIDDOR reportable accidents during the year.
- Two employees falling ill due to pre-existing medical conditions.
 - Two front line employees sustaining fracture/laceration injuries due to unforeseen circumstances.

- Two members of the public [under 16] sustaining lower leg fractures due to jumping/falling from fixed structures at Rosliston Forestry Centre.

4.8 All incidents were fully investigated with actions, including personal welfare consultations, refresher training and reinforcement of safe systems of work, were taken to reduce any identified risks. Further details are provided in Section 5.

COVID-19

4.9 From the start of 2020, the landscape and profile of health and safety practice has changed dramatically. COVID-19 has required that normal day to day activities have been largely put to one side to support the Council, and its partners, prepare and implement a range of measures to protect the public, our workforce and reduce the pressure on health care providers.

Every service provided by the Council has been impacted demanding the ongoing provision of health and safety advice and support. This has ranged from reviewing existing working practices, conducting risk assessments to implementing a range of national measures that have been enacted to control and suppress the spread of the virus.

Central to this has been the provision of clear and continued communications on the actions being taken to keep employees, Trade Unions and members of the public informed. This has been built upon national advice and adjusted to be relevant at a local level. Daily communications have been issued to keep employees informed of the actions being taken and the support available to maintain their health and wellbeing.

This work is ongoing and will continue to have an impact on all services over the coming months. This will be reported in the next annual health and safety report to explain the actions taken, their effectiveness and how it has impacted on health and safety work that would normally have been provided.

Training

4.10 The proven method for establishing and maintaining a positive health and safety culture is to provide training for staff and managers. 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, Fire Warden Procedures and a range of toolbox talks primarily aimed at front line workers.

Training has also been provided for managers and supervisors in accident investigations and site inspections from our insurers, Zurich. This training focused on the actions that need to be taken to reduce the risk of litigation and when it is progressed, the actions and type of information that need to be provided to defend a claim.

In addition, specific training and advice has been provided in relation to COVID-19 and actions/measures that have been put in place to protect the workforce.

Inspections and Workplace Audits

- 4.11 Workplace inspections and audits have been completed with a particular focus on high risk areas such as the Depot. This has included observing the working practices of crews, provision of additional guidance and support around the use of bankpersons and traffic management on and around the site. Support has been provided at other venues and in particular at Rosliston Forestry Centre and other sites that are used to deliver leisure and other sporting activities, such as the annual Summer Playscheme, activities in the Town Centre and community centres.
- 4.12 Information from incidents/accidents and workplace inspections and audits will continue to be shared with the Health and Safety Committee to enable them to review the effectiveness of and monitor progress towards actions that are implemented.

Other significant achievements included:

- Provided support and advice following an incident in June 2019 that resulted in flooding to a number of areas on the ground and first floor and in particular to the Social Services Department, Registrar's office, some areas of Planning and the opposition lounge for Elected Members.
- Provided ongoing support and review of the arrangements in place to mitigate the risk of lone working. This has included the re-allocation of SoloProtect devices that provide an effective, safe and discreet method for support to be summoned when there is risk to the health or wellbeing of our employees. The review of the Corporate Warning Register to make sure that all services are aware of measures to be taken when providing services to a resident or visiting a property on the list and to ensure that our list is up to date and compliant with the provisions of the Data Protection Act.
- Reviewed and updated the Corporate Lone Worker Policy to include guides and reference to arrangements in place across different service areas.
- Implemented a corporate approach to the provision of workstation equipment and worked with a third party to complete on-site DSE assessments for over 80 employees. This ensured that the correct equipment and installation was completed in a safe and efficient manner and good working practices were re-enforced and observed.
- Supported service areas with fire safety audits at different premises such as community centres, Etwall and Green Bank Leisure Centres, sheltered accommodation and other venues as requested.
- Worked with Economic Development and Growth Service Unit with arrangements around the use of the town centre for different activities and the town centre markets.
- Reviewed and updated the terms of reference for the Health and Safety Committee, the corporate Health and Safety Policy and a brief guide to health and safety for employees.
- Providing professional advice for the review of Corporate and Service Health and Safety Policies and Procedures.

RoSPA Health and Safety Award

- 4.13 The submission for 2019 has been delayed and will be submitted at the end of the year. The outcome will be reported in next years' report.

Professional Support

- 4.14 Throughout the year, advice and support is provided across all service areas with the completion and review of risk assessments, incident/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 Incident/Accident Analysis

- 5.1 The Health and Safety Officer is responsible for producing management information on the number of incidents/accidents occurring, as well as carrying out investigation and reporting to the HSE where required.
- 5.2 Statistics are collated and reported to the Health and Safety Committee on a quarterly basis. This Committee reviews the incidents/accidents to identify any trends and makes recommendations on any actions or learning that needs to be implemented.
- 5.3 The Strategic Director (Corporate Resources) chairs the Health and Safety Committee. The Elected Member Champions for Health and Safety, Officers from across the Council, along with Trade Union Health and Safety representatives also attend the meeting.
- 5.4 An annual trend analysis of all incidents/accidents has been produced for April 2019 – March 2020 with a comparative analysis provided for the previous year 2018 - 2019. Further analysis on the work related incidents for the current year are included at **Appendix 1**.
- 5.5 In the year (April 2019 – March 2020) there were 36 incidents/accidents, six of which were reported to the HSE, as RIDDOR reportable incidents. This represents an increase of three from the previous year where 33 accidents/incidents occurred. There was also an increase in RIDDORs, compared to three the previous year
- 5.6 The changes are attributable to reporting work related incidents only which can significantly vary with lower statistics. Whilst the number of incidents has increased over the past four years there are no significant trends although it has been identified that the highest rate of cause is now manual handling and not slips, trips or falls. As noted in this report, it is proposed to continue to provide toolbox talks and remind employees of the importance of adopting safe work practices and to ensure they use the correct lifting equipment or seek support where appropriate.
- 5.7 There was a lower total of work-related incidents, 36 compared to 54 non-work-related incidents. The increase of non- work-related incidents is due to minor injuries sustained through slip, trip and falls during the summer play scheme. This is a similar position as reported in 2018/19. Work related accidents/incidents are shown in Appendix 1.

Health and Safety Action Plan for 2020-2021

5.8 The Plan for 2020/21 has to be largely focused around providing support, guidance and actions around the national and local response to the COVID-19 pandemic. As the actions required are largely determined based on national advice and the continued impact of COVID-19, it is not possible to be perspective on what, when and how actions have to be taken. With a constantly changing landscape and the expected impact of a second wave of COVID-19, the other actions in the plan have been largely scaled back to those that are necessary to maintain the current health and safety management framework and restricts the number of proactive actions that are usually taken during the year. The Health and Safety Action Plan for 2020-21 is attached at Appendix 2. Other actions that are planned include;

- To review and provide a blended approach to health and safety training that utilises technology to deliver training events for employees whilst control measures remain in place due to COVID-19.
- To complete health and safety audits at high risk areas such as the Depot and providing mentoring to managers so they are able to complete the audits.
- To review the functionality of AssessNET and enable the electronic recording of accidents to reduce the reliance on paper-based systems and improve the provision of management information.
- To complete reviews of Health and Safety procedures and policies
- To provide advice and guidance relating to different models of service delivery and actions that need to be taken in relation to people working from home, provision of equipment and working practices.
- To provide support for the provision of health and wellbeing activities for the workforce.

6.0 Financial Implications

6.1 None. All resources are contained within existing budgets.

7.0 Corporate Implications

Employment Implications

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

7.2 In relation to the current and potential workforce, this includes positive consideration towards any workplace adaptations or resources that can support an individual with health and/or medical conditions as well as pregnant employees.

Legal Implications

7.3 The Health and Safety at Work Act 1974 is the primary legislation and sets down the minimum requirements for health and safety practice that should be observed by the Council.

Corporate Plan Implications

- 7.4 The approach and arrangements detailed in this report underpins and supports all the key themes under the Corporate Plan and in particular the People theme.

Risk Implications

- 7.5 The HSE can impose a number of sanctions against any employer who breach or otherwise fail to comply with Health and Safety Legislation. This can range from improvement notices through to extensive fines which not only cause financial implications but also damage the employer's reputation. Most importantly, it can have a direct and life changing impact on the workforce or recipient of any services provided by the Council. The effective management of health and safety is therefore recognised as a key risk and the detail in this report sets down how the Council is managing and improving their approach to health and safety.

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.

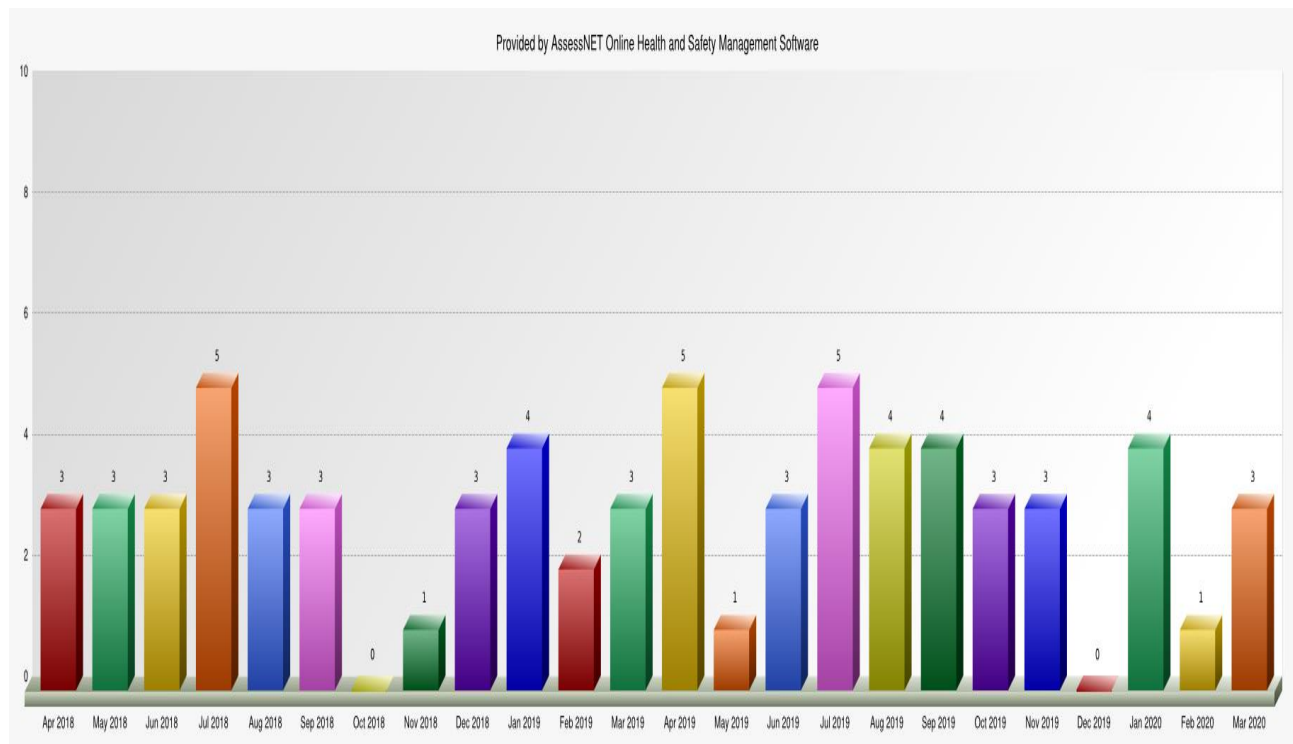
9.0 Background Papers

- 9.1 Health and Safety Annual Report 2019/20.

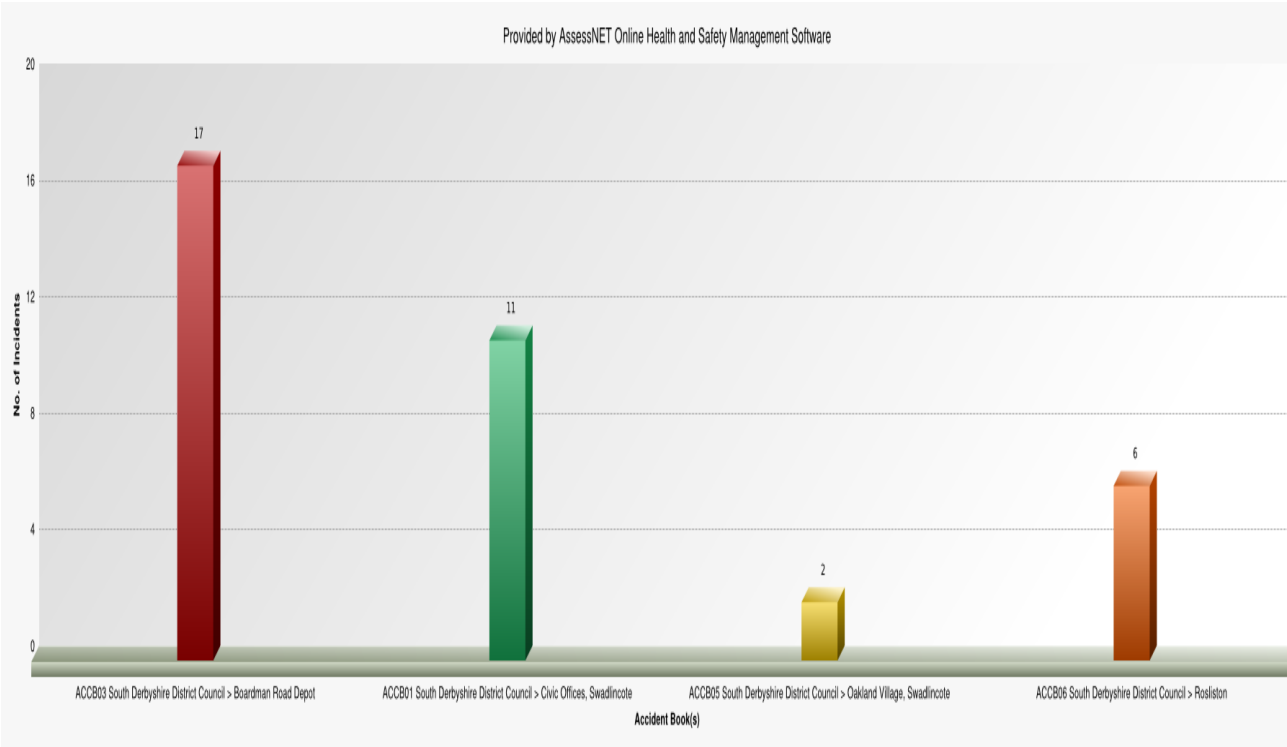
Accident Statistics for 2019-20

For the year April 2019 – March 2020, there were 36 work related accidents/incidents, six of which were reported to the HSE, as RIDDOR reportable.

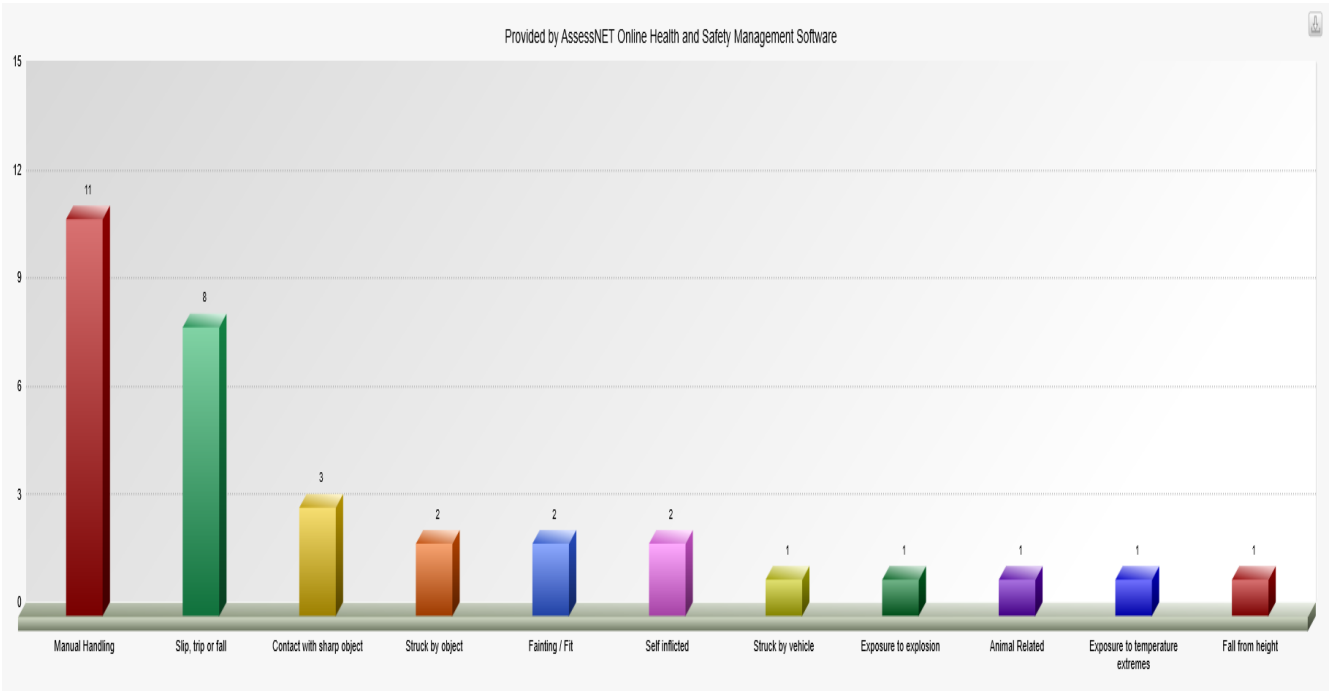
Graph 1 below illustrates the breakdown of all **work-related** accidents/incidents by month and compares the number of accidents in the last two financial years. Having moved to the new format of reporting work related accidents/incidents, the trend has evened itself out over the past two years. July & August still have the highest incidence rates and that is attributable to the summer schemes involving a high number of participants and varied activities.



Graph 2 shows the rates of accidents/incidents for the year by Council area. Most have occurred to employees based at the Boardman Road Depot where the higher risk services are provided. This is consistent with the previous year.



Graph 3 shows the type of work-related accidents/incidents that occurred during the year. The highest types are manual handling slips, trips & falls that is consistent with previous years. Note – does not include three near misses.



Health and Safety Action Plan 2020/21

Health and Safety actions	Proposed actions and initiatives	Status R–Red A–Amber G–Green	Target	Comments
COVID-19 (Coronavirus)	1.0 Support national and local actions 1.1 Develop Corporate Covid-19 risk assessment 1.2 Support risk assessments across service areas 1.3 Support individual risk assessment for those with health conditions, BAME 1.4 Complete training and other materials for employees returning to work 1.5 Review national and local guidance and develop local documents/procedures 1.6 Develop AssessNET questionnaire and roll out to all staff 1.7 Advise on any testing or other control measures 1.8 Work with different services on arrangements to re-open facilities and venues 1.9 Develop internal health and safety procedures and policies 1.10 Support Leadership team with service recovery plans 1.11 Support HofS with arrangements for different service delivery models	A A A A A A A A A A A	June 2020 July 2020 Ongoing Aug 2020 Ongoing July 2020 Sept 2020 July 2020 Ongoing Ongoing Ongoing	
Policy and Procedure	2.0 Reviews 2.1 Statement of Intent (Annual review) 2.2 Lone Worker Policy (review) 2.3 Display Screen Equipment and homeworking 2.4 Accident Reporting Procedure	A A A A	April 2020 March 2021 March 2021 March 2021	
Training	3.0 Training programme 3.1 Provide mandatory Health and Safety training using TEAMS and on site 3.2 Deliver specific training for occupational groups – manual handling etc 3.3 Develop H&S induction process as part of corporate arrangements 3.4 Design and deliver tailored toolbox talks as required 3.5 Deliver training in risk assessment	A A A A A	March 2021 March 2021 March 2021 March 2021 March 2021	
Reports and management information	4.0 Committees and management meetings 4.1 Produce monthly agenda and statistics for review meetings 4.2 Collate information for Health and Safety Committee 4.3 Complete Health and Safety Annual report 4.4 Produce information for regional health and safety committees	A A A A	Monthly Quarterly June 2021 As required	
Workplace Audits and Inspections	5.0 Risk based approach 5.1 Support Managers with inspections and audit in high risk areas (Depot) 5.2 Review and develop use of AssessNET to keep corporate records 5.3 Develop corporate template and checklist for managers	A A A	Ongoing March 2021 Dec 2021	

Health and Safety Action Plan 2020/21

RoSPA Award	6.0 Industry accreditation 6.1 Complete and submit 2019 entry 6.2 Complete and submit 2020 entry 6.3 Review any feedback on either submission	A A A	Jan 2021 June 2021 As required	
AssessNET	7.0 Review functionality and maintain system 7.1 Enter all details relating to incidents and accidents including RIDDORS 7.2 Develop accident reporting module 7.3 Review risk assessment module and roll out across services	A A A	March 2021 Dec 2020 March 2021	
Health & Safety Management Framework	8.0 Miscellaneous 8.1 Support health and well-being initiatives 8.2 Annual health surveillance programme for HAVS 8.3 Review existing arrangements for the provision of eye test vouchers 8.4 Develop corporate approach for provision of equipment and other resources for agile and homeworkers	A A A A	March 2021 Jan 2021 March 2021 March 2021	