

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	13 th JUNE 2019	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 2018/19 AND ACTION PLAN 2019/20	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 2019 are noted.
- 1.2 That the Health and Safety Action Plan for 2019/20 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 2018/19 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 proposed by the Health and Safety Committee for 2019/20, is attached at **Appendix 2** and sets down the priorities for this year.

3.0 Detail

- 3.1 In June 2018, this Committee approved the Health and Safety Action Plan for 2018/19 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 2018/19.
- 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 Unit.

4.0 Main Achievements

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

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*).

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. This approach was adopted by the Council from April 2016 and shows a decrease in the number of recorded incidents overall. However there has been an increase in incidents over the last three years as summarised below.

- 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 2018/19 was 33 of which three were RIDDOR reportable. These are shown in **Appendix 1**. It should be noted that these figures include five work related near misses and exclude non work related incidents as noted above.

RIDDORs

4.7 There were three RIDDOR reportable accidents during the year.

- One staff member working at height, accidentally operating safety harness causing body impact against a tree.
- Two members of staff getting a sudden illness resulting in temporary unconsciousness.

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 6**.

RoSPA Gold Achievement Award

- 4.9 For the ninth year in a row the Council achieved the Royal Society for the Prevention of Accidents (RoSPA) Gold Award. This provides industry recognition of the robust and effective health and safety management framework and arrangements that are in place.

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 tool box talks primarily aimed at front line workers. Three senior officers, including two members of the Leadership Team, completed the NEBOSH HSE Certificate in Health and Safety Leadership Excellence. Further details on training will be provided in the Training and Development Annual Report.

Inspections and Workplace Audits

- 4.11 Workplace inspections and audits have been continued with a particular focus on high risk areas such as the Depot. Following its relocation, support has been provided to ensure that access and egress to the site is being appropriately managed, traffic management arrangements are being observed and that the storage of fleet and equipment are being appropriately arranged. In addition, work has been completed at Rosliston Forestry Centre when it became the management responsibility of the Council from April 2018. This included a review of existing work practices and risk assessments prior to the transfer and then through the transition period to ensure that any new procedures or revisions to existing arrangements were appropriately managed and implemented.
- 4.12 Work has also been progressed to create a central record of inspections/audits using the Assessnet Health and Safety IT system used by the Council. These have been completed in a small number of low risk office based service areas and will be extended into other areas over the coming year. The benefits from this approach include being able to track and update actions, share generic templates and automated reminders for managers to complete further inspections or progress with agreed actions. This approach will continue to embed responsibility for health and safety matters at a service level and with the support of the Health and Safety Officer ensure that regular inspections are completed, which was a recommendation from the Council's insurers.
- 4.13 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:

- Completed the roll-out of a new IT based lone worker system, SoloProtect. This provides protection for employees who either lone work, have to visit sites or deal with situations that could present a risk to their personal safety and other front line workers who provide a first point of face to face contact

for members of the public. As part of this project over 60 employees have been trained and have access to a device. This was supported through the development of local procedures that provide for a clear escalation route, including the response from emergency services, in order to respond to situations where an employee's personal safety is at severe risk.

- Implemented a corporate approach to share information across the Council in a legally compliant manner in relation to potentially violent members of the community. This ensures that appropriate measures can be taken by employees before any services are delivered to people on the list such as visits in pairs, support from the Police etc.
- Developed and rolled out an eLearning training course on Display Screen Equipment (DSE) for all staff that uses a computer at work. This has identified a number of interventions that are required across all service areas and these are being addressed with the support of an external partner during the coming year.
- Supported the review of security arrangements at the Civic Offices following the discovery of a suspicious package leading to a number of actions to change the existing arrangements for handling and scanning letters and packages.
- Supported the review of the condition of the walkways on the Delph following a number of reported incidents.
- Reviewed the evacuation procedures and trained new fire wardens.
- Providing professional advice for the review of Corporate and Service Health and Safety Policies and Procedures.

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.

4.15 In addition, the Health and Safety Officer:

- Undertook a number of fire risk assessments on Council owned properties.
- Reviewed the provision of Personal Protective Equipment (PPE) for the Safer Neighbourhood Warden Team following an incident and their role in supporting members of the Police.
- Supported internal training courses for employees alongside the Council's insurers.

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 2018 – March 2019 with a comparative analysis provided for the previous year 2017 - 2018. Further analysis on the work related incidents for the current year are included at **Appendix 1**.
- 5.5 In the year (April 2018 – March 2019) there were 33 incidents/accidents, three of which were reported to the HSE, as RIDDOR reportable incidents. This represents an increase of eight from the previous year where 25 accidents/incidents occurred, but with a decrease (compared to four) in RIDDORs.
- 5.6 It should be noted that the changes are now attributable to reporting work related incidents only which can significantly vary with lower statistics. Whilst the number of incidents has increased over the past three 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, 33 compared to 37 non-work related incidents. This is a similar position as reported in 2017/18. Work related accidents/incidents are shown in **Appendix 1**.

Health and Safety Action Plan for 2019-2020

- 5.8 The Plan for 2019/20 details a number of actions for the year to continually improve health and safety performance (**Appendix 2**). As well as continuing with training and a review of health and safety policy other initiatives include:
- To complete a review of the new lone worker arrangements (SoloProtect) and identify actions to ensure that the Council obtains the most efficient and effective use of the system
 - To amend and update the Corporate Lone Worker Policy in line with the outcome of the review.
 - Appoint an external partner to complete on-site workstation assessments for Display Screen Users (DSE) and provide new equipment or further training in the correct use of DSE and workstations.
 - To support the review of the corporate arrangements for sharing information on potentially violent persons list.

- To support the review of security arrangements at the Civic Offices and in particular with the safe handling of post and other packages.
- To review and refresh mandatory training courses for basic health and safety awareness and deliver bespoke toolbox training sessions for front line workers in manual handling.
- To develop the functionality of the IT health and safety system to include more services areas with workplace audits and the option to move to electronic reporting of incidents/accidents.
- 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.

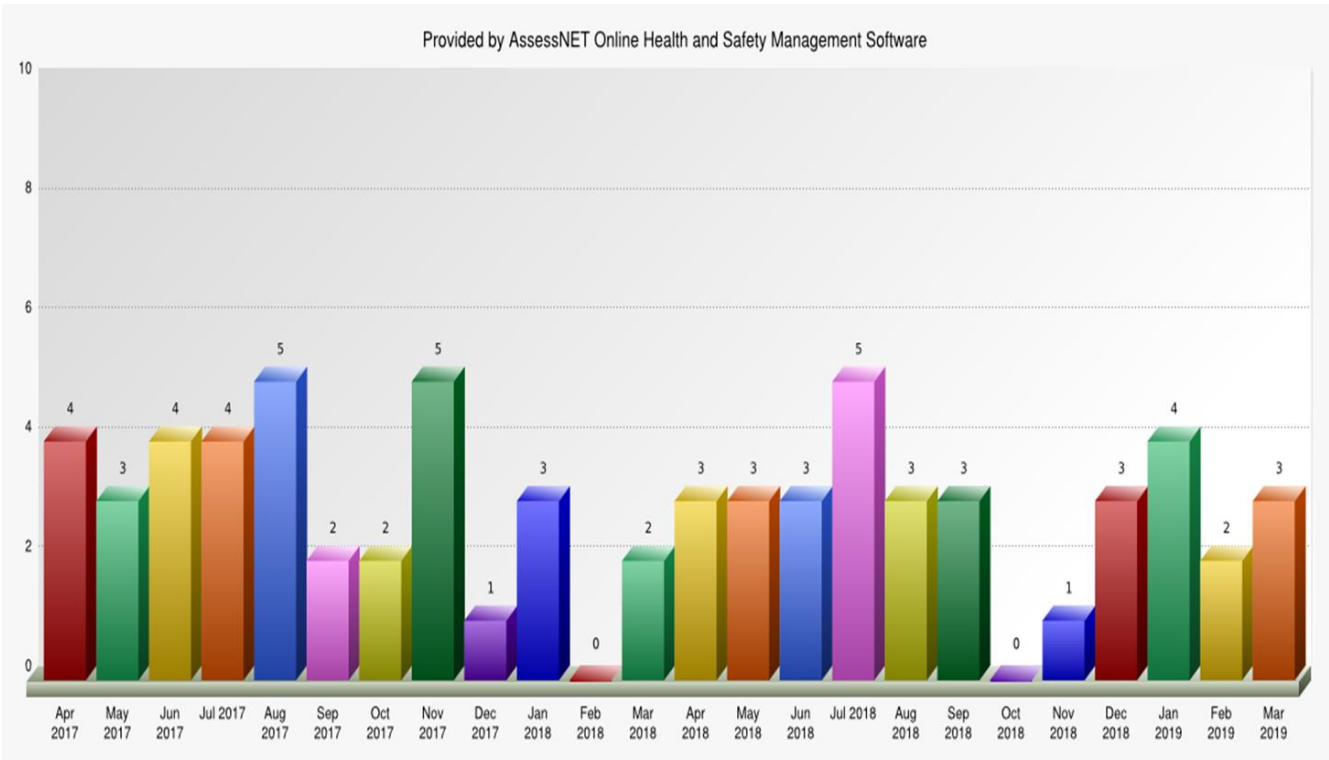
9.0 Background Papers

9.1 Health and Safety Annual Report 2017/18

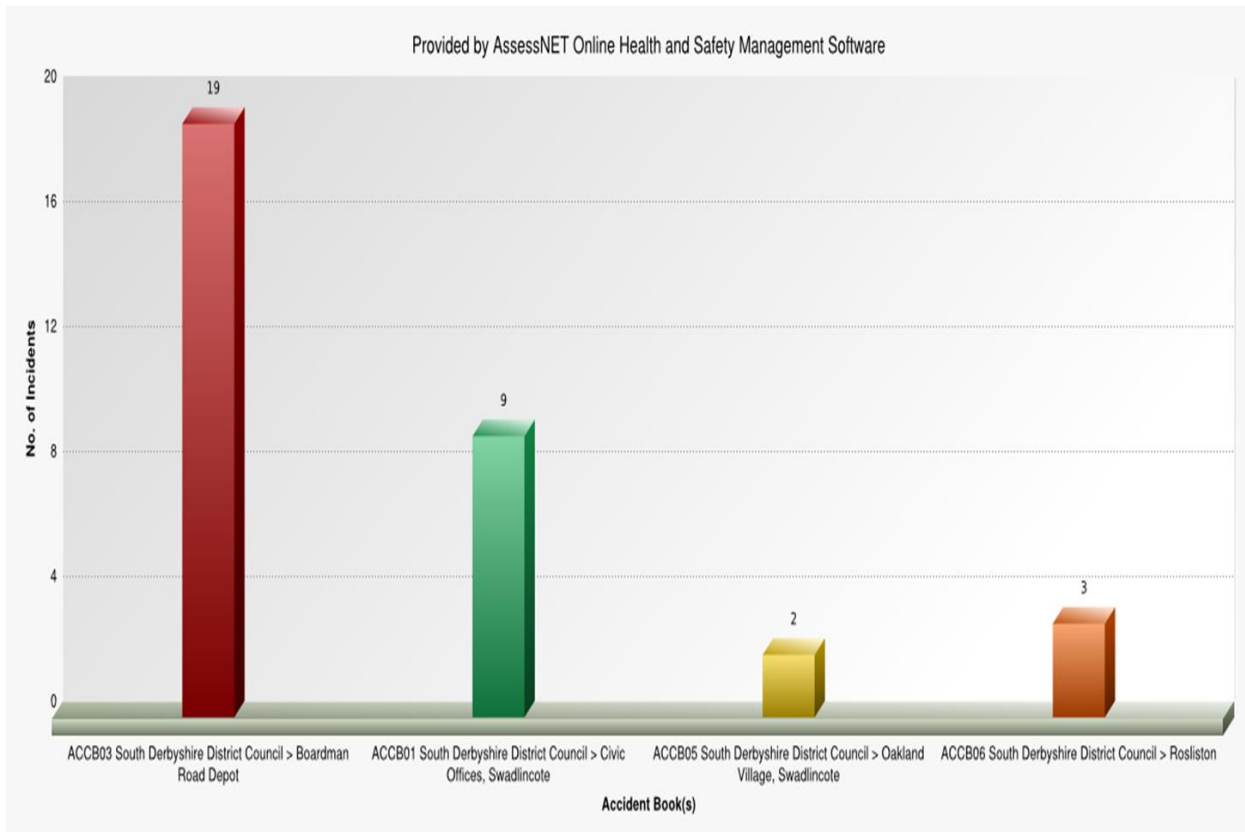
Accident Statistics for 2018-19

For the year April 2018 – March 2019, there were 33 work related accidents/incidents, three of which were reported to the HSE, as RIDDOR reportable. Previously [years up to April 2015] figures have included both work and non-work related accidents which resulted in a higher number of recorded incidents.

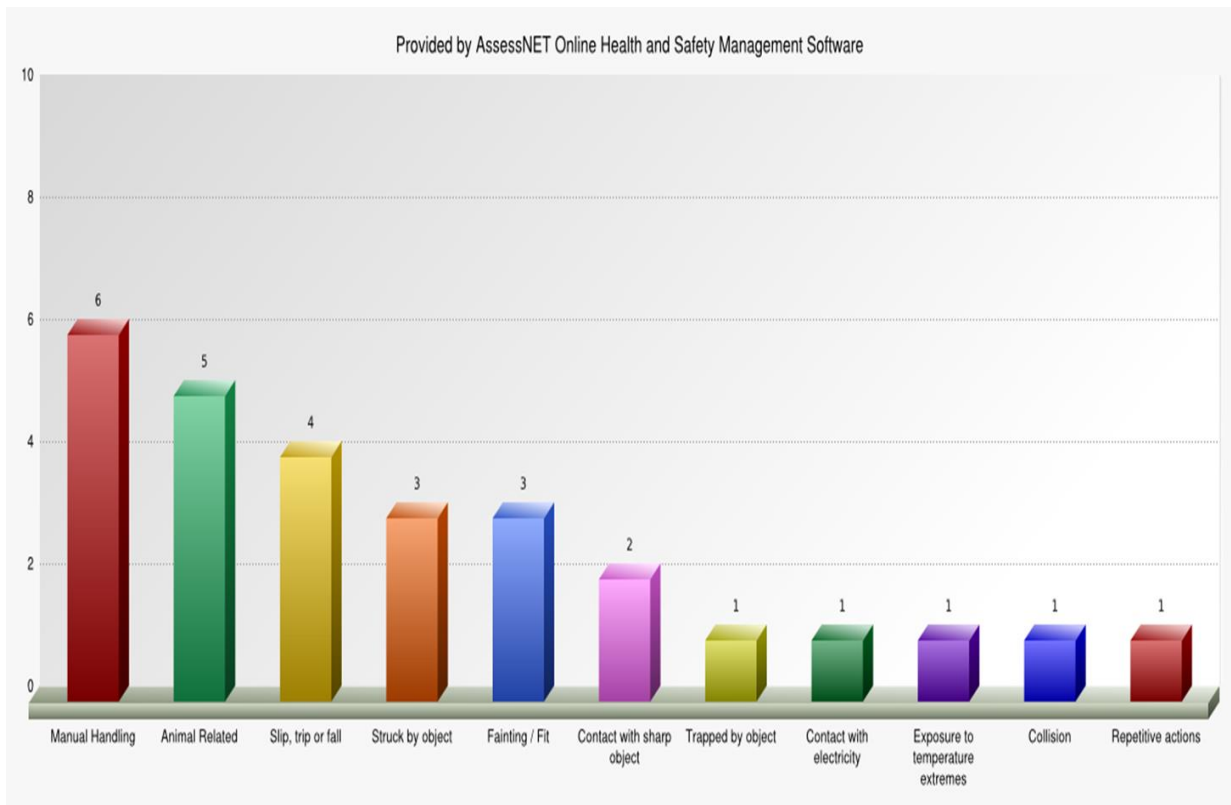
Graph 1 below illustrates the breakdown of all **work related** accidents/incidents by month and compares the number of accidents in the last two financial years. Having moved to the new format of reporting work related accidents/incidents, the trend has evened itself out over the past two years. However 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. Note the graph does include near misses (five in total).



Graph 2 shows the rates of accidents/incidents for the year by Council area. As shown, more have occurred to employees based at the Boardman Road Depot where the higher risk services are provided. This is a swing from previous years where the majority of reported incidents occurred at the Civic Offices. This will be monitored to identify if there are any underlying causes for the increase in incidents at this site. Note the graph does include the number of near misses [five].



Graph 3 shows the type of work related accidents/incidents that occurred during the year. The highest types are manual handling followed by animal related and slips, trips & falls. Note that the graph does not include the number of near misses (five).



HEALTH AND SAFETY ACTION PLAN 2019/2020

Appendix 2

Health and Safety framework	Proposed actions and initiatives	Status R-Red A-Amber G-Green	Target	Comments
Policy and Procedure	1.0 Reviews 1.1 Statement of Intent (Annual review) 1.2 Lone Worker Policy 1.3 Emergency evacuation procedures 1.4 Display Screen Equipment 1.5 Working at Heights	A A A A A	April 2019 May 2019 Sept 2019 Dec 2019 Feb 2020	
Training	2.0 Training Programme 2.1 Deliver mandatory training programme 2019 - 2020 2.2 Review content of training materials for Basic Health and Safety Awareness 2.3 Provide specific training in manual handling for occupations where identified as a risk 2.4 Review training materials and provide tool box talks to front line and other staff as required 2.5 Deliver H&S training for Playscheme staff 2.6 Toolbox talk on accident reporting 2.7 Training for staff at Rosliston in H&S awareness, Manual handling and risk assessment	A A A A A A A	Mar 2020 Aug 2019 Mar 2020 Mar 2020 July 2019 Aug 2019 Oct 2019	
Workplace Audits and Inspections	3.0 Review corporate approach 3.1 Review use of Assessnet and identify other service areas to be added on to the system 3.2 Support Managers with adding workplace inspections and then overseeing actions and training 3.3 Audit and inspection of higher risk areas – Depot, Unit 4, Playscheme and Rosliston 3.4 Review accident statistics 2018/19 and identify any common trends for further audit or inspection	A A A A	Sept 2019 Dec 2019 Jan 2020 Aug 2019	

HEALTH AND SAFETY ACTION PLAN 2019/2020

Appendix 2

Reports	4.0 Reports 4.1 Submit annual health and safety report for 2019/20 4.2 Produce management information for H & Safety Ctte and other bodies as required.	A	June 2019	
		A	Jun/Sep/ Dec19 Mar 20	
ROSPA	5.0 RoSPA submission 5.1 2019 submission due 5.2 Register for 2020 and plan submission	A	10 th June 19	
		A	Dec 2019	
Lone working IT solution (Soloprotect) and Corporate Warning Register	6.0 Implement solution 6.1 Review use of system and propose actions regarding deployment of badges 6.2 Provided additional training for new users as required 6.3 Develop internal comms regarding revised corporate lone working system 6.4 Complete review of entries on Warning Register	A	May 2019	
		A	June 2019	
		A	July 2019	
		A	August 2019	
DSE Assessments	7.0 Develop solution 7.1 Appoint external partner to support assessments 7.2 Agree and complete first schedule of assessment 7.3 Identify corporate solutions for common risks (desk risers) 7.4 Provide training and advise on maintenance and content of data entered on to system	A	April 2019	
		A	Sept 2019	
		A	Oct 2019	
		A	Mar 2020	
Assessnet	8.0 Maintain system 8.1 Maintain Accident module and report RIDDORs 8.2 Develop approach towards electronic reporting of accidents 8.3 Ongoing development of accident module to record ongoing investigations	A	March 2020	
		A	Dec 2019	
		A	April 2019	
Health & Safety Management Framework	9.0 Miscellaneous 9.1 Support well-being initiatives 9.2 Annual health surveillance programme for HAVS 9.3 Review existing arrangements for the provision of eye test vouchers	A	March 2020	
		A	Jan 2020	
		A	March 2020	