

|                                |   |                                 |
|--------------------------------|---|---------------------------------|
| <b>REPORT TO:</b>              | <b>FINANCE &amp; MANAGEMENT COMMITTEE</b>   | <b>AGENDA ITEM: 12</b>          |
| <b>DATE OF MEETING:</b>        | <b>18<sup>th</sup> JUNE 2015</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)</b><br><a href="mailto:ANTONY.GUEST@NGAHR.COM">ANTONY.GUEST@NGAHR.COM</a> | <b>DOC:</b>                     |
| <b>SUBJECT:</b>                | <b>ANNUAL HEALTH AND SAFETY REPORT 2014/15 AND ACTION PLAN 2015/16</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 2015 and endorse the health and safety action plan that sets down the priority actions for 2015/16.

## **2.0 Purpose of the report**

- 2.1 This report provides an overview of the Council's health and safety performance for 2014/15. 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 15<sup>th</sup> April 2015, can be found on the intranet. The action plan sets down the priorities for the health and safety work during 2015/16.

## **3.0 Detail**

- 3.1 This Committee approved the Health and Safety action plan for 2014/15. This plan set out a number of actions for the coming year to continually improve and enforce the importance of good health and safety management and practice at work.
- 3.2 The action plan is used to monitor health and safety performance. 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 R Bell, were members of the Health and Safety Committee for 2014/15.

- 3.3 Professional health and safety services are delivered in partnership with Northgate Public Services, following the transfer of the function in August 2010. The Health and Safety Officer, Antony Guest, joined Northgate in December 2014 and provides support and advice on site for managers and employees. In addition, a health and safety telephone advice line is also available.

#### 4.0 **Main achievements**

- 4.1 Excellent progress was made last year with all agreed actions being achieved.

#### **Accidents/Incidents**

- 4.2 The consistent monitoring and taking appropriate actions following any incident/accidents within the Council is 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 is 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 is also important to record any 'near misses'. These help to identify any potential risks to others and enable Managers to review existing work practices. During 2014/15 a campaign was run internally to raise the importance of reporting all incidents.

Compared to last year, the number of reported accidents and incidents has increased to 71 from 43. This includes 17 from the summer scheme which had over 8100 participants and 10 reported 'near misses'. The accidents statistics can be seen 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 2014. This is the fourth 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 use of effective training. 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 as well as COSHH (Control of Substances Hazardous to Health) and first aid training.

The Health and Safety Officer continued to provide tool box talks and bespoke training sessions to 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 and audit their health and safety arrangements. These are then documented and shared with the Health and Safety Committee to ensure they can review each report and monitor the completion of agreed actions. The areas completed this year are – Audits (4) – Environmental Education; Careline, Housing and Inspections (4) – Building Control, Housing Repairs, Sport and Health and Grounds Maintenance.

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

- Review of emergency lighting at Greenbank Leisure Centre
- Review and update of Health and Safety Policy and Procedure
- Support for community events such as Christmas Lights
- Providing advice and reviewing work practices for an exhumation
- Providing training and support for staff employed on the Summer Playscheme
- Supported a review of the Fire Risk Assessment procedures at the Civic Offices
- Monthly information campaigns on health and safety issues
- Annual HAVS (Hand-Arm Vibration) screening programme

### **Professional Support**

- 4.6 Throughout the year, support is provided across all Council service areas with the completion of risk assessments, New and expectant mothers risk assessment, workstation assessment, advice on safe work practices, accident investigations, use of the IT Health and Safety System (Assessnet), supporting managers and employees following Occupational Health Reviews and the development of bespoke training and toolbox talks.
- 4.7 An additional facility enabled through the partnership with Northgate Public Services is the provision of a dedicated support line for health and safety enquiries, which all senior management have access to.

## **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 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 2014 – March 2015; a comparative analysis has also been provided for the previous year 2013 - 2014. A full breakdown, including graphs can be found in **(Appendix A)**.
- 5.5 In the financial year April 2014 – March 2015, there were 71 accidents, 5 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations) reportable incidents. This represents an increase from the previous year where 43 accidents were reported, although RIDDORs decreased to 5 compared to 6 last year.
- 5.6 Given the high costs of accidents to the Council, it is reassuring how the Managers and Supervisors got much more involved in the investigations and produced comprehensive reports for the RIDDOR reportable accidents.

### **Health and Safety Action Plan for 2015-2016**

- 5.7 The Corporate Health and Safety Action plan for 2015/16 provides a clear focus, building on existing successes and setting 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 2015/16 can be found on the intranet and some of the work planned is shown below;
- To complete workplace audits and inspections across a number of different services in the Council including the Depot
  - To provide a programme of training throughout the year to include Basic Health and Safety Awareness; Manual Handling; COSHH (Control of Substances Hazardous to Health) , Fire Warden and on site toolbox talks for front line staff
  - To complete the ROSPA submission for 2015/16
  - To promote the use of Assessent for the completion of DSE assessments through the Council
  - To continue the review of Health and Safety Policy and Procedure

### **6.0 Financial Implications**

- 6.1 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, Directorate and service team meetings, e-mail shots, notice boards, internal publications such as 'Better', tool box talks, Trades Union health and safety representatives 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 2015-16 (click on link below)  
Corporate Health and Safety Action Plan 2014-15 (click on link below)

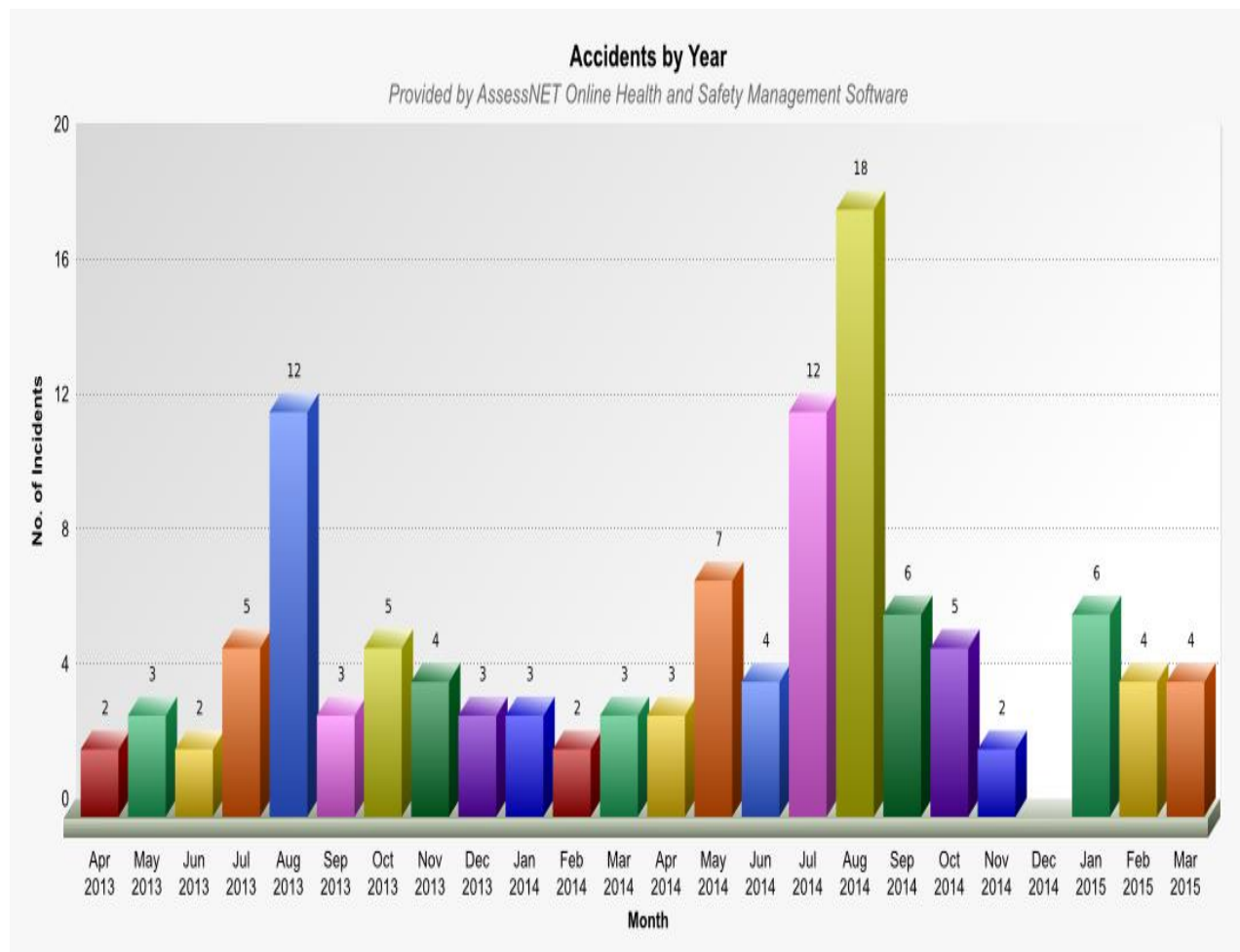
<http://sddcintranet/index.php/work-and-pay/52-health-and-safety>

## Appendix A

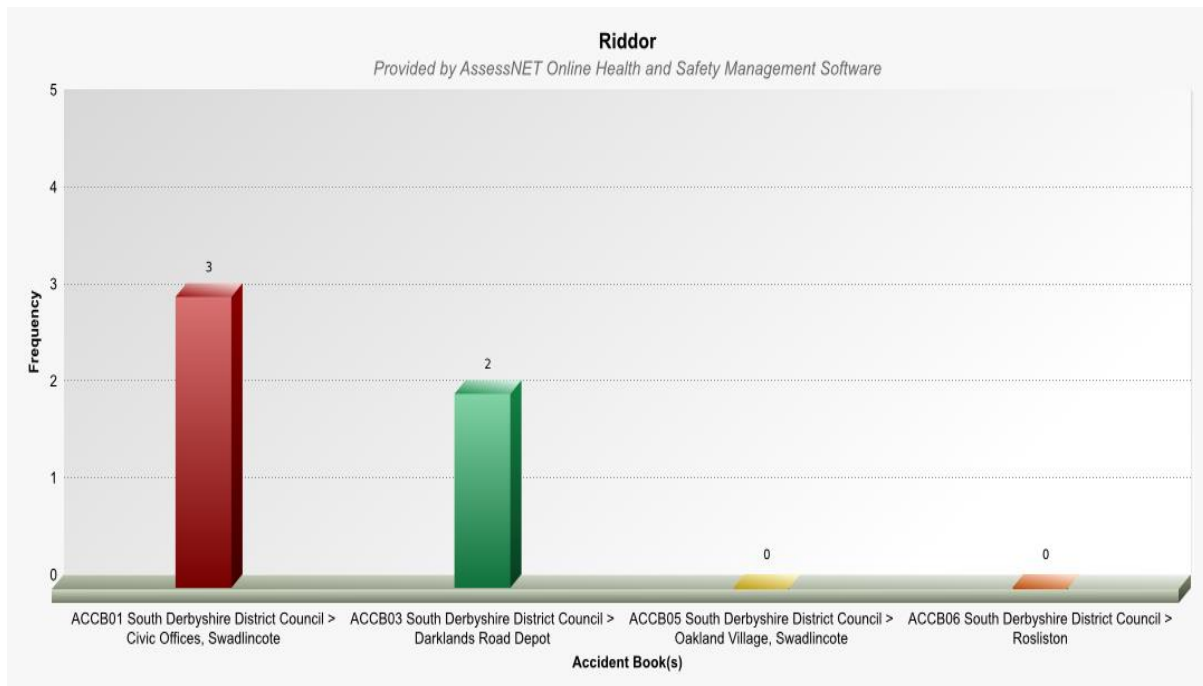
### SDDC Headline Accident Statistics for 2014-15

**In summary, in the financial year of April 2014 – March 2015, there were 71 accidents, 5 of which were reported to the HSE, as RIDDOR reportable.**

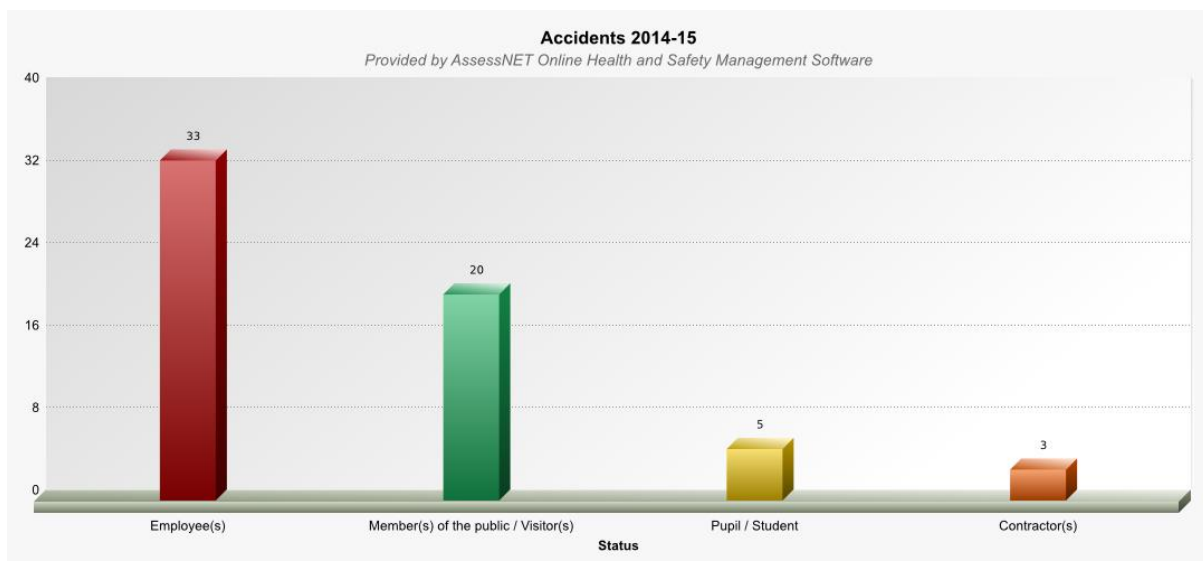
Graph 1 below illustrates the breakdown of all accidents by month and compares the number of accidents in the last two financial years. In both years there was a peak of accidents occurring in the months of July and August, mainly as a result a minor accidents occurring to children taking part in the summer activities run by the Sport and Health team. There were 17 accidents during the summer scheme compared to 8100 children taking part. 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 RIDDOR accidents for the financial year per Council area. There has been a decrease when compared to last year with 5 RIDDORS this year compared to 6 last year.



**Graph 3** below illustrates the breakdown of injuries by person type. The vast majority occurred to employees. In total 17 members of the public/students/pupils/staff were injured as part of the summer/plays schemes. As mentioned before 8100 members of the public attended the summer scheme which equates to 1 accident for every 476 participants.



**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).

