

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 13
DATE OF MEETING:	16th JUNE 2016	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF FINANCE & CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/corporate and service plans/annual reports 2015 16/health and safety
SUBJECT:	HEALTH AND SAFETY ANNUAL REPORT 2015/16	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 17

1.0 Recommendations

- 1.1 To note the key health and safety achievements and performance for the year ending March 2016 and endorse the health and safety action plan that sets down the priority actions for 2016/17.

2.0 Purpose of the Report

- 2.1 This report provides an overview of the Council's health and safety performance for 2015/16. It reflects the Council's 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 was approved by the Health and Safety Committee on the 20th April 2016. The action plan sets down the priorities for the health and safety work during 2016/17.

3.0 Detail

- 3.1 The Committee approved the Health and Safety Action Plan for 2015/16. 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 Members, health and safety champions, Councillor P Watson and Councillor S Taylor, were members of the Health and Safety Committee for 2015/16.
- 3.3 Professional health and safety services are delivered in partnership with Northgate Public Services. The Health and Safety Officer, Antony Guest, 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 action following any incident/accidents within the Council is one of the key requirements for good health and safety practice. Any incident that results in an employee to be off work for 7 consecutive days is classed as a RIDDOR. These accidents 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 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.

Compared to last year, the number of reported accidents and incidents has slightly increased to 75 from 71. This includes 29 from the summer scheme which had over 7,000 participants and 13 reported 'near misses'. The accidents statistics can be seen in (**Appendix A**).

RoSPA Gold Achievement Award

- 4.3 For the fifth year in a row the Council achieved the RoSPA (*Royal Society for the Prevention of Accidents*) 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 which is reported elsewhere 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 to ensure they can review each report and monitor the completion of agreed actions. The areas completed in 2015/16 were:

- Audits - Legal & Democratic; Waste & Cleansing; Finance; Client Services.
- Planning and Inspections – Environmental Education; Housing Repairs; Sheltered Housing; Sport & Health, Building Control.

Other Key Outcomes included:

- Reviewed and recommended control measures following a serious near miss incident
- Completed reviews of a number of Health and Safety Policy and Procedures
- Revised the Fire Warden arrangements at the Civic Offices
- Arrangements to enable a 'stay put' procedure to allow support to be provided for residents at Oakland Village in Swadlincote who could not be immediately evacuated in an emergency.
- Review of occupational health screening programme for Hand and Arm Vibration (HAVS) and audiometry

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. In addition, records are updated on of the IT Health and Safety System (AssessNet) 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 managers can access.

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 2015 – March 2016; a comparative analysis has also been provided for the previous year 2014 - 2015. A full breakdown, including graphs can be found in **Appendix A**.
- 5.5 In the year April 2015 – March 2016, there were 75 accidents/incidents, 7 of which were reported to the HSE, as RIDDOR. This represents a slight increase from the previous year with 71 accidents/incidents including 5 RIDDORs.

Health and Safety Action Plan for 2016-2017

5.6 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. The key activities are:

- To complete workplace audits and inspections across a number of different services in the Council
- To deliver a campaign focused on improving 'general housekeeping' within work areas
- In with a national initiative put forward by the Health and Safety Executive to focus on working safely at heights through training and a review of policy
- To continue to provide a range of training events, toolbox talks and other learning opportunities for the workforce.

6.0 Financial Implications

6.1 None. All resources are contained within existing budgets.

7.0 Corporate Implications

7.1 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.

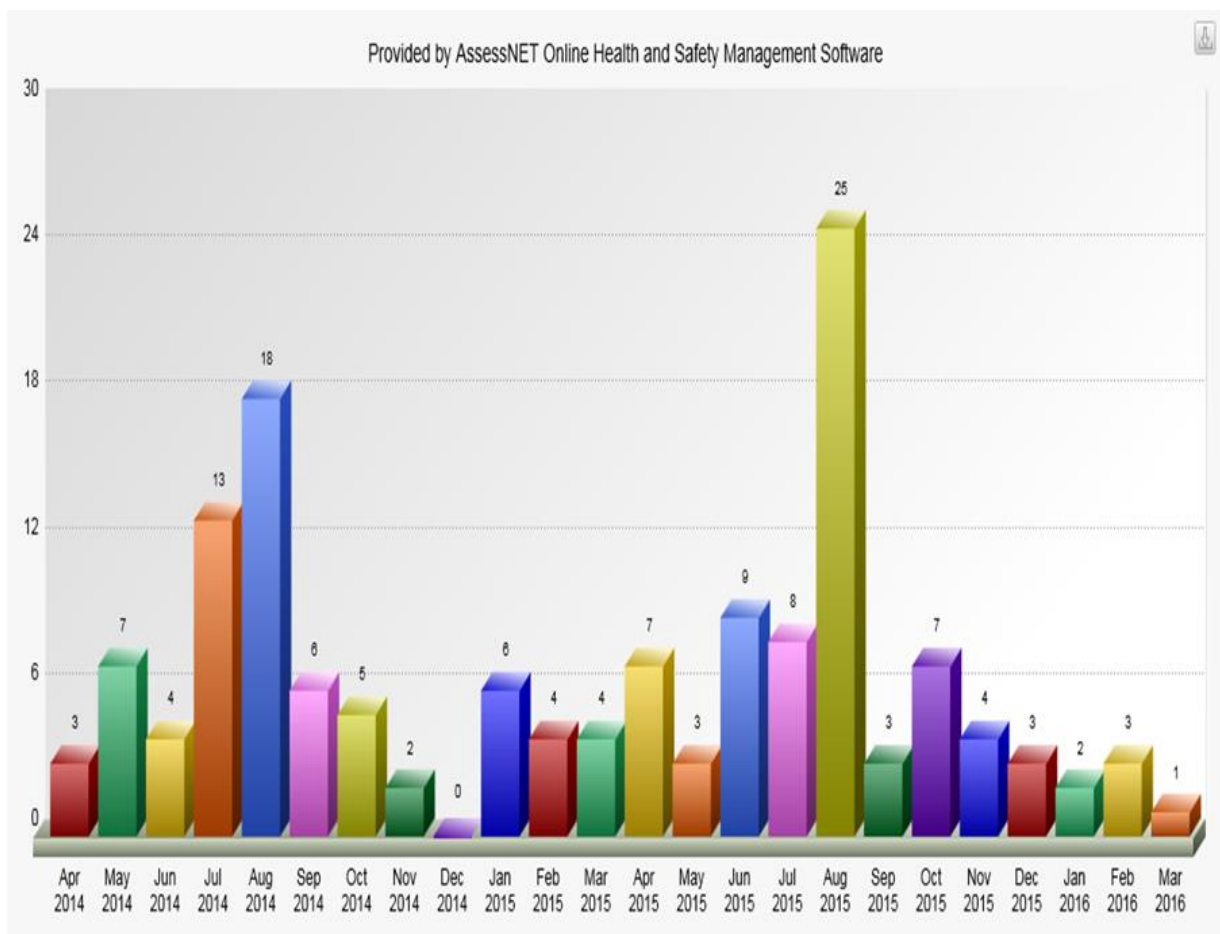
9.0 Background Papers

Corporate Health and Safety Action plan 2016-17
Corporate Health and Safety Action Plan 2015-16

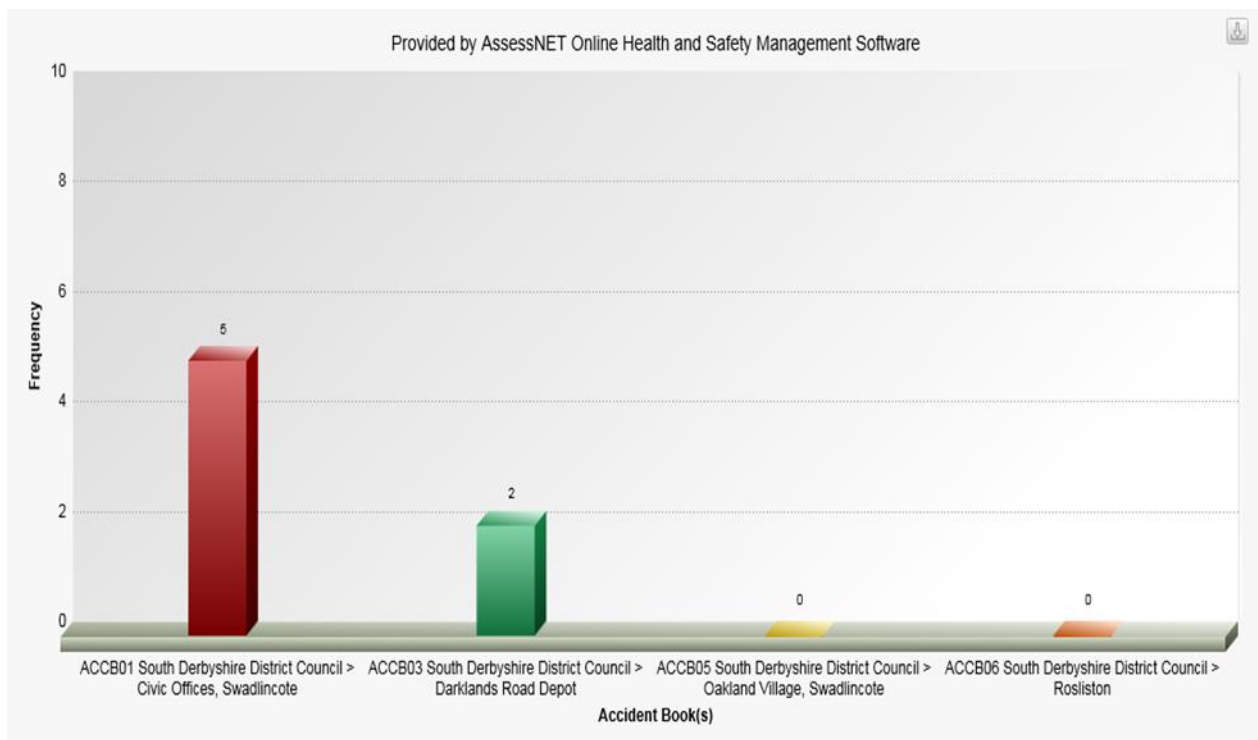
SDDC Headline Accident Statistics for 2015-16

For the year April 2015 – March 2016, there were 75 accidents, 7 of which were reported to the HSE, as RIDDOR reportable.

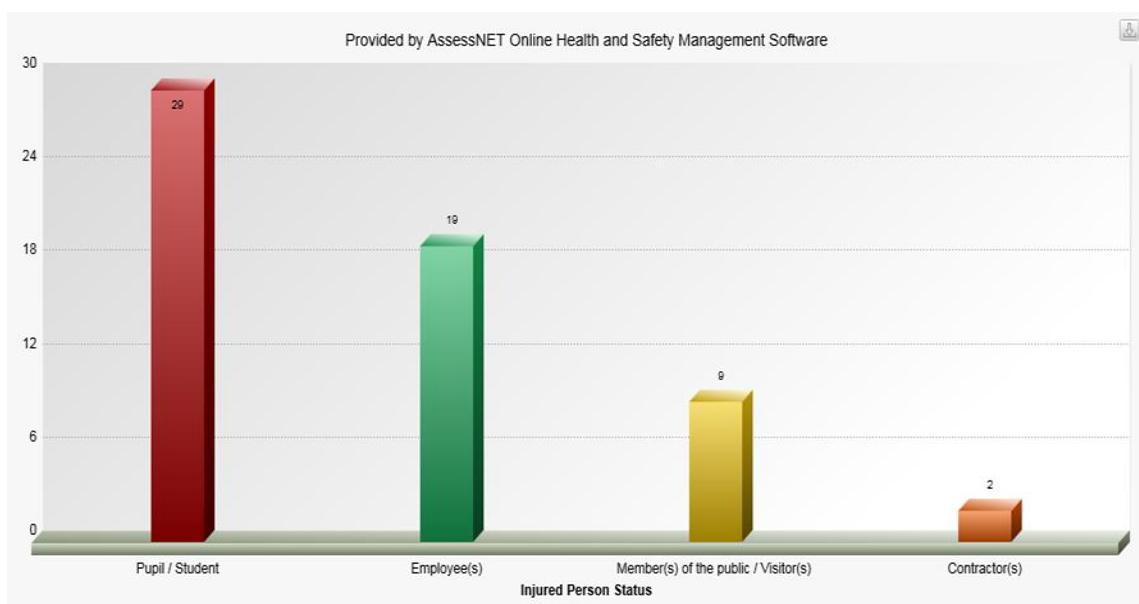
Graph 1 below illustrates the breakdown of all accidents by month and compares the number of accidents in the last two financial years. In both years there was a peak of accidents occurring in August, mainly as a result of minor accidents occurring to children taking part in the summer activities run by the Sport and Health team. There were 29 accidents during the summer scheme from the 7,444 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 RIDDOR accidents for the year per Council area. There has been an increase when compared to last year with 7 RIDDORS this year compared to 5 last year.



Graph 3 below illustrates the breakdown of injuries by person type. The majority occurred to young children (classified as pupil/student on the graph) and these were from minor injuries reported during the summer/plays schemes. As mentioned before 7,444 members of the public attended the summer scheme which equates to 1 accident for every 265 participants. **Note** that the graph does not include the number of near misses (13) and damage to property (3).



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). **Note** that the graph does not include the number of near misses (13) and damage to property (3).

