

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 15
DATE OF MEETING:	20TH JUNE 2013	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF FINANCE & CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	RICHARD SHOULS, HEALTH & SAFETY OFFICER (EXT 5872) RICHARD.SHOULS@NGAHR.COM	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2012/13 AND ACTION PLAN 2013/14	REF:
WARD(S) AFFECTED:	NONE	TERMS OF REFERENCE: FM05

1.0 Recommendations

- 1.1 To review the key health and safety achievements and performance for the year ending March 2013 and endorse the Health and Safety Action Plan that sets down the priority actions for 2013/14.

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 2012/13. It reflects the Council's approach in enabling managers and employees to understand and fulfil their health and safety responsibilities.
- 2.2 The Health and Safety Action Plan, approved by the Health and Safety Committee 23rd April 2013, can be found on the intranet (see Section 8 for details). The Action Plan sets down the priorities for Health & Safety work during 2013/14.

3.0 Detail

- 3.1 In March 2013, the latest Corporate Health and Safety Action Plan was developed. This sets out a number of targets and actions for the year 2013/14, 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. Progress is fed back to the internal Health and Safety Committee that meets quarterly and monthly to the Director of

Finance & Corporate Services who is now the Council's lead officer for health and safety matters. Two Elected Member Champions, Councillor P Watson and Councillor R. Bell are members of the Health & Safety Committee.

- 3.3 The health and safety service is delivered in partnership with Northgate Public Services, following the transfer of the function in August 2010. The Health and Safety Officer, Richard Shouls recently re-joined Northgate in August 2012 and provides the day to day operational service on behalf of the Council.

4.0 Main Achievements

- 4.1 A lot of progress was made in the last year; with 100% completion rate of actions, as detailed in the Corporate Health and Safety Action Plan 2012-13 (link available at end of the report).

Accidents

- 4.2. The consistent fall of accidents within the Council is one of our main achievements in 2012/13, particularly reportable accidents (RIDDOR) to the Health & Safety Executive (HSE) which is the Government Agency that deals with Health and Safety matters nationally. A RIDDOR report (Reporting of Injuries Diseases and Dangerous Occurrence Regulations) is when we report major injuries, over seven days off work and incidents such as collapses of structures or failure of machinery.

HSE Inspection

- 4.3 One of our other recent achievements is the successful visit of the HSE during their recent Waste and Recycling national project. This resulted in an inspection of our contract for kerbside collections and visits to our crews and contractors on site. The HSE Inspector was satisfied that our operation and contract was up to a good standard.

ROSPA Gold Award

- 4.4 The Council continued to use the proven format of the Corporate Action Plan to ensure that our health and safety management framework is robust and proactively managed. Evidence of this was the achievement of another Gold RoSPA award for our work in 2012. This is the second time that the Council has received the Gold Award corporately; previously, the Housing Service also won the same award for 3 consecutive years.

Training

- 4.5 One of the methods to ensure a good safety culture that is proven to be popular and effective is training. The Council continued with its extensive portfolio of

health and safety training courses in subjects such as Health and Safety Awareness, Manual Handling, Risk assessment for Supervisors and the launch in this year of Stress Awareness training and support. The Health and Safety Officer has continued to provide toolbox talks in the Depot for all of the tradesmen. This is a good way of getting buy in to health and safety issues from the workforce and particularly as they are carried out at times to suit the team and in their own environment. This approach also saves money as the training is carried out before the working day, ensuring that services are maintained for the Community.

- 4.6 A number of Health champions were trained in 2011 and this team were then used to complement our busy programme of health and well being events in 2012 such as; Food Safety Week, Stress and Well Being week, Eye Care week and Health and Safety week.
- 4.7 Following structure changes within the Council new fire wardens were trained and a new system of checking the alarms was instigated at the Council Depot. This means that the wardens are aware of their role and responsibilities and work effectively as a team.
- 4.8 The Council has introduced a Drivers Medical Policy and as part of the scheme, all drivers are monitored on a regular basis to ensure that medical appointments are provided and support made available as appropriate.

Other significant achievements included:

- Review of the Statement of Intent section of the overall Health & Safety Policy, which sets out Council aims and objectives in improving health and safety performance (link available at end of the report).
- A number of corporate health and safety policies and procedures were updated including the Fire Procedures at the Depot, the introduction of a Sharps Policy and an update of the Contractors Procedures.
- Ongoing population of Assess-Net (the Council's Health & Safety IT system), which stores all risk assessments, DSE assessments and accident data and produces regular management information. . Further training has been provided to DSE and risk assessors to enable them to independently review assessments which have resulted in a significant increase in the number of completed assessments held centrally.
- The H&S Audit & Inspection Programme has continued. In 2012 a number of services were audited, these included Environmental Health, Contract Management and Waste and Cleansing at Darklands Depot. All council sites now have annual detailed Health & Safety inspections, which included the Gypsy site at Lullington, Civic Offices, Darklands Road Depot and the Environmental Education team at Rosliston. Reports are sent back for action to the appropriate Head of Service for approval and agreement on actions to be completed. . These reports are also reported to the Health and Safety Committee.

- The Depot's fire evacuation procedures were reviewed and a practice evacuation held in September 2012

Training

- 4.9 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 awareness refresher courses, Health and Safety Training for Elected Members and further First Aid Training.

Achievements in health and safety training include:

- 4.10 A comprehensive training programme was delivered across the Council Support and engagement of teams in higher risk areas (i.e. Waste & Cleansing, Housing Repairs and Grounds Maintenance);
- 4.11 Delivery of tailored training courses including a programme of toolbox talks held with Housing Repairs at the Depot during their scheduled team meetings and one hour practical training sessions in Manual Handling were held with Grounds Maintenance and Refuse Operatives
Refresher training, based on 'IOSH Think about H&S' was provided to newly Elected Members, following local elections, to highlight their responsibilities. Linked to this is the nomination of two Elected Member Health & Safety Champions who now attend the Health & Safety Committee.

Implementation of IT

- 4.12 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'.
- 4.13 Further support and training has been provided to DSE and risk assessors to enable them to independently review assessments. Benefits of Assess Net include streamlining existing processes, improved efficiency, sharing good practice and enhanced monitoring. Compliance monitoring in the form of a 'Gap Analysis' has been produced on a monthly basis and discussed at monthly update meetings with the Council's Lead Officer for Health and Safety..

Risk Assessments

- 4.14 Continued support to ensure the completion of risk assessments for all Council operations and activities has been provided. This has included a detailed monthly 'Gap Analysis' and producing worked examples of risk assessments for common areas and hazards known as 'Generic Assessments'.
- 4.15 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 and new/expectant mothers risk assessment. There has been continued support for the Managers at the Depot in updating their risk assessments including the need for new assessments such as flooding and exhumations.

Professional Support

- 4.16 Support has been provided to a number of areas and activities including ensuring all health and safety requirements are met for temporary workers participating in canvassing for the electoral registration process, completing health & safety audits then advising on any remedial action that is required and undertaking workplace inspections.
- 4.17 In addition, the Health and Safety Officer has provided support to Occupational Health through management of the health surveillance programme for Hand Arm Vibration Syndrome (HAVS), and screening the annual HAVS questionnaires to identify any symptoms. Support is also provided for Occupational Health reviews with both employees and management, in cases of work-related ill health.
- 4.18 An additional facility enabled through the partnership with Northgate Public Services is the provision of a dedicated support line for health & safety enquiries, which all senior management have access to.
- 4.19 Derby City Council carried out an external audit of the Health and Safety Systems. The audit team found the systems to be robust and asked for some minor actions to be completed which were completed by the deadlines set.

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 & Safety Executive (HSE) where necessary. All accidents are recorded on the IT system, Assess Net.

Trade Union Health and Safety representatives have access to and been trained in the use of this system and are automatically alerted in the event of a RIDDOR report.

- 5.2 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.
- 5.3 The Director of Finance & Corporate Services will now chair the Health & Safety Committee. The Elected Member Champions for Health & 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 2012 – March 2013; a comparative analysis has also been provided for the previous year 2011-2012. A full breakdown, including graphs can be found in **Appendix A**.
- 5.5 In summary, in the financial year April 2012 – March 2013, there were 39 accidents, 3 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) reportable incidents. This represents a decrease from the previous year where 44 accidents were reported, including 10 RIDDOR reportable incidents.
- 5.6 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 100% of with Supervisors getting much more familiar and competent in completing investigations.
- 5.7 Sickness statistics have been analysed for the financial year 2012-13. This year a comparison has been made between office and manual workers, as illustrated in the table below.
- 5.8 The most common cause of absence for the third year running is musculoskeletal disorders, including back pain, with 404 days lost over the year by office workers and 496 days lost by manual workers. The second most common cause of absence was stress related conditions, including anxiety and depression, with 236 days lost by office workers and 425 days lost by manual workers.

<i>Reason for Absence</i>	<i>Office Workers</i>	<i>Manual Workers</i>
Musculoskeletal	11	16
Stress Related Conditions	5	6

- 5.9 The high rate of musculoskeletal disorders amongst manual workers, coupled with manual handling being one of the leading causes of accidents, highlights the need to ensure all workers have undertaken manual handling training and tasks involving significant manual handling are risk assessed. During 2012, health and safety support was targeted towards teams containing manual workers, which tend to manage higher risk areas (i.e. Waste & Cleansing, Housing Repairs and Grounds Maintenance)
- 5.10 The Stress and Well-being week was a programme of events carried by Northgate HR in partnership with The Healthy Lifestyles Manager as part of the corporate health and safety action plan
- 5.11 The main aim of the event was to raise the profile of stress in the work place and try and not only get across to the staff the reasons and symptoms of stress but to try and introduce new ways of dealing with stress.
- 5.12 This was achieved by using the following various sessions.
- Stress awareness sessions delivered by the Training Officer
 - Sessions allowing staff to relieve tension by having a short session with a boxing coach and punching some pads
 - Fresh air walks were laid on for staff to get up from their desks and have a walk in the fresh air around one of the Council Parks
 - Trampoline sessions were arranged so staff could have a bit of fun and go and bounce on a trampoline for 10-15 minutes and work off some tension.
 - Body MOT's were arranged to capture both the Civic Office staff and the Depot Staff.

Targets for 2013-2014

- 5.13 The Corporate Health and Safety Action Plan for 2013/14 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. A copy of the Action Plan can be found on the intranet (see Section 8 for details). In particular, key priorities include:
- To review key policies and procedures including Sharps Policy, Fire Evacuation Procedures at the Depot and the new Careline offices, Radon Procedures and Management of Contractors (Annual Checks) procedures.
 - To provide training for employees and to continue with a targeted approach, delivering a variety of toolbox talks to front line workers..

- 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 Improvements, Sport and Health and a review of the Grounds Maintenance service.
- To review the outcome and any recommendations from the 2012 RoSPA submission and put forward a submission for 2013.
- To review the health surveillance programme for employees, to include identifying any gaps in the audiometry programme, undertake the annual HAVS screening and monitor Drivers Medicals.
- To provide health and safety advice and assistance to the project team in the plans for the new Depot when required and the new Careline offices, to ensure health and safety requirements are fully met.
- To provide assistance and support to the Well-being Champions for health and safety related events, including Health and Safety at Work week, Food Safety Week, Healthy Eyesight week and the Stress and Well-being week.
- To complete a Manager's Rough Guide to Health and Safety

6.0 Financial Implications

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, notice boards, through internal publications such as 'Better', tool box talks 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 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.

9.0 Background Papers

Corporate Health and Safety Action Plan 2013-14 ([click this link](#))

Corporate Health and Safety Action Plan 2012-13 ([click this link](#))

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

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

10. **Glossary**

DSE - Display Screen Equipment, which is any work equipment which displays information electronically

HAVS - Hand Arm Vibration Syndrome, a debilitating condition often caused by the use of hand held vibrating tools

HSE - Health and Safety Executive; the governing body on health and safety in the UK

IOSH – Institute of Occupational Safety and Health

PUWER – Provision and Use of Work Equipment Regulations

RIDDOR – Reporting of Incidents, Diseases and Dangerous Occurrence Regulations, which requires that incidents which are more serious injuries, as well as incidents of specified ill-health and dangerous occurrences must legally be reported to the HSE. Recent changes in April 2012 mean that the over 3 day reporting rule for employees has become over 7 days.

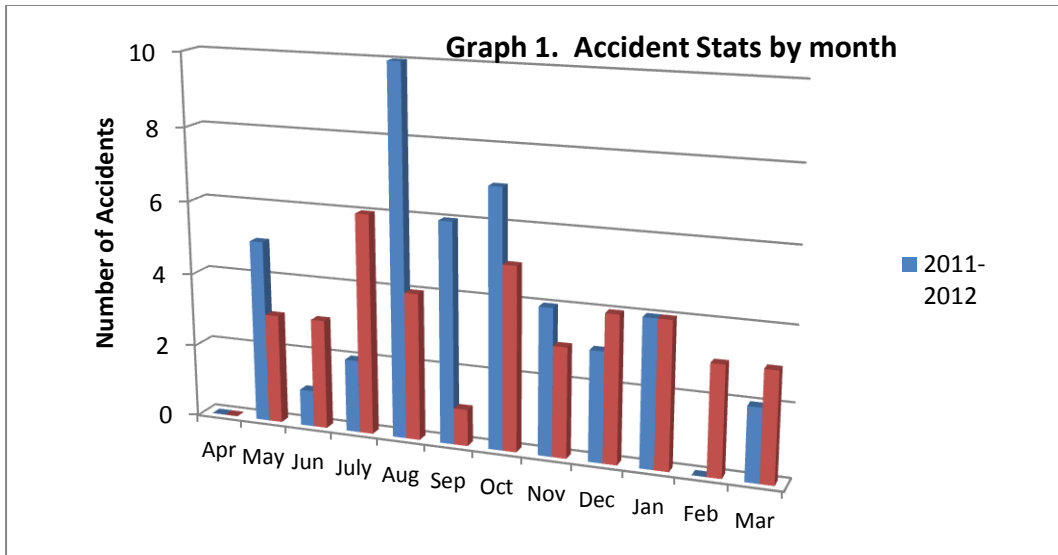
RoSPA – The Royal Society for the Prevention of Accidents

Appendix A

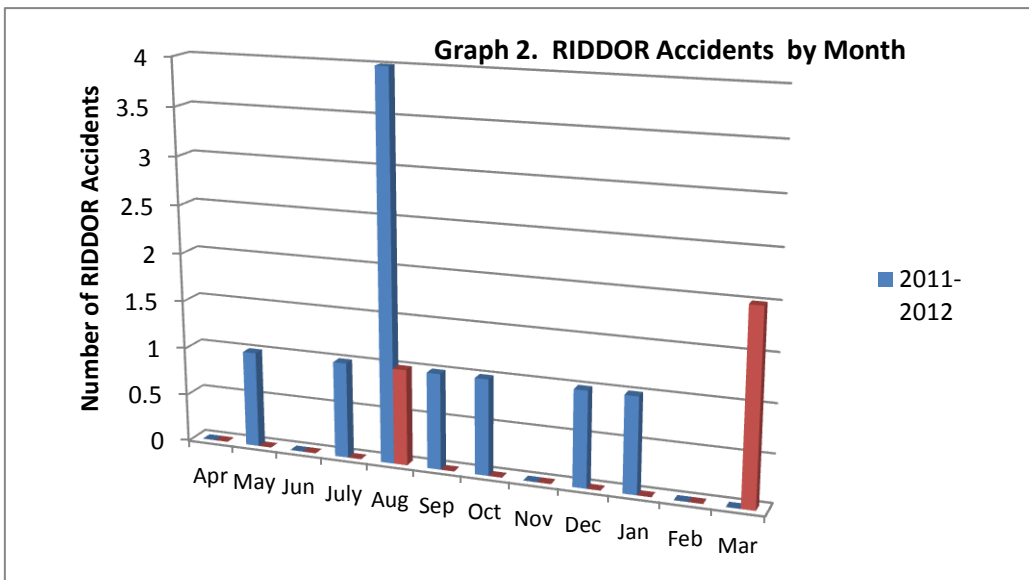
SDDC Headline Accident Statistics for 2012-13

In summary, in the financial year of April 2012 – March 2013, there were 39 accidents, 3 of which were reported to the HSE, as more serious RIDDOR* reportable incidents.

Graph 1 below illustrates the breakdown of all accidents by month and compares the number of accidents in the last financial year with the year before (2011-2012). In both years there was a peak of accidents occurring in the month of July or August, as a result of minor accidents occurring to children taking part in summer activities run by the Sport and Health unit. Each year, the casual summer staff received health and safety training which includes the importance of accident reporting as well as manual handling techniques.

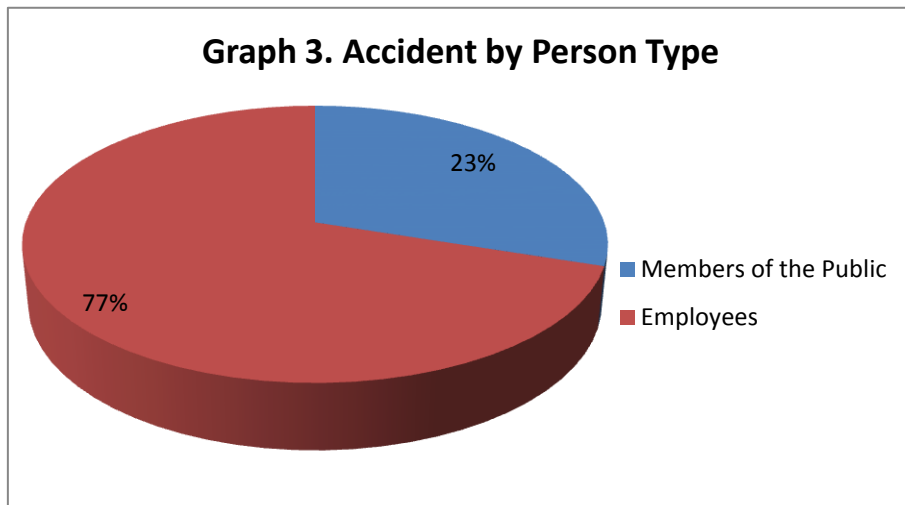


As shown in Graph 1, there has been a decrease in the total number of accidents reported in comparison to the previous financial year (April 2011 – March 2012) where there were 44 accidents, 10 were reportable RIDDOR accidents. Graph 2 shows the rates of more serious RIDDOR accidents in each of the financial years; again there has been a decrease in comparison to the previous financial year (April 2011 – March 2012) from 10 to 3 accidents.



Figures show **managerial action was taken in 100% of cases this year**, this represents an increase of 4% on the previous year.

Graph 3 below illustrates the breakdown of injuries by person type. The vast majority (77%) occurred to employees. In total 12 members of the public were injured as a result of Council activities, all of which were children injured whilst partaking in play activities.



Graph 4 shows that the most common cause of an accident were minor injuries as a result of leisure activities all of which were children taking part in play activities. Taking members of the public out of the equation, the next most common cause of injury was being slips trips and falls and manual handling. The slips and trips are probably due to the extended winters we seem to be getting and the hazardous underfoot conditions.

Graph 4. Accidents by Cause

