

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	21 st JUNE 2012	CATEGORY: DELEGATED
REPORT FROM:	HEAD OF CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	DAVID CLAMP, HEAD OF ORGANISATIONAL DEVELOPMENT David.clamp@south-derbys.gov.uk	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2011/12 AND ACTION PLAN 2012/13	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 2012 and accept the Health and Safety Action Plan that sets down the priority actions for 2012/13.

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 2011/12. 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, can be found on the intranet through clicking the link at the end of this report. The Action Plan sets down the priorities for Health & Safety work during 2012/13.

3.0 Detail

- 3.1 The Corporate Health and Safety Action Plan sets out a number of targets for the year 2012/13, 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 monitored and assessed by the Health and Safety Committee that meets quarterly and monthly to the Director of Operations who is 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.

4.0 **Main Achievements**

- 4.1 A lot of progress was made in the last financial year. All planned actions have been completed as detailed in the Corporate Health and Safety Action Plan 2011-12 (link available at end of the report).

RoSPA Gold Award

This year the Council has again received the Gold Achievement Award from the Royal Society for the Prevention of Accidents (RoSPA) for its submission under the Occupational Health and Safety programme. This is an outstanding achievement for the Council and an endorsement of the approach taken by the workforce to ensure that appropriate health and safety management practices are in place, practiced and observed.

This follows on from 2010/11 when the Council was awarded the Best New Entry Award for 2011, beating over 180 other local authorities and private companies to this prestigious accolade. In addition to this, the Council was awarded two Gold Achievement awards by ROSPA in recognition of the high standard of health and safety practice across the Council.

4.2 Other significant achievements included:

- Review of the Statement of Intent section of the 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 Legionella procedure, the Provision and Use of Work Equipment (PUWER) policy and Emergency procedures as well as the Organisation section of the Safety Policy to reflect organisational changes.
- Introduction of eight 'Wellbeing' Champions across the Council to support staff in making positive health and lifestyle changes and promoting healthy lifestyles. All volunteers attended a RSPH accredited course in 'Understanding Health Improvement (Level 2)' in November 2011 and will be holding a series of Health Events throughout 2012/13, including Health & Safety related campaigns (e.g. Health & Safety at Work, Food Safety, Stress & Well-being and Eyesight).
- Ongoing population of AssessNet the Councils IT Health & Safety System. This stores all risk assessments, DSE assessments and accident data and produces management information.

- Further training has been provided to DSE and risk assessors to enable them to independently review assessments.
- The Health & Safety Audit & Inspection Programme has continued. In 2011 a number of services were audited including Careline, Housing Improvements, Planning Development & Building Control and Community Safety. There was an increase in the numbers of inspections and audits from 7 to 9 over the past year. In particular satellite Council sites now have annual detailed H&S inspections. Reports are sent back for action to the appropriate Head of Service for review and action where appropriate.
- Fire Safety procedures were reviewed as a result of the recent restructuring and office moves, and all signage was updated in December 2011. The Depot's fire evacuation procedures were reviewed and a practice evacuation held in March 2011.
- In November 2011, the Council was shortlisted for the national St John Ambulance First Aid Awards (Public Sector category) in recognition of the investment made in training front line workers.

4.2.1 Training

A considerable amount of internal training has been provided over the past year. 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 Training for Elected Members and further First Aid Training.

Major achievements in health and safety training include:

- A comprehensive Health & Safety training programme was delivered across the Council and 46% of the workforce (136 staff) attended refresher 'Health & Safety Awareness'.
- Support and engagement of teams in higher risk areas (i.e. Waste & Cleansing, Housing Repairs and Grounds Maintenance) with 70% of Depot staff attended General Health & Safety Awareness.
- 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.
- A number of managers attended IOSH accredited Managing Safely course, provided by our corporate partner (Northgate) to ensure these managers had an sufficient understanding of their Health & Safety responsibilities.
- Refresher training, based on 'IOSH Think about Health & Safety' 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.

- A programme of tool box talks, aimed at the Housing Repairs team has been run throughout 2011 by the Health and Safety Officer.

4.2.2 Implementation of IT

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 health & safety IT system 'AssessNet'.

Further support and training has been provided to DSE and risk assessors to enable them to independently review assessments. Benefits of AssessNet 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 meetings with the Director of Operations

4.2.3 Risk Assessments

Continued provision of support to ensure the completion of risk assessments for all Council operations and activities. This has included a detailed monthly 'Gap Analysis' and producing worked examples of risk assessments for common areas and hazards known as 'Generic Assessments'. 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.

4.2.4 Professional Support

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.

In addition, the Health and Safety Officer has provided support for 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.

An additional facility enabled through the partnership with Northgate is the provision of a dedicated support line for health & safety enquiries which all senior management have access to.

4.3 Accident Analysis

- 4.3.1 The Health and Safety Officer is responsible for producing management information on the number of accidents, 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, AssessNet. Trade Union health and safety representatives have access to this system and have been trained in its use.

- 4.3.2 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.
- 4.3.3. The Director of Operations chairs 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.
- 4.3.4 An annual trend analysis of all accidents has been produced for April 2011 – March 2012. A comparative analysis has also been provided for the previous year 2010-2011. A full breakdown, including graphs, can be found in **Appendix A**.
- 4.3.5 In summary, in the financial year April 2011 – March 2012, there were 44 accidents, 10 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 66 accidents were reported, including 18 RIDDOR reportable incidents.
- 4.3.4 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 all cases where action was appropriate.

4.4 **Targets for 2012-2013**

- 4.4.1 The Corporate Health and Safety Action Plan for 2012/13 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 health and safety pages of the intranet or by using the link at the end of this report.
- 4.4.2 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 toolbox talk programme for employees in Waste & Cleansing.
 - To ensure that 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 Environmental Health, Contract Management of Public Buildings and a review of the Waste & Cleansing service.

- To review the outcome and any recommendations from the 2012 RoSPA submission and put forward another 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 assist in drafting the specification for renewal of the Occupational Health contract.
- To provide health and safety advice and assistance to the project team in the plans for the new Depot and the new Careline offices, to ensure health and safety requirements are 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 the HSE's CHAPSI external benchmarking exercise
- To review the requirements for an IT Health & Safety system as the existing contract for Assessnet expires at the end of December 2012.

5.0 Financial Implications

- 5.1 None. All resources are contained within existing budgets.

6.0 Corporate Implications

- 6.1 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 health and safety intranet site, notice boards, through internal publications such as 'Better' and tool box talks and through the Health and Safety Committee.

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

7.0 Community Implications

- 7.1 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.

8.0 Background Papers

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

Corporate Health and Safety Action Plan 2011-12 ([click this link](#))

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

Glossary

CHaPSI - Corporate Health and Safety Performance Index introduced by the HSE as a benchmarking tool

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 ([see link](#))

IOSH – Institute of Occupational Safety and Health ([see link](#))

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 ([see link](#))

RSPH – The Royal Society for Public Health ([see link](#))

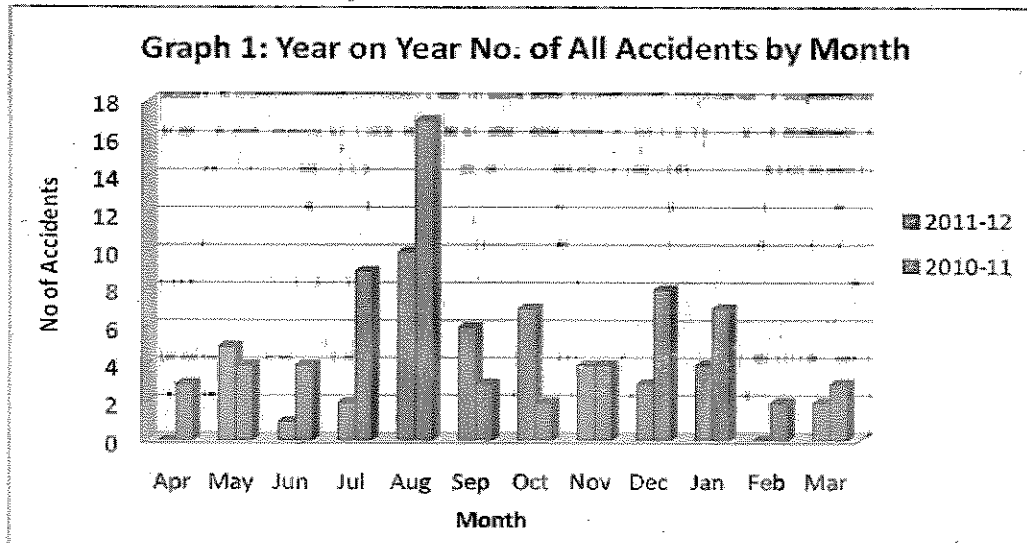
HEALTH & SAFETY ANNUAL REPORT – APPENDIX A

Headline Accident Statistics for 2011-12

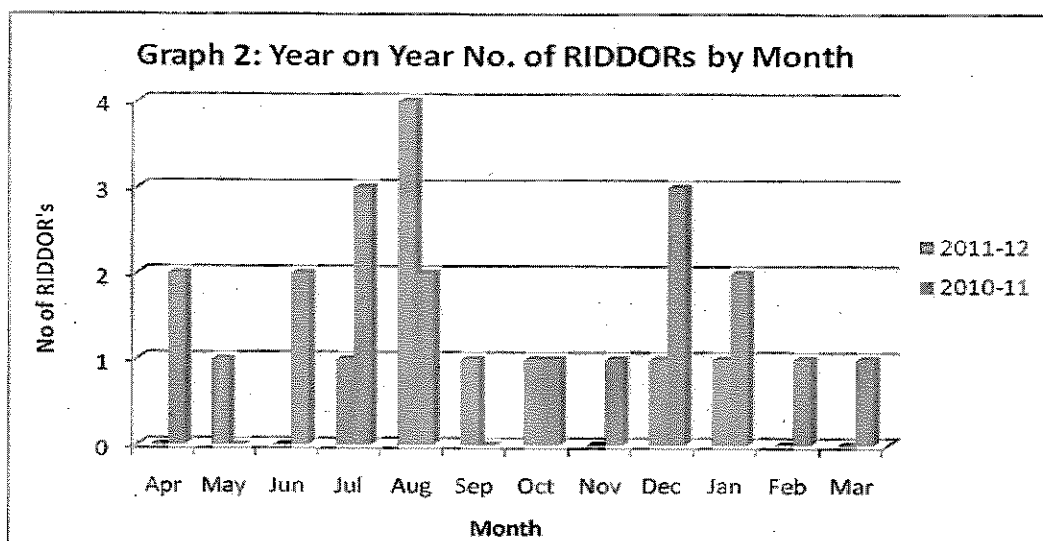
In summary, in the financial year of April 2011 – March 2012, there were 44 accidents, 10 of which were reported to the HSE, as more serious RIDDOR* reportable incidents.

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 (2010-11). In both years there was a peak of accidents occurring in the month of August, as a result of minor accidents occurring to children taking part in summer activities run by the Council.

Each year, the casual summer staff received health and safety training which includes the importance of accident reporting as well as manual handling techniques.

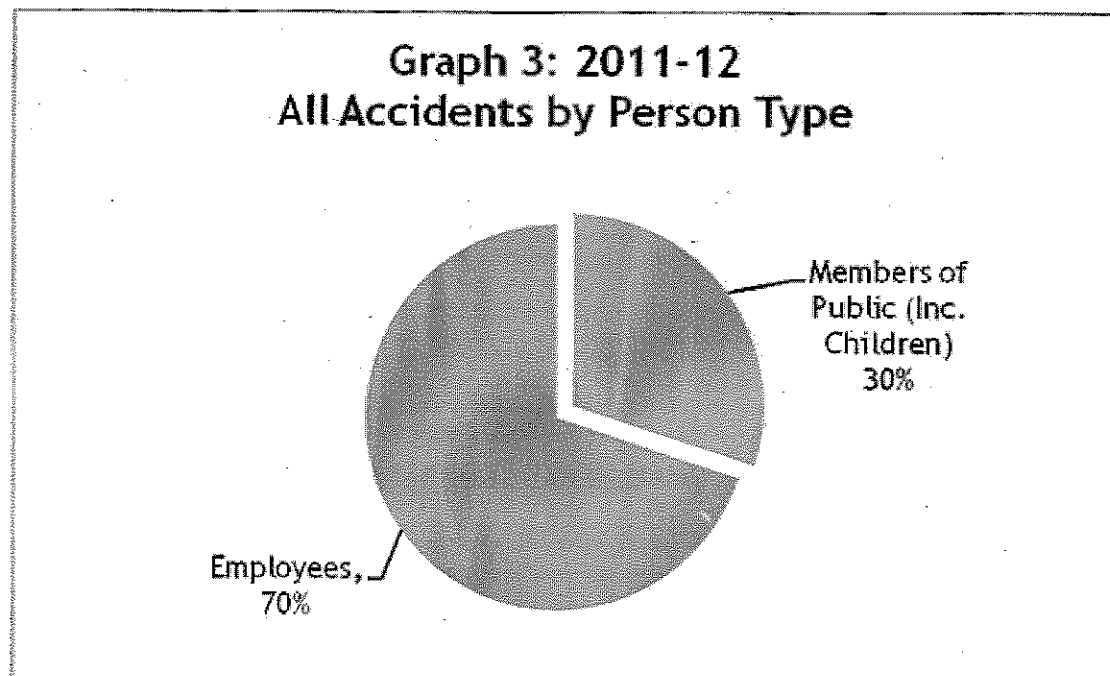


As shown in Graph 1, there has been a decrease in the total number of accidents reported in comparison to the previous financial year (April 2010 – March 2011) where there were 66 accidents, 18 were reportable RIDDOR accidents. Graph 2 shows the rates of more serious RIDDOR accidents in each of the financial years; again there has been a decrease in comparison to the previous financial year (April 2010 – March 2011) from 18 to 10 accidents.



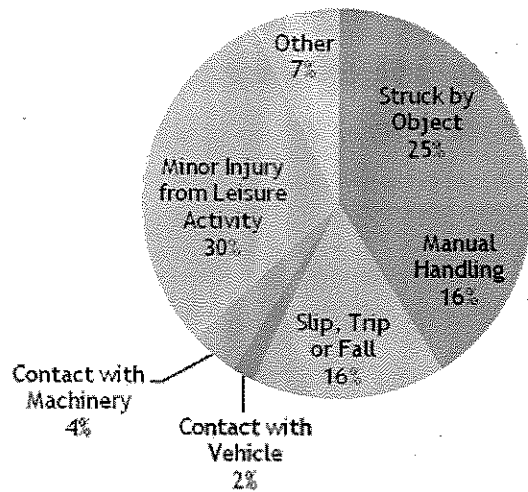
Figures show managerial action was taken in 96% of cases this year, this represents a slight increase (1%) on the previous year. Of the remaining 2 incidents, both resulted in minor injuries to an employee that required no additional action.

Graph 3 below illustrates the breakdown of injuries by person type. The vast majority (71%) occurred to employees. In total 13 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 provides a breakdown of all accidents, by accident cause. From this it can be seen that the most common cause of an accident were minor injuries as a result of leisure activities, all of which were children injured whilst partaking in play activities. Taking members of the public out of the equation, the next most common cause of injury was being struck by an object, followed jointly by manual handling and slips trips and falls.

Graph 4: 2011-12 All Accidents by Cause



Graph 5 shows a breakdown of all RIDDOR accidents by cause. From this nearly a third of RIDDOR's (30%) were the result of manual handling and the same numbers of RIDDORs (30%) were the result of slips, trips and falls (on the same level).

Graph 5: 2011-12 RIDDOR Accidents by Cause

