

<b>REPORT TO:</b>	<b>FINANCE &amp; MANAGEMENT COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>14<sup>th</sup> JUNE 2018</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>TONY GUEST, HEALTH &amp; SAFETY OFFICER (EXT 5872) antony.guest@south-derbys.gov.uk</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>ANNUAL HEALTH AND SAFETY REPORT 2017/18 AND ACTION PLAN 2018/19</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>NONE</b>	<b>TERMS OF REFERENCE: FM 17</b>

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## **1.0 Recommendations**

1.1 To review the key health and safety achievements and performance for the year ending March 2018 and endorse the Health and Safety Action Plan that sets down the priority actions for 2018/19.

## **2.0 Purpose of the report**

2.1 This report provides an overview of the Council's health and safety performance for 2017/18. 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 proposed by the Health and Safety Committee for 2018/19, is attached at Appendix 2. The action plan sets down the priorities for the health and safety work during 2018/19.

## **3.0 Detail**

3.1 This Committee approved the Health and Safety Action Plan for 2017/18 in June 2017. 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 Strategic Director (Corporate Resources) and the Health and Safety Committee that meets quarterly. Two Elected Members are health and safety Champions, Councillor

P Watson and Councillor S Taylor, were members of the Health and Safety Committee for 2017/18.

- 3.3 The Health and Safety Officer, Antony Guest, provides professional support and advice for managers, employees and partners of the Council.

#### 4.0 **Main achievements**

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

#### **Accidents/Incidents**

- 4.2 The consistent monitoring and taking appropriate actions following any incident/accidents within the Council are 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, result 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 which 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 also important to record any 'near misses' These help to identify any potential risks to others and enable Managers to review existing work practices.

- 4.4 As required by the HSE, accident/incident reporting has focused on work related incidents. Since the introduction of this format in April 2016 the last 2 years has shown a considerable decrease in incidents reported as shown below;

- Year 2017/18 - 25 Incidents.
- Year 2016/17 - 20 Incidents.
- Year 2015/16 - 56 Incidents.

- 4.5 Using this method enables a clearer focus to be given of 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 is 34 of which 4 of these were RIDDOR reportable. These are shown in Appendix 1. It should be noted that these figures include 9 work related near misses and exclude non work related incidents as noted above.

#### **RIDDORs**

- 4.7 There were 4 RIDDOR reportable accidents during the year.

- An employee slipping on moss, resulting in concussion and back pain.

- An employee slipping down stairs carrying a single leaf door, resulting in injury to their right arm.
- An employee driving a road sweeper over raised objects, resulting in injury to back and neck.
- A member of the public [child] falling backwards off play equipment sustaining a fractured wrist.

4.8 All incidents were fully investigated with actions, including refresher training and reinforcement of safe systems of work, were taken to reduce any identified risks.

### **RoSPA Gold Achievement Award**

4.9 For the seventh year in a row the Council achieved the RoSPA Gold Award. This provides industry recognition nationally of the 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. 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 assessor, fire warden and a range of tool box talks primarily aimed at front line workers. Further details on training are provided in the Training and Development Annual Report.

### **Inspections and Workplace Audits**

4.11 A number of inspections and audits of service areas have been completed. In particular with the relocation of the Council Depot to ensure that adequate arrangements were in place to manage traffic flow, store equipment and materials and to observe the working practices of staff using the new facilities

4.12 It is now proposed to change this programme with the introduction of new assessments that are more efficient and specific to service areas. This will enable managers, with the support of the Health and Safety Officer, to complete their own audits and inspection. This will provide for a consistent approach and increase the number of inspections and audits completed during the year. This is in line with a recent recommendation from the Council's insurers, Zurich, to conduct more specific regular checks of areas to reduce risk.

4.13 All inspections and audits will be documented and shared with the Health and Safety Committee so it can review and monitor the agreed actions.

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

- Initiated and progressed the introduction of a new IT based system, SoloProtect, that provides extra protection for both employees and

Elected Members when lone working or having to visit premises where there is a potential risk to their safety

- Reviewed the Fire Warden System and Fire Evacuation Procedure at the Civic Offices resulting in a new procedure being introduced.
- Supported and advised management at Melbourne Sports Park on the risks associated with lone working and security of the premises.
- Conducted a fire risk assessment at Sharpe's Museum and advised on suitable evacuation procedures for visitor and disabled evacuation.
- Providing professional advice for the review of Corporate and Service Health and Safety Policies and Procedures.
- Reviewed and updated Council procedure in relation to the reporting of potentially violent persons who pose a risk to Council staff.
- The review and planned implementation of a new online training module for all Display Screen Equipment users.
- Reviewed Health & Safety management arrangements at Rosliston Forestry Centre prior to the transfer back of this service.
- Completed numerous workstation assessments and identified suitable adaptations to be used by employees.
- Assessing the risks posed to members of the public from Sustainable Urban Drainage Systems (SUDS) in relation to the environment, landscaping, maintenance and security.
- Provided professional support with a number of actions following an Improvement Notice issued on the Council by the Health and Safety Executive (HSE) in relation to traffic management.

### **Professional Support**

- 4.14 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, use of the IT Health and Safety System (Assessnet) and the development of bespoke training and toolbox talks. Following a repeated number of incidents involving the reversing of Council vehicles, a number of toolbox talks have been provided on the use of banksmen and the appropriate signals to be used.

### **5.0 Accident Analysis**

- 5.1 The Health and Safety Officer is responsible for producing management information on the number of accidents/incidents occurring, as well as carrying out investigation and reporting functions to the 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 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 Unions health and safety representatives also attend the meeting.

- 5.4 An annual trend analysis of all accidents has been produced for April 2017 – March 2018 with a comparative analysis provided for the previous year 2016 - 2017. Further analysis on the work related accidents/incidents for the year (April 17 – March 18) are included at Appendix 1.
- 5.5 In the year April 2017 – March 2018, there were 25 accidents/incidents, 4 of which were reported to the HSE, as RIDDOR reportable incidents. This represents an increase of 25% from the previous year where 20 accidents/incidents occurred, and a 50% increase (4 compared to 2) in RIDDORs'.
- 5.6 It should be noted that the changes are now attributable to reporting work related incidents only and a % increase/decrease significantly varies with lower statistics. No significant trends are identified. Furthermore the last two years have seen accidents/incidents remaining at a consistently low level.
- 5.7 There was a lower total of work related incidents, 25 (32%), compared to 52 (68%) non work related incidents. Work related accidents/incidents are illustrated on a graph in Appendix 1.

### **Health and Safety Action Plan for 2018-2019**

- 5.8 The Corporate Health and Safety Action Plan for 2018/19 sets out a number of actions for this year in line with the Council's aim to continually improve health and safety performance. A number of new programmes and initiatives will be added to or replacing the already existing programme of reviewing policies, delivering training, reporting to committees, maintaining systems and governance. A copy of the Action Plan is attached at Appendix 2 with a summary shown below;
  - To introduce and complete a new programme of workplace audits and inspections across all service areas in the Council, focusing on supporting and advising unit managers.
  - To introduce and complete staff training for a new IT based system, SoloProtect, for the protection of lone workers, staff and Elected Members who may regularly visit or come in to contact with potentially violent persons and/or dangerous premises and locations.
  - To review and implement additional security arrangements at the Civic Offices following the introduction of SoloProtect.
  - To support the development of a central database for recording incidents involving physical or verbal abuse to staff that can be shared across all service areas.
  - To provide training sessions to clarify the procedure for reporting incidents involving physical or verbal abuse.
  - To support the development of Health and Safety management arrangements at Rosliston Forestry Centre and provide mandatory training for staff on site.

- To manage the roll-out of the on line DSE training module and co-ordinate any resultant actions arising from the assessments.

## **6.0 Financial Implications**

6.1 None. All resources are contained within existing budgets.

## **7.0 Corporate and Equality 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.

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 pregnant employees.

## **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**

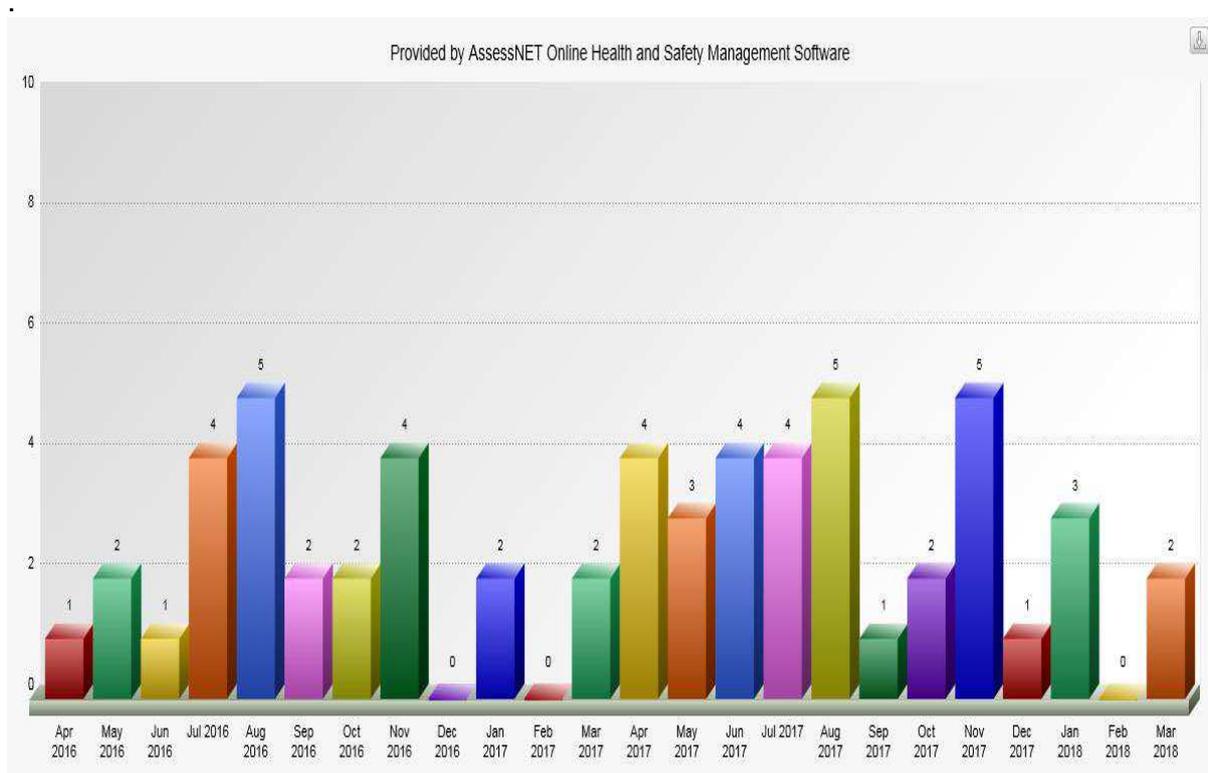
9.1 Health and Safety Annual Report 2016/17

## Appendix 1

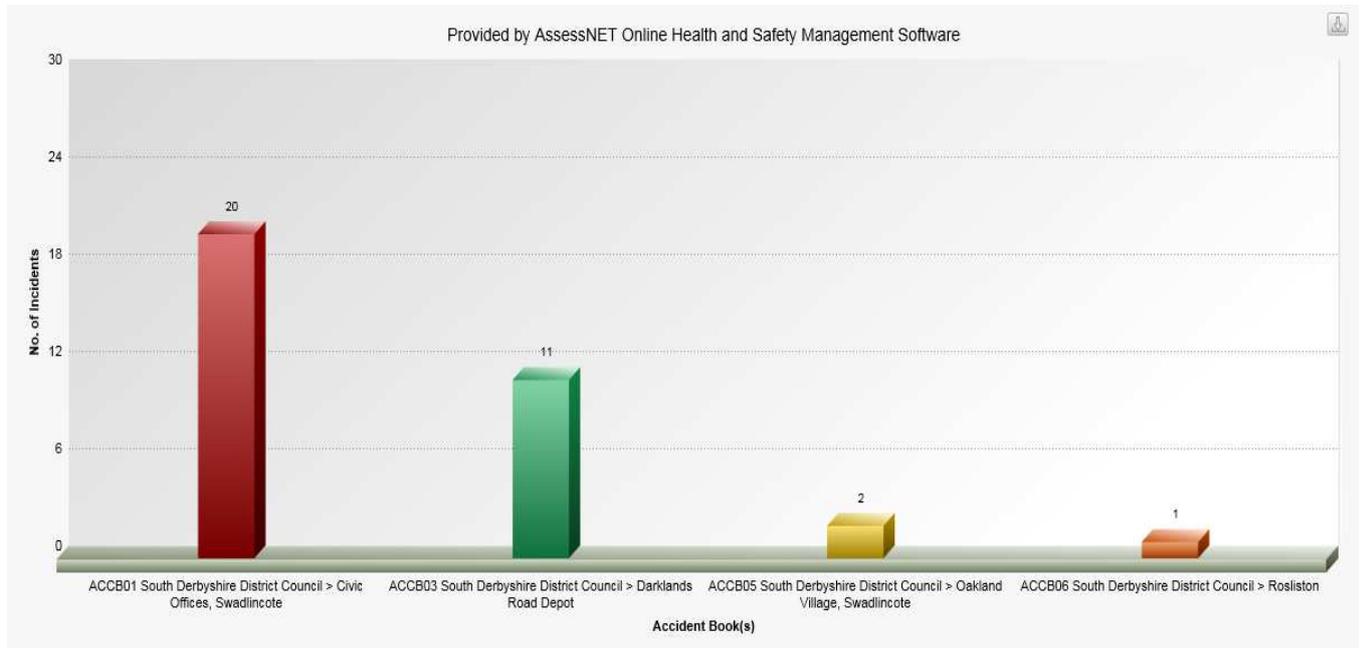
### Accident Statistics for 2017-18

For the year April 2017 – March 2018, there were 25 work related accidents/incidents, 4 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.

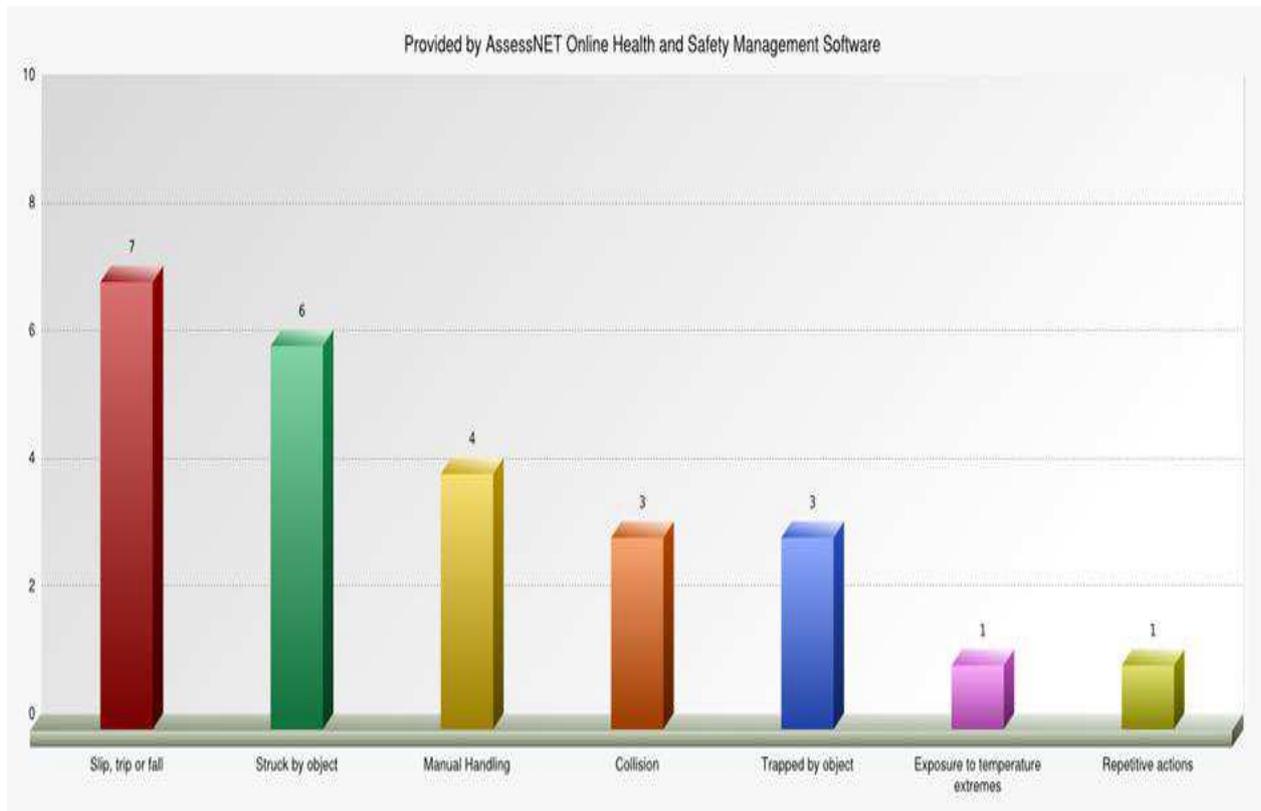
Graph 1 below illustrates the breakdown of all **work related** accidents/incidents by month and compares the number of accidents in the last two financial years. Having moved to the new format of reporting work related accidents/incidents, the trend has evened itself out over the past 2 years. However 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 (9 in total).



**Graph 2** shows the rates of accidents/incidents for the year by Council area. As shown, more have occurred to employees based from the Civic Offices when compared to other work areas. This follows a similar trend in previous years. Note the graph does include the number of near misses [9].



Graph 3 shows the type of work related accidents/incidents that occurred during the year. The highest types are again slips, trips and falls followed by struck by object (e.g. opening of door and falling equipment). Note that the graph does not include the number of near misses (9).



## HEALTH AND SAFETY ACTION PLAN 2018/2019

## Appendix 2

Ref	Details of Work	Targets	Status R-Red A-Amber G-Green	Estimated Time of Delivery	Comments
1	<b>Policy and Procedure</b>	<b>1.0 Reviews</b> 1.1 Statement of Intent (Annual review) 1.2 Potentially Violent Person Policy (PVP) 1.3 Safety Policy Organisational Structure 1.4 Health & Safety employee guide 1.5 Accident Reporting Policy	A A A A A	April 2018 July 2018 Oct 2018 Dec 2018 Feb 2019	
2	<b>Training</b>	<b>2.0 Training Programme</b> 2.1 Deliver mandatory training programme 2018 - 2019 2.2 Deliver H&S training for Playscheme staff 2.3 Review content of training materials for Basic Health and Safety Awareness 2.4 Provide specific training in manual handling for occupations where identified as a risk 2.5 Review training materials and provide tool box talks to front line and other staff as required	A A A  A A	March 2019 July 2018 Aug 2018  March 2019 March 2019	
3	<b>Workplace Audits and Inspections</b>	<b>3.0 Review corporate approach</b> 3.1 Develop standard checklist, guidance notes and supporting materials for audits and inspections 3.2 Provide training and guidance for managers/supervisors to complete documentation 3.3 Review and monitor completed audits and inspections and support with the development of management actions 3.4 Review and evaluate the effectiveness of the corporate approach	A  A A A	July 2018  Aug 2018  Dec 2018 March 2019	
4	<b>Reports</b>	<b>4.0 Reports</b> 4.1 Submit annual health and safety report for 2017/18 4.2 Produce management information for H & Safety Ctte and other bodies as required.	A A	June 2018 Jun/Sep/ Dec18 Mar19	

## HEALTH AND SAFETY ACTION PLAN 2018/2019

### Appendix 2

<b>5</b>	<b>ROSPA</b>	<b>5.0 RoSPA submission</b> 5.1 2017 submission due 5.2 Register for 2018 and plan submission	<b>A</b> <b>A</b>	<b>4<sup>th</sup> June 18</b> <b>Dec 2018</b>	
<b>6</b>	<b>Lone working IT solution (SoloProtect)</b>	<b>6.0 Implement solution</b> 6.1 Co-ordinate training and provision of equipment 6.2 Develop and agree internal procedures for use and monitoring of equipment 6.3 Provide support for users and review and assess benefits of solution provided 6.4 Consider extending use of system	<b>A</b> <b>A</b> <b>A</b> <b>A</b>	<b>July 2018</b> <b>Aug 2018</b> <b>Mar 2019</b> <b>Mar 2019</b>	
<b>7</b>	<b>Corporate Warning register</b>	<b>7.0 Develop solution</b> 7.1 Agree format of solution and access permissions for users 7.2 Provide training and advise on maintenance and content of data entered on to system 7.3 Review content of system in line with Potentially Violent Persons Policy	<b>A</b> <b>A</b> <b>A</b>	<b>Aug 2018</b> <b>Sept 2018</b> <b>Mar 2019</b>	
<b>8</b>	<b>Assessnet</b>	<b>8.0 Maintain system</b> 8.1 Maintain Accident module and report RIDDORs 8.2 Rollout new DSE training module 8.3 Co-ordinate corporate approach to any common risks/actions required following DSE training	<b>A</b> <b>A</b> <b>A</b>	<b>As required</b> <b>Oct 2018</b> <b>Feb 2019</b>	
<b>9</b>	<b>Health &amp; Safety Management Framework</b>	<b>9.0 Miscellaneous</b> 9.1 Support well-being initiatives 9.2 Provide support at Rosliston Forestry Centre 9.3 Annual health surveillance programme for HAVS and Audiometry 9.4 Support procurement for Occupational Health contract – led by Human Resources	<b>A</b> <b>A</b> <b>A</b> <b>A</b>	<b>March 2019</b> <b>Ongoing</b> <b>Jan 2018</b> <b>March 2019</b>	