

---

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	24 <sup>TH</sup> JUNE 2010	CATEGORY: DELEGATED
REPORT FROM:	JAYNE JONES, DIRECTOR OF CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	JENNY BARRINGTON, HEALTH & SAFETY OFFICER EXT. 5873 <a href="mailto:JENNY.BARRINGTON@SOUTH-DERBYS.GOV.UK">JENNY.BARRINGTON@SOUTH-DERBYS.GOV.UK</a>	DOC:
SUBJECT:	ANNUAL HEALTH AND SAFETY REPORT 2009/10 AND ACTION PLAN 2010/11	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 2010 and then approve the action plan listed in **Appendix A** that sets down the priority actions for 2010/11.

## 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 2009/10. It reflects the Council's approach in enabling managers and employees to understand and fulfil their health and safety responsibilities.

2.2 The action plan detailed in **Appendix A** sets down the priorities for Health & Safety work during 2010/11.

## 3.0 Detail

3.1 The Health and Safety Officer, Jenny Barrington, started in post in March 2009. In April 2010, the latest Corporate Health and Safety Action Plan was developed (**Appendix A**). This sets out a number of targets for the year, 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, with completed actions being recorded within an Archive of Achievements, found at the back of the Action Plan. Progress is fed back to the internal Health and Safety Committee that meets quarterly and monthly to the Director of Community Services who is the Council's lead officer for health and safety matters.

## **4.0 Main Achievements**

**4.1** A lot of progress was made in the last financial year and is detailed in the Archive of Achievements within the Corporate Health and Safety Action Plan 2009-10 (link available at end of the report). Significant achievements included:

- Review of the Statement of Intent section of the overall Safety Policy, which sets out Council aims and objectives in improving health and safety performance (link available at end of the report).
- Review of the Organisation Section of the overall Safety Policy, which details roles and responsibilities including those of the key officers and Elected Members (link available at end of the report).
- Review of the Fire Safety Policy, to reflect latest legislation, which includes local procedures for the Civic Offices.
- Review of previous health and safety audits, including Foston and Lullington Gypsy sites, Sheltered Housing (communal areas), and Allotments.
- Redesign and rebuild of the Health and Safety intranet site to ensure it is user-friendly and policies can be easily located. This includes a section for Policies and Guidance, Health and Safety Committee, Members Health and Safety and Accident Analysis.
- Development of the Employee 'Rough Guide' to Health and Safety.

### **4.1.1 Training**

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 and Health and Safety Training for Elected Members. Training has also been extended to staff at Etwall Leisure Centre.

In total, 55 employees were trained in Health and Safety Induction, 28 employees were trained in Risk Assessment and 18 were trained in Display Screen Equipment (DSE) Assessment and 25 have been trained in specialist Manual Handling techniques training, including summer play scheme employees and leisure staff at Etwall Leisure Centre.

### **4.1.2 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 included the coordination and maintenance of the electronic health & safety software 'Assess Net'. The system has been populated with accident data dating back to April 2008, allowing detailed trend analysis to be undertaken and communicated across the Council. The system also includes modules for DSE assessments and risk assessments; with training rolled out to nominated assessors.

The priority over the next year is to get the system fully populated with risk assessments. This IT solution will provide a more comprehensive management information, support the sharing of information and reduce the administration burden on Officers throughout the Council with health and safety responsibilities.

### 4.1.3 Risk Assessments

Providing support to ensure the completion of risk assessments for all Council operations and activities. This has included a detailed '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 individual stress risk assessments.

### 4.1.4 Professional Support

Support has been provided to a number of areas and activities including canvassing for the electoral registration process (lone workers), health and safety issues at Allotments and designing a Community Events toolkit for work such as litter picking. Additional support has also been provided in terms of Occupational Health reviews with both employees and management, in cases of work-related ill health.

Support was also provided for the achievement of the RoSPA Gold award in Housing Services. It is now planned to progress corporate accreditation for the Council in this financial year, with submission planned in February 2010.

## 4.2 Accident Analysis

- 4.2.1 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. Trade Union health and safety representatives have access to this system and have been offered training in its use.
- 4.2.2 Accident statistics are collated and reported back to the joint Health and Safety Committee on a quartley basis. This Committee reviews the accident reports/trends and makes recommendations on any action or learning that needs to be implemented.
- 4.2.3. The Director of Community Services chairs the Health & Safety Committee. Officers from across the Council attend the meetings along with Trade Unions health and safety representatives.
- 4.2.4. An annual trend analysis of all accidents has been produced for April 2010 – March 2009; a comparative analysis has also been provided for the previous year 2009-2010. A full breakdown, including graphs can be found in **Appendix B**.
- 4.2.5. In summary, in the financial year April 2009 – March 2010, there were 55 accidents, 10 of which were reported to the HSE, as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) reportable incidents. This represents an increase from the previous year where 46 accidents were reported, including 7 RIDDOR reportable incidents. The increase coincides with an awareness campaign on Accident Reporting and the launch of a new reporting form and procedure; it is likely that the accident reporting level within the Council has increased in response to the campaign rather than there being an increase in unsafe acts resulting in accidents. Improved reporting and awareness enables

action to be taken that will promote a positive health and safety culture within the Council.

- 4.2.6.** 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 all cases where action was appropriate.

### **4.3 Targets for 2010-2011**

**4.3.1** The Corporate Health and Safety Action Plan for 2010/11 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. In particular, key priorities include:

- To review key policies including Management of Contractors, Management of Asbestos, Occupational Health & Health Surveillance and Lone Working.
- To populate Assess Net and ensuring suitable and sufficient risk assessments are in place for all Council activities.
- To develop a robust health and safety Audit programme that will include carrying out audits for higher risk areas such as for Waste & Cleansing and Rosliston.
- To prepare for and collate submission in order to gain RoSPA accreditation for the Council, with submission planned in February 2010.
- To review the health surveillance programme for employees, to include identifying any gaps and ensuring a full review of all employees requiring Hand Arm Vibration Syndrome (HAVS) screening.
- To review local Fire Evacuation procedures for the Civic Offices (out of hours), Darklands Depot, Etwall Leisure Centre and Care Line at Bretby Business Park.
- To provide advice, support and training to Etwall Leisure Centre and assistance in completing the Etwall Health and Safety Action Plan 2010-11.
- To provide health and safety advice and assistance to the Design team in the plans for the new Depot, to ensure health and safety requirements are fully met.
- To ensure high health and safety standards are maintained throughout the transitional period of the Corporate Partnership project.

### **4.0 Financial Implications**

**4.1** None. All resources are contained within existing budgets.

### **5.0 Corporate Implications**

**5.1** 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 newly designed intranet site, notice boards, through internal publications such as 'Better' and through the Health and Safety Committee.

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

### **6.0 Community Implications**

**6.1** 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.

## **7.0 Background Papers**

Corporate Health and Safety Action Plan 2009-10 ([click this link](#))

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

Organisation Section of the overall Safety Policy ([click this link](#))

Policy Section of the overall Safety Policy [click this link/](#)