

## **CABINET – 4TH JULY 2019**

### **Report of the Head of Strategic Support Lead Member: Councillor James Poland**

#### **Part A**

#### **ITEM 11      ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2018-19**

##### **Purpose of Report**

To inform Cabinet and provide a public record of the Council's health and safety performance.

##### **Recommendation**

That the Cabinet note the Council's health and safety performance over the preceding year as set out in Part B of this report.

##### **Reason**

It is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents for public bodies to publish an annual report on health and safety performance. The Management of Health and Safety at Work regulations 1999 require all employers to review their health and safety management system. Since 2015 the Council has employed BS OHSAS 18001: "Occupational Health & Safety Management Systems" as its base system for managing health and safety.

##### **Policy Justification and Previous Decisions**

The Council's Corporate Health and Safety Policy states: "Members of the Cabinet and other elected members shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems."

This report also supports the following themes in the Corporate Plan:

1. Every Resident Matters by ensuring that our all of our sites and services, are safe to use for all residents.
2. Delivering Excellent Services by continuously looking for ways to deliver services more efficiently by reducing the costs of accidents, insurance claims and streamlining our arrangements for complying with health and safety law.

##### **Implementation Timetable including Future Decisions and Scrutiny**

The publication of this report on the Council's website provides a public record.

## Report Implications

The following implications have been identified for this report.

### *Financial Implications*

There are no financial implications directly related to this report.

### *Risk Management*

There are no specific risks associated with this decision.

Key Decision:	No
Background Papers:	None
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## **Part B**

### **BACKGROUND**

1. Cabinet receive this annual health and safety report safety to inform them of health and safety performance during the reporting period; this report covers the period April 2018 – March 2019.
2. The Council manages a wide portfolio of services for a Borough of more than 160,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this we have implemented a safety management system that involves all staff and considers our partners and service users as well. We retain specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. The Council's corporate health and safety service is provided by Leicestershire County Council's Health, Safety and Wellbeing service. The agreement provides for a dedicated Health & Safety Officer to be on site for 4 working days per week with access to a Duty Officer on the non-working day, and provides the Council with increased resilience and access to an extensive knowledge base.

Appendices:

Appendix A – Annual Health & Safety Report 2018-19.



## **Annual Health and Safety Report**

**2018 - 2019**

<b>Contents</b>	<b>Page</b>
Introduction	3
Accident Data Analysis	3
Audit Statistics	6
Training Statistics	7
Occupational Health/Health Surveillance	7
Corporate Health and Safety Committee Objectives	8
Legislative Changes	8
Policy and Guidance Document Changes	9
Health & Safety Initiatives	9

## **Introduction**

1. The health, safety and wellbeing (HSW) of staff, service users and other customers within the Council is of paramount importance. The Health and Safety service within the Council endeavours to continually monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, clients, service users, volunteers and our contractors.
2. The report highlights to Cabinet the work that has been undertaken within Health and Safety during the 2018/19 financial year, the risk / hazard areas that impact upon the authority and where improvements need to be made to ensure improved compliance and staff safety.
3. The report details accident statistics from the 2018/19 financial year, which have been obtained from the accident/incident report form found on the intranet and information completed on the corporate accident recording spreadsheet.
4. Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Heads of Service, Service Managers and Team Leaders support the Chief Executive and Strategic Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Strategic Directors have responsibilities for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
5. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects of HSW are covered in the report:
  - Accident Data
  - Audit Statistics
  - Training Statistics
  - Occupational Health/Health Surveillance
  - Corporate Objectives
  - Safety Initiatives
  - Legislative changes

## **Accident Data Analysis**

6. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis. CMT includes all Heads of Service, Strategic Directors and the Chief Executive.

Table 1- Corporate Accidents by Causes 2018-19

<b>Accident/Incident Causes</b>	<b>2018/19</b>	<b>2017/18</b>
Slips, Trips or Falls	12	15
Contact with fixed object	3	4
Other	8	10
Struck by Object	0	4
Violence	4	2
Animal	0	1
Falls from height	1	1
Contact with moving object	1	4
Electricity	1	1
Struck by vehicle	0	1
Contact with harmful substances	1	9
Manual handling	1	2
Cut on sharp object	2	0
Fatality	1	0
Struck fixed object	1	0
Unsafe condition	2	0
No injury	1	0
Illness	1	0

7. The table above highlights that there have been a total of 40 accidents/incidents within the Council during the 2018-19 financial year, compared to 54 in the previous year. Clearly slips, trips and falls are the single biggest cause of accidents/incidents, accounting for 33% (2017/18: 27.8%).
8. The total number of accidents required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) during 2018-19 was 4 which included a sudden illness of a member of the public who collapsed and died after attendance at a sports centre, heavy boxes falling

on a member of staff, a twisted ankle and a fall on the Southfield Road open car park resulting in a broken leg. The total number of RIDDORs reported in 2017-18 was 2, and in 2016-17 it was 4.

Table 3- Status of Person involved in Accident/Incident

Status	2017/18	2018/19
Employee	40	22
Member of the Public / Visitor	13	17
Contractor	1	1

9. The table above highlights that most accidents/incidents recorded have occurred to employees.

10. When this information is cross referenced with the total number of Full Time Employees (FTEs) working within the Council, approximately 9% of FTE employees have been involved in an accident within the last financial year (2017/18: 12%).

Table 4- Number of Accidents/Incidents reported by each Service Area over the last 3 years

Service Area	2016-17	2017-18	2018-19
Leisure & Culture	22	13	15
Landlord Services	13	21	13
Finance & Property	10	6	1
Regulatory Services	4	6	3
Customer Experience	1	3	3
Cleansing & Open Spaces	2	1	0
Planning & Regeneration	0	2	2
Strategic Housing	3	0	0
Strategic Support	0	1	1
Neighbourhood Services	1	1	2
Total	56	54	40



11. The table above highlights the number of accident/incidents reported, over a three year period. Over the three year period there has been an overall decrease of 28% of accidents/incidents reported.

12. Fire Drills that have occurred during 2018-2019 include;

Southfields

10/09/18 – 5 minute Drill – 4 minute evacuation time – whole site.

ICS

12/08/18 – Drill – Planned evacuation.

Woodgate Chambers

09/18 - Drill – planned evacuation.

Town Hall

09/18 – Drill – planned evacuation.

10/18 – unplanned evacuation.

**Audit Statistics**

13. By auditing proactively, issues are identified at the earliest opportunity. Where non conformities are identified, the auditor supports Managers through the development of an action plan and provides practical advice.

14. The table below shows the Service Areas that have been audited within the last financial year 2018-19.

Table 5- Audit Outcomes

Service Area	Period of review	Assurance Rating
Landlord Services	Autumn 2018	Moderate
Planning and Regeneration	Winter 2018/19	Moderate
Strategic & Private Sector Housing	Spring 2019	Moderate

15. These audits formed part of a review of the previous audits and were risk-based which focussed on specific areas. Each service area is comparably different and often expose employees to different hazards due to the nature of their activities. Each audit followed the OHSAS 18001 standard.

16. Action plans from the audits conducted have been developed and have been given to the appropriate Head of Service and Manager.

## **Training Statistics**

17. The following section highlights the numbers of delegates that have attended corporate Organisational Learning and Development courses that fall under the remit of health and safety.
18. Landlord Services- Toolbox talks take place by the Health, Safety & Environment Manager on the last Thursday of every month lasting up to one hour. Information is disseminated to operatives and other landlord services employees.

## **Corporate Health and Safety Training Courses**

19. A total of 316 staff attended various health and safety or wellbeing training courses and events during 2018/19 (2017/18: 307). In addition 136 E -learning sessions were conducted on health and safety and related subjects e.g. dementia and stress awareness.
20. All Health and Safety training courses can be booked through Learning and Development.

## **Occupational Health/Health Surveillance**

21. Health Monitoring is a contracted service provided by Health Management Ltd through the Occupational Health service. All health monitoring is organised through the Corporate Health and Safety Officer (CHSO) and the Health, Safety and Environment Manager. Managers are responsible through the risk assessment process to identify any health monitoring required for employees and can be supported by the CHSO. The contract is managed by the HR Team.
22. Health monitoring undertaken in 2018-19 includes;
  - Audiometry testing- Half of all employees working in the customer contact centre, that are required to use headsets as part of their daily work have undertaken this testing in August 2017. The purpose of this testing is to identify to gain an understanding of whether there is has been any induced hearing loss. Further testing is scheduled to take place in August 2018.
  - Hand Arm Vibration (HAVS) testing was undertaken within 2017-2018 for staff within Landlord Services. 35 members of staff received this testing.
  - All health surveillance for Landlord Services for the period 2018 and 19 has been carried out. Further monitoring is planned for Autumn 2019.

## **Corporate Health and Safety Committee Objectives**

23. In January 2017 the Corporate Health and Safety Committee adopted a set of objectives as part of its “core management system” for health and safety.

Number	Objectives	Completed
1	Policy signed and in date	Signed in January 2019.
2	Annual safety report delivered to Cabinet.	Completed. October 18.
3	Committee meetings occur on time (six-monthly).	Completed. Last meeting February 2018 delayed due to change in service provision.
4	Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).	Completed.
5	No enforcement action.	N/A
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	4 RIDDORs reported in this year.
7	All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.	Completed.
8	OHSAS 18001 review of each service area completed at least every 2 years.	Due to a change in the provision of the service, OHSAS 18001 reviews of service areas planned for 2018/19 were not completed by 31 <sup>st</sup> March 2019. There were three reviews in total overdue and as at 18 <sup>th</sup> June, one audit has been carried out, one in scoping and one deferred due the Borough and European elections.
9	No action rated “Major” or above from any review outstanding for 2 successive H&S Committee meetings.	Complete.

### **Legislative Changes**

24. Cabinet are advised that there are no proposed legislative changes. Cabinet will be aware that the UK leaving the EU may bring about changes to UK law. However, these are unlikely to affect health and safety regulation in the short term.

## **Policy and Guidance Document Changes**

25. A new fire safety policy has been produced for the Southfields Site and other CBC controlled buildings. The policy does not cover common parts of dwelling homes.

26. Current Progress- The work to date has included;

1. A draft escalation flowchart has been produced for lone working. This is designed as a development template for services so that they can incorporate a service specific version into their guidance should a member of staff be unaccounted for for some time.
2. The Health and Safety Policy Statement has been signed by the Chief Executive in January 2019 and can be found on the intranet.
3. The Organisation and Responsibilities policy is under review. It is likely that there will need to be changes to account for the CHSO being only a four day a week role.
4. Guidance documents also under review include; Accident reporting guidance and Construction, Design and Management (CDM) guidance.

All health and safety policies and guidance documents can be found on the Council's health and safety intranet site.

## **Health and Safety Initiatives**

- Lone Working Procedure
  - Contract agreement in place with Alertcom and was signed in November 2017. Alert Com is a safety device that has been chosen to provide a robust system for all employees that travel on their own or are visiting residential and commercial businesses throughout the Borough of Charnwood.
  - Alert Com has been introduced within the Landlord Services. In October 2017 100 devices were ordered and these have been rolled out to 100 employees.
  - A roll out meeting has been held with Alertcom. Present were representatives from Environmental Health, Neighbourhood Services, Markets and Leisure, Strategic and Private Sector Housing, Planning and Regeneration. As a result of this meeting managers in these services are setting their staff up on the Alertcom system and taking their staff through the on-line training on using the devices.
  - Several services have decided to use pool devices. These have been delivered and are being rolled out to staff who need them.
  - A review of the roll out will be carried out in August/September.
- Corporate Warning Register
  - Modification of the risk and control phrases has been carried out to help address GDPR concerns.

- A corporate review of the CWR in line with policy is being carried out to ensure that all entries are up to date and where an entry is no longer needed it is removed. This process is ongoing.
- At the request of the Health and Safety Committee discussions have been taking place to assess the feasibility of streamlining the CWR process using Sharepoint. Work to progress this will continue over the summer.
- Disabled Toilet/ First Aid Room
  - The first floor disabled toilet has been designated as a first aid room after the room was left in an untidy state by employees using it as a general toilet. The room is in the process of having an access key card reader fitted so that only disabled and first aid staff can access the toilet. Further keys will be available from facilities staff for disabled visitors.
- New and Expectant Mothers Risk Assessment Template on Sharepoint
  - A new and expectant mothers risk assessment template has been developed on the new risk assessment format and has been posted on Sharepoint.
- Carillon Tower
  - Work with Leisure and Culture has been taking place to give advice on the redevelopment works in the Carrillon Tower interior ready for the opening later this year. Work has included fire procedures, fire escape protection, museum displays and the viewing gallery at the top of the tower.