

CABINET – 5TH JULY 2018

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

Part A

ITEM ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2017-18

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

Following Cabinet consideration it is intended that the report will be published on the Council’s web site.

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 2017 – March 2018.
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. Following the departure of the Council's Corporate Health & Safety Officer in December 2017, and following consultation with the Council's Senior and Corporate Management Team's, the corporate health and safety service has been provided by Leicestershire County Council's Health, Safety and Wellbeing service since February 2018. The agreement with the County Council is for a 6 month period to the end of July 2018, the purpose of this arrangement was to provide a trial period of the proposed working arrangements. 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 2017-18.



Annual Health and Safety Report

2017 - 2018

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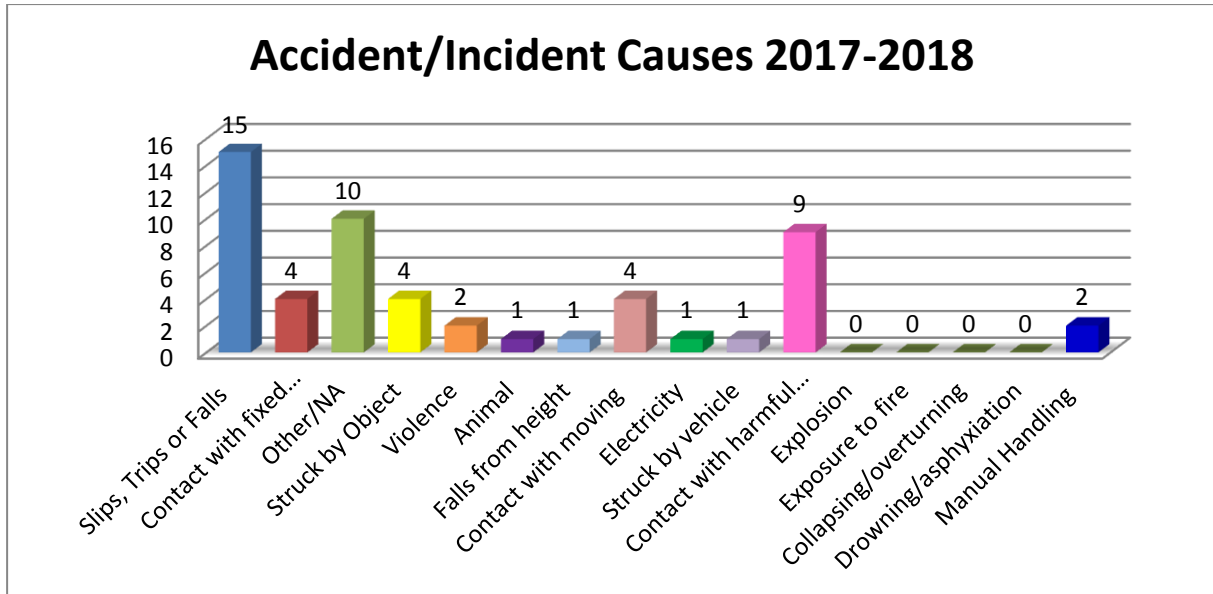
Introduction

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 2017/18 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 2017/18 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

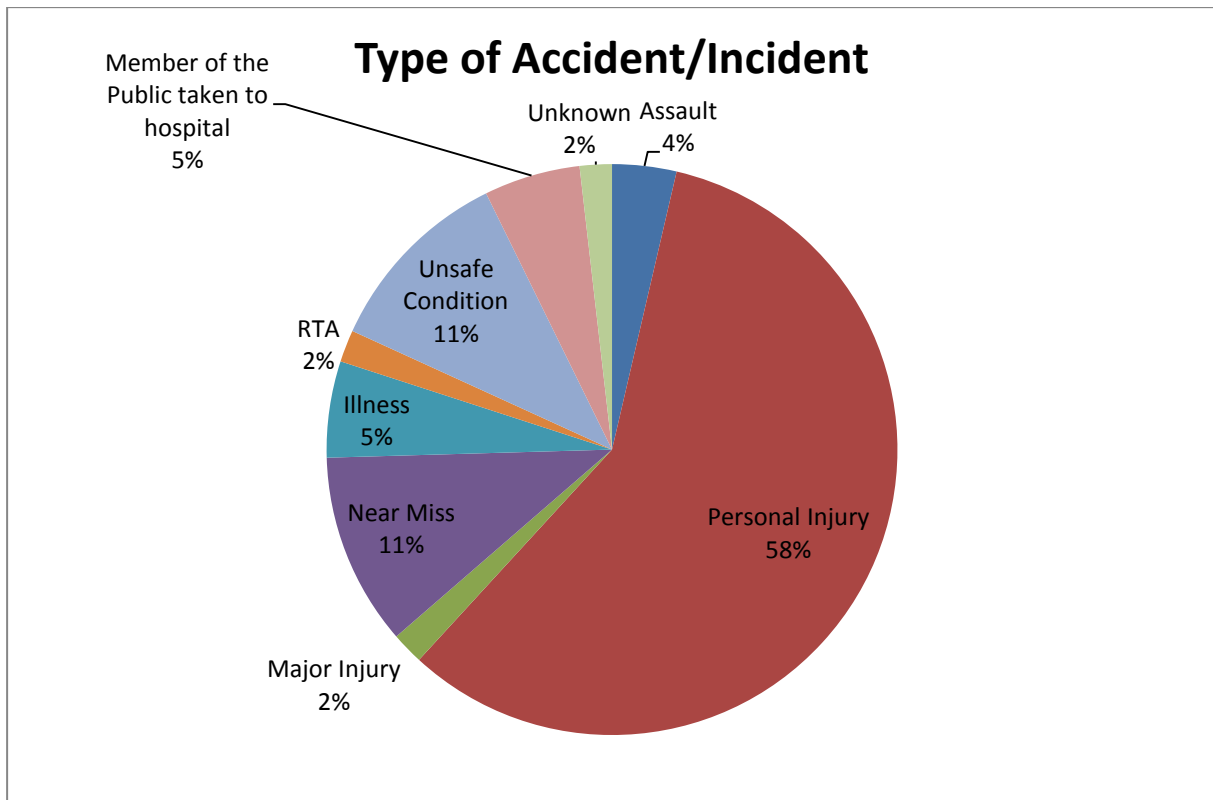
6. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis. CMT includes all Heads of Service, Strategic Directors and the Chief Executive.

Figure 1- Corporate Accidents by Causes 2017-18



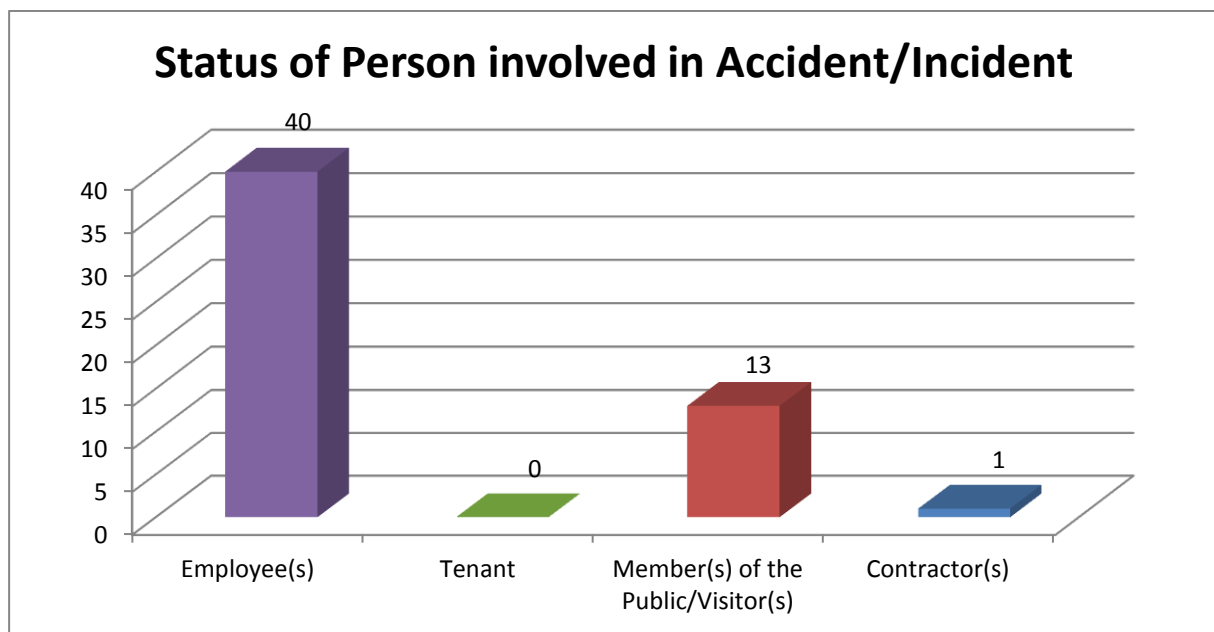
7. The graph above highlights that there have been a total of 54 accidents/incidents within the Council during the 2017-18 financial year. Clearly slips, trips and falls are the single biggest cause of accidents/incidents, accounting for 27.8%.

Figure 2- Type of Accident/Incident



8. The chart above reflects the type of accidents/incidents during this financial year 2017-18. Personal Injury was the highest percentage of 58%. From the total number of accidents/incidents reported during 2017-18, 39 of the 54 resulted in an injury occurring which gives an overall percentage of 72%.
9. The total number of accidents required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) during 2017-18 was 2 which included, a broken hand by a Landlord Services operative when moving items stored within their van and member of the public obtaining a fracture to the upper limb after tripping. The total number of RIDDORs reported in 2016-17 was 4 which highlight a decrease.

Figure 3- Status of Person involved in Accident/Incident



10. The graph above highlights that most accidents/incidents recorded have occurred to employees, i.e. 74.1% of accidents have involved Council employees and 24.1% have involved members of the public/visitors and 1.8% involved a contractor.
11. When this information is cross referenced with the total number of Full Time Employees (FTEs) working within the Council, approximately 12% of all FTE employees have been involved in an accident within the last financial year i.e. just over 1 in every 9 people.

Table 1- Number of Accidents/Incidents reported by each Service Area between 2015-2018

Service Area	2015-16	2016-17	2017-18
Leisure & Culture	14	22	13
Landlord Services	40	13	21

Finance & Property	5	10	6
Regulatory Services	7	4	6
Customer Experience	3	1	3
Cleansing & Open Spaces	5	2	1
Planning & Regeneration	1	0	2
Strategic Housing	1	3	0
Strategic Support	0	0	1
Neighbourhood Services	0	1	1
Total	76	56	54

12. 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 29% of accidents/incidents reported.

13. It has been identified that improvements need to be made in recording and reporting accidents/incidents centrally rather than within different Service Areas.

14. These statistics reflect that there is a possibility that there is under reporting across the authority. Estimated under reporting has the potential to impact on the number of RIDDORs specifically around Lost Time.

15. The Health and Safety Executive (HSE) served an improvement notice for Hand Arm Vibration (HAVs), Occupational Health and documentation in May 2016. In June 2017 this notice was signed off.

16. Fire Drills that have occurred during 2017-2018 include;

Southfields

24/04/2017 – 5 minute Drill – 3 minute evacuation time – False Alarm

20/10/2017 – 4Hr – 8 minute evacuation time – Silent evacuation – suspect package

ICS

25/08/2017 – 2 minute Drill – Planned evacuation.

17. Two of the accidents reported during the year resulted in claims being made against the Council. Both claims were covered by the Council's insurance policies and the combined cost of the claims to the Council was £850.00.

Audit Statistics

18. 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.
19. The table below shows the Service Areas that have been audited within the last financial year 2017-18.

Table 2- Audit Outcomes

Service Area	Period of review	Assurance Rating
Cleansing and Open Spaces	May – June 2017	Moderate
Finance and Property Services	September 2017	Moderate
Leisure and Culture	April – June 2017	Moderate
Customer and Information Service	March 2018	Limited

20. 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.
21. It has been noted that 18001 standard is not aligned to the corporate assurance system for example a failure to comply with statute could result in a moderate outcome with the current system. However, this would be identified as a major non-conformity within the OHSAS 18001 standard.
22. Action plans from the audits conducted have been developed and have been given to the appropriate Head of Service and Manager.
23. The Audit Programme has included 4 proactive audits within 2017-2018.

Training Statistics

24. 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.
25. 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

Table 3 – Corporate Training (All Service Areas)

Course Title	Number of Employees 2017-2018
Health & Safety Induction	64
Lone Working & Personal Safety	22
Managing Aggression & Challenging Behaviour	44
Managing Mental Health - for Managers	21
Mental Health Awareness e-learning	1
Paediatric First Aid	13
First Aid at Work Requalification	9
Emergency First Aid at Work	20
First Aid at Work	6
Refresher First Aid at Work	1
Mental Health Awareness Workshop	15
Good Posture at Work Worksop	15
Drive Safe Arrive Safe Training Course	49
Yoga for Beginners	10
Post Handling	17
Take Control Workshop	90
Asbestos Awareness	113
Asbestos CAT B Non-Licensed Work	25
Site Management Safety Training Scheme - Refresher Training	10
Face Fit – New Masks	42
COSHH Awareness	27
Fire Emergency	27
Total	307

26. Further partnership working with the organisational Learning and Development team will take place to develop training, expanding across a range of training subjects such as COSHH (corporately), manual handling, asbestos and legionella. It is evident that there is a lack of training in the management of health and safety and risk assessments.

27. All Health and Safety training courses can be booked through Learning and Development.

Occupational Health/Health Surveillance

28. 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.

29. Health monitoring undertaken in 2017-18 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.

Corporate Health and Safety Committee Objectives

30. 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 November 2017.
2	Annual safety report delivered to Cabinet.	Completed. July 2017.
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	Completed.

	Management Group (quarterly).	
5	No enforcement action.	None.
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	Completed. 1 Employee and 1 Member of the Public.
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 6 service areas planned for 2017/18 were not completed by 31 st March 2018. These will be completed during 2018/19.
9	No action rated “medium” or above from any review outstanding for 2 successive H&S Committee meetings.	1 ‘medium’ rated action was recorded as outstanding at the July 2017 and February 2018 Committee meetings.

Legislative Changes

31. Cabinet are advised that there are no proposed legislative changes.

Policy and Guidance Document Changes

32. As part of the six month contract with Leicestershire County Council a review of all documentation has taken place. A large number of documents had not been reviewed in the last 3 years and therefore require a full review with amendments. It is noted that there is no policy/guidance documents in key areas such as Fire Safety, Manual Handling, Work Equipment, Electrical Safety, Working at Height, Stress etc. The creation and implementation of these documents is required. To meet this requirement, an action plan will be developed with specific targets set.

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

1. The corporate risk assessment template has been revised and circulated through One Charnwood.
2. The Health and Safety Policy Statement has been signed by the Chief Executive in November 2017 and can be found on the intranet.
3. The Organisation and Responsibilities policy has been approved by the health and safety committee and circulated to all employees.

4. New guidance documents include; Control of Substances Hazardous to Health (COSHH), Personal Emergency Evacuation Plan (PEEP) and the Workplace Inspection Form.

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

New Initiatives

- Lone Working Procedure
 - Contract agreement in place with Alert Com 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 93 devices were ordered and these have been rolled out to 93 employees.
 - These devices are to be rolled out corporately across the remaining service areas within 2018.