

## CABINET – 17TH SEPTEMBER 2020

### Report of the Head of Strategic Support Lead Member: Councillor Margaret Smidowicz

#### Part A

#### ITEM            ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2019-20

##### 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 the Appendix to 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."

##### 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 2019 – March 2020.
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 the Council have implemented a safety management system that involves all staff, partners and service users as well. The Council 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.
5. Since the onset of the pandemic, the Corporate Health & Safety Officer has been working closely with the Health & Safety Group to ensure that the Council's approach is in accordance with current government guidance and best practice, to minimise the risks of infection for our staff and customers.

Appendices:

Annual Health & Safety Report 2019-20



**Annual Health and Safety Report**

2019 - 2020

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## **Introduction**

1. The health, safety and wellbeing of all members, officers, service users and other customers within Charnwood Borough Council (CBC) is of paramount importance. The Health and Safety function within the Council endeavours to continually monitor performance within the authority in order that improvements can be made to ensure legal compliance, optimal utilisation of H&S resources and the continued safety of Council Members, officers, 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 2019/20 financial year.
3. 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 hold accountability for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
4. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects are covered in the report:
  - Covid-19 Health & Safety Arrangements
  - Accident Data
  - Corporate H&S Policy, System and Objectives
  - Audit Programme
  - Health and Safety Training Update
  - Legislative changes
  - Safety Initiatives

## **Covid-19 H&S Arrangements**

5. The H&S function has remained actively engaged throughout all elements of CBC's Covid incident management and business recovery, serving as an integral element of the Business Continuity Group structure
6. CBC has continually monitored and assessed the ongoing local and national situation in order to ensure that it has effective and robust controls in place to minimise the likelihood and consequences of infection exposure and transmission within its premises and activities. A suite of risk assessments has been compiled which cover CBC occupied General Fund premises and the additional locations or workplaces where officers conduct CBC activities. These assessments have assisted in the planned recovery of services. Assessment findings and controls are communicated to officers.

7. A programme of inspections is in place which ensures that CBC occupied premises are inspected and declared Covid-secure, in compliance with current HM Government guidance, prior to reoccupation. Premises inspected to date:
- Southfields building
  - ICS BUILDING
  - Oak Business centre
  - Ark Business Centre
  - Woodgate Chambers (in progress)
  - Museum
  - Town Hall
  - Public toilets
  - Market Place
  - John Storer House (not CBC responsibility but occupied by a number of CBC staff providing essential community support)
8. Assistance and assurance continue to be provided to all Services as they recover service delivery.
9. Homeworking remains the *modus operandi*, wherever practicable, and officers have completed temporary homeworking assessments as an interim measure. As the situation continues, a revised assessment process is in preparation, ready for roll out. This is designed to address the longer-term homeworking hazards and associated controls, in order that CBC continues to remain fully compliant with all H&S statutory requirements and best protect its officers and its continued capability to deliver services in a safe and efficient manner.
10. PPE Stocks, consumption rates and future resilience are routinely monitored. Reports are provided on a weekly basis.

### **Accident Data Analysis**

11. 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. The ongoing Covid situation has resulted in the deferral of the Q4 2019 meeting.

Table 1 - Corporate Accidents by Causes 2019-20

<b>Accident/Incident Causes</b>	<b>2019/20</b>	<b>2018/19</b>	<b>2017/18</b>
Slips, Trips or Falls	18	12	15
Contact with fixed object	2	3	4
Other	0	8	10
Struck by Object	1	0	4
Violence	0	4	2
Animal	2	0	1

Falls from height	0	1	1
Contact with moving object	0	1	4
Electricity	0	1	1
Struck by vehicle	1	0	1
Contact with harmful substances	1	1	9
Manual handling	2	1	2
Cut on sharp object	6	2	0
Fatality	0	1	0
Struck fixed object	1	1	0
Unsafe condition	0	2	0
No injury	0	1	0
Illness	0	1	0

12. There has been a total of 34 accidents/incidents within the Council during the 2019-20 financial year, compared to 40 in the previous year. The reduction needs to be considered in conjunction with the revised methods of working required as part of the ongoing Covid situation.

13. 18 Accidents involved officers, 13 involved members of the public and the remaining 3 involved contractors.

14. One accident was required to be reported under RIDDOR during 2019-20. This was an incident involving a child running into a clothesline, resulting in facial injuries. Four RIDDORs were reported in 2018-19 and two in 2017-18.

Table 2 - Number of Accidents/Incidents reported by each Service Area over the last 3 years

Service Area	2019-20	2018-19	2017-18
Leisure & Culture	12	15	13
Landlord Services	6	13	21
Finance & Property	2	1	6
Regulatory Services	8	3	6
Customer Experience	2	3	3
Cleansing & Open Spaces	1	0	1

Planning & Regeneration	3	2	2
Strategic Housing	0	0	0
Strategic Support	0	1	1
Neighbourhood Services	0	2	1
<b>Total</b>	<b>34</b>	<b>40</b>	<b>54</b>

15. Fire Drills exercises have been completed as scheduled prior to the Covid situation and subsequent drills are conducted as premises are brought back into operation.

### **Corporate Health and Safety Policy, Management System and Committee Objectives**

16. The CBC H&S Policy was revised and updated in December 2019 and has been signed by the Chief Executive.

17. All health and safety procedural and guidance documents can be found on the Council's health and safety intranet site. The structure of the management system has been enhanced and is currently undergoing testing in a new site. The system has an enhanced search function, enabling the sharing of training presentations, risk assessments and report templates between services

18. 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 December 2019.
2	Annual safety report delivered to Cabinet.	Completed.
3	Committee meetings occur on time (six-monthly).	Last meeting October 2019. April 2020 meeting deferred owing to Covid situation.
4	Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).	Completed.
5	No enforcement action.	Completed - None.
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	1 RIDDOR 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.	Objective requires review

9	No action rated "Major" or above from any review outstanding for 2 successive H&S Committee meetings.	Complete.
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### **Audit Programme**

19. Risk profiling by Service and by occupational hazard was reviewed and completed in Q3 2019/20 and reported to CLT. The risk profiles require further revision to reflect the Covid situation. The ongoing situation has required H&S audit resource to be utilised for business recovery. A revised H&S audit programme is to be agreed and implemented. H&S elements continue to be included within the extant internal audit programme.

### **Corporate Health and Safety Training Update**

20. A programme of H&S Management and Risk Assessment training for managers and supervisors has been delivered during the year.

21. Wellbeing training and additional resources have been refreshed and are hosted on the My Learning platform and staff intranet.

22. 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.

### **Legislative Changes**

23. The Coronavirus Act 2020 and associated Health Protection Regulations have been introduced during the year. CBC has reviewed these statutory instruments and implemented them wherever applicable. Significant ongoing impact on CBC services.

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.

25. The HSE conducted a consultation on the revision of workplace exposure limits for carcinogens and mutagens during Q2 2019. The findings of the consultation have zero impact on CBC activities.

### **Health and Safety Initiatives**

26. Lone Working Procedure

- Alertcom devices have now been rolled out to 250 employees.