

**AGENDA ITEM NO.5**

**STAFF COMMITTEE**

<b>Date</b>	<b>18 JUNE 2012</b>
<b>Title</b>	<b>CORPORATE HEALTH &amp; SAFETY ANNUAL REPORT 2011/12</b>

**1. PURPOSE/SUMMARY**

To provide the Staff Committee with an overview of the Council’s Corporate Health & Safety Annual Report 2011/12.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council’s health and safety performance during the period April 2011 – March 2012.

The scope of this report includes accident statistics, occurrences of aggression and violence towards staff, health and safety training, audits, legislation update and a review of the Corporate Health and Safety Action Plan 2011/12.

**2. KEY ISSUES**

Through proactive and robust health and safety policies and procedures the Council has seen continued performance improvement in health and safety, with key areas such as:

- The total number of work-related injuries during the year was 27, compared to 33 during the previous year’s period.
- A reduction in the number of lost days through work-related injuries, from 294 (2010/11) to 202 in 2011/12.
- A reduction in the number of abusive/threatening behaviour towards staff.
- The ongoing delivery of the Council’s comprehensive health and safety training programme, with a total of 82 staff having received health and safety training (delivered internally) from a range of seven courses.
- Three services teams were audited in this period, and all achieved above the standard required.
- All of the objectives within the Health and Safety Action Plan 2011/12 are “Green” and have been completed within the required timescales.

**3.RECOMMENDATION(S)**

That Staff Committee:

- Note the Council’s performance within this report, which has also been cascaded to Corporate Management Team and the Council’s Health and Safety Panel.

<b>Wards Affected</b>	All
<b>Forward Plan Reference No.</b> (if applicable)	N/A
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<b>Background Paper(s)</b>	N/A

# Corporate Health and Safety Report

April 2011– March 2012



# Corporate Health and Safety Report

**April 2011 – March 2012**

## **1. Introduction**

Reviewing performance is an important part of health and safety management, as it enables an organisation to learn from all relevant experience and identify any opportunities for improvement. It is based on a systematic review of performance based on data from monitoring and audits of the whole health and safety management system.

This annual report comments on the health and safety performance of the Council during the period of April 2011 – March 2012. The scope of it covers accident statistics, occurrences of violence to staff, health and safety training, audits, health surveillance and the Corporate Health and Safety Action Plan 2011/12.

## **2. Overview of Progress during the Year**

There have been a number of key health and safety achievements and initiatives throughout the Council, some key features are highlighted below.

The continual downward trend in accidents has continued over the past year with 27 work-related injuries, this compares to 33 in 2010/11. Detailed accident analysis follows within this report.

With the launch of the Council's new Intranet, an improved Health and Safety Intranet site is also being introduced, which is easier for staff to navigate and find or associated policies, forms and information etc.

The following policies were all reviewed and updated:

- Driving at Work
- Lone Working
- Accident and Incident Reporting
- Electrical Safety
- Noise at Work
- Legionella Management

The following internal health and safety training courses were reviewed and updated to ensure they are suitable and current:

- Health & Safety for Managers
- Risk Assessment
- Display Screen Equipment (DSE)
- Manual Handling
- Health and Safety for Refuse & Cleansing

A total of 82 staff received various internal health and safety training courses during the year, and 35 externally.

Delivery of a proactive health surveillance programme in conjunction with the Occupational Health Nurse has been ongoing for various teams e.g. Customer Access, Refuse and Cleansing. This involves visiting teams and carrying out audiometric checks, conducting skin checks etc.

### **3. Accident and Injury Data**

During the past year there were 27 work-related injuries, compared to 33 in 2010/11. It is pleasing overall to see a continual decrease in work-related injuries, although there has been a reduction in the number of staff within the Council during this period.

To monitor safety performance the information used is based on the Total Accident Incident Rate (TAIR). The formula gives the number of accidents per 100 employees and is used as a Council performance indicator. The TAIR was 5.6 per 100 employees and was based on a total of 474 (full and part-time) employees. This compares to 5.5 per 100 employees in 2010/11.

Environment and Leisure had the largest number of incidents within a service with 21 recorded during the year.

Seven accidents were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). All other employee related accidents were either of a minor nature or required basic first-aid treatment.

### **4. Accident Causes / Services**

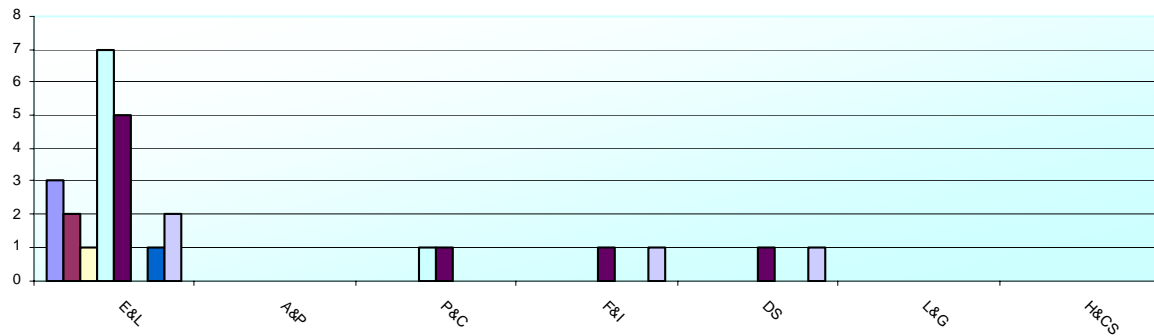
As can be seen in the following table, the majority of accidents were the result of:

- Slips, trips or falls on same level (30%)
- Injured while handling, lifting or carrying (30%)

The services are distributed for accident reporting in line with the corporate service structure:

- Environmental & Leisure
- Finance Services
- Assets & Projects
- Policy & Communications
- Governance & Legal Services
- Housing & Community Support
- Development Services

### Accident Statistics for April 2011 to March 2012



Hit by something moving, flying or falling object	Struck by moving vehicle
Strike against something fixed or stationary	Injured while handling, lifting or carrying
Slips, trips or falls on same level	Exposure to, or contact with, a harmful substance
Injured by an animal	Injuries not classified by kind

### Accidents by Individual Services

Service / Type of Accident * = RIDDOR	E&L	A&P	P&C	FS	DS	G&L	H & CS	Totals by Type
Hit by something moving, flying or falling object	3							3
Struck by moving vehicle	2*							2
Strike against something fixed or stationary	1							1
Injured while handling, lifting or carrying	7 (2*)		1					8
Slips, trips or falls on same level	5 (3*)		1	1	1			8
Injured by an animal	1							1
Injuries not classified by kind	2			1	1			4
<b>Totals</b>	<b>21</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>27</b>
<b>As a percentage %</b>	<b>77.7</b>	<b>0</b>	<b>7.4</b>	<b>7.4</b>	<b>7.4</b>	<b>0</b>	<b>0</b>	

## 5. Work- Related Days Lost

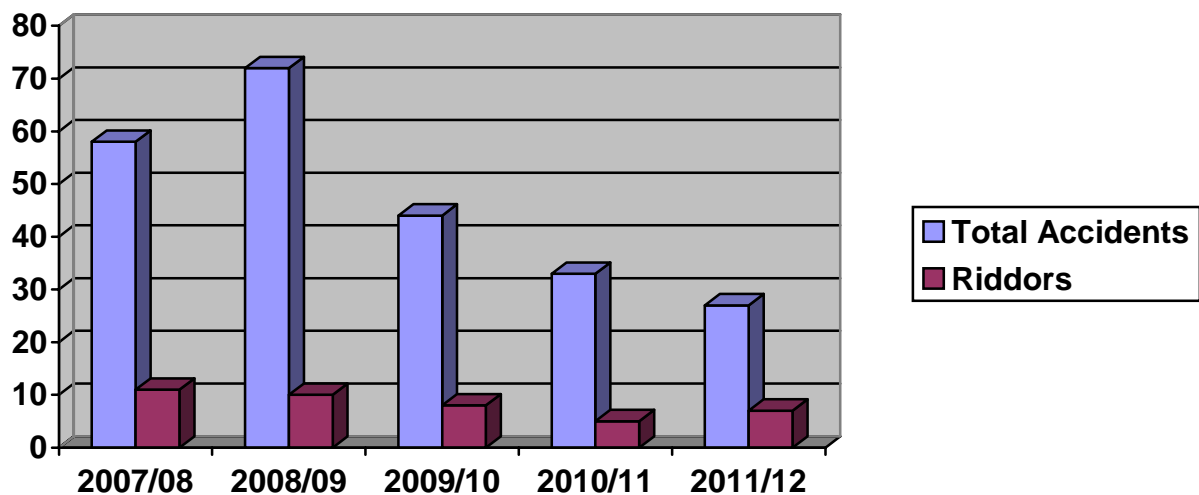
Eight members of staff were off sick through a work-related injury. A total of 202 days were lost during the year, this compares to 294 days during 2010/11.

## 6. Reportable Accidents

There were seven accidents involving employees and one accident involving a member of the public which required reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations.

All seven employee's reportable accidents were members of the Refuse and Cleansing Team. Three were as a result of slips/trips, two through manual handling activities and the other two by being hit by a moving vehicle.

## 7. FDC Total Accident Statistics by Kind (over 5 years)



## 8. Benchmarking

	2007/ 08	2008 / 09	2009 / 10	2010 / 11	2011 / 12
<b>Total Accidents</b>	58	72	44	33	27
<b>RIDDORS</b>	11	10	8	5	7
<b>Hunts DC</b>	84	75	90	55	
<b>RIDDORS</b>	18	5	14	6	
<b>South Cambs DC</b>					37
<b>RIDDORS</b>					15

In previous years we have benchmarked against Huntingdonshire District Council to assess our performance, however, unfortunately they are currently not in a position to assist this year.

Therefore, this year we have benchmarked against South Cambridgeshire District Council who have similar staffing levels and services. As can be seen in the table above, we are below the levels of accidents recorded in both of these organisations.

## 9. Reported Incidents of Potential Violence to Staff

There were a total of 11 reported incidents for the year, compared to 12 in 2010/11, all of which were of an intimidating, abusive or threatening nature. The reports were received from the following teams:

Team	Incident Type	Occurrences
Customer Access	Intimidating Behaviour	3
	Verbal Abuse	3
Assurance Team	Intimidating Behaviour	1
Housing & Community Support Team	Threats of Violence	2
Environmental Health	Verbal Abuse	1
Elections Team	Verbal Abuse	1

Conflict Management training is routinely offered to these and other teams within the council.

## 10. Monitoring Performance

The Health and Safety Team audits each service/team on a two yearly basis, this is an in depth audit to assess compliance with Council policies and legislation requirements. Three services were audited within this period; the results achieved are shown below.

Service / Team	Audit Date	Score Achieved	Rating
Governance & Legal Services.	June 2011	76%	Good / Average
Development Services	Oct 2011	83%	Very Good
Finance & Information	March 2012	91%	Excellent



## 11. Health and Safety Training

Various internal health and safety training courses have been provided during this reporting period. The Corporate Health and Safety Team delivered all of the training. The type of training course and the numbers of staff trained were as follows:

<b>Internal Course Type</b>	<b>Team</b>	<b>Total Trained</b>
Risk Assessment	Various	6
Manual Handling	Various	7
Display Screen Equipment Assessor	Various	9
EVAC Chair Training	Various	5
Refuse & Cleansing Health & Safety	Refuse & Cleansing	13
Fire Warden	Various	35
COSHH	Various	7
		<b>Total: 82</b>
<b>External Course Type</b>	<b>Team</b>	
Emergency First Aid	Commercial Vehicle Drivers	<b>Total: 35</b>

## 12. Health Surveillance

Health surveillance is a proactive joint working partnership, between the Health and Safety Team working in conjunction with the Occupational Health Nurse to deliver a programme of health surveillance checks to monitor specific staff health depending on their job role. Currently, the Council's provision of occupational health is under review, once this has been completed a new health surveillance programme will be introduced.

## 13. Legislation Update

As of April 2012, the requirement under RIDDOR for over-three-day injury reporting requirement has changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The change aligns the incident reporting threshold with that for obtaining a 'fit note' from a GP for sickness absence, and ensures that someone who has suffered a reportable injury has had a professional medical assessment.

#### **14. Health and Safety Executive (HSE) Inspections**

As part of the national campaign targeting the Waste and Recycling industry to cut the high accident statistics in this industry, the HSE conducted a detailed inspection of the Council's Refuse service. This reviewed the documented health and safety management systems, observing crews working in the district and questioning staff.

The feedback from this inspection process was very positive, and as a result some minor recommendations were made and are currently being put into place within the team.

#### **15. Health and Safety Action Plan 2011/12**

The Action Plan shown at Appendix 1 outlines the objectives for health and safety implementation during 2011/12, and the progress made within the year.

David Vincent




Health, Safety and Emergency Planning Manager

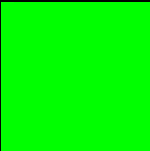



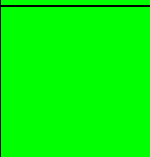

May 2012

## Appendix 1

## Corporate Health and Safety Action Plan 2011/12

### KEY - RAG indicator

	Danger - missed deadline or knock on effect
	Alert - task issue or deadline passed
	OK - progress satisfactory

Action	Outcome	Timescale	Current Position	Status (RAG)
Implement a new centralised H & S intranet site, containing all policies, forms and website links for further information.	Contribute to the Council's commitment to providing effective information, instruction and training.	Aug 2011	Revised H & S intranet site introduced, which is combined with the Emergency Planning and Business Continuity sections into one site.	
Implement a programme of "near miss accident" reporting across the council	Ensure that our premises and associated work tasks provide a safe working environment, through reduced accident rates.	June 2011	Near Miss incident reporting books have been introduced in all buildings, as quick and easy way to highlight potential risks, so corrective action can be taken if required.	
Conduct a 20% inspection of Council corporate buildings to assess their health and safety compliance.	Ensure that our premises provide a safe working environment and comply with H & S legislation requirements.	31 Mar 2012	Audits have been completed for the Hudson and George Campbell Leisure Centres and the March Shop.	
Conduct a 25% review of Council Health & Safety Policies on an annual basis.	Ensure that policies remain up to date and comply with legislation requirements	31 Mar 2012	Policies revised in the year were: Driving at Work, Lone Working, Accident Reporting, Electrical safety, Noise at Work and Legionella Management.	
Conduct a 25% review of internal H & S training courses to ensure they are fit for purpose.	Training achieves the desired aims and objectives of the course to attendees.	31 Mar 2012	The following courses have been reviewed to ensure they are current for use: Refuse and Cleansing, Risk Assessment, DSE Assessment, Manual Handling, H & S for Managers	
Produce 6 monthly/annually Council health and safety performance reports & present to CMT, Members & H & S Panel.	Enable a review of the Council's health and safety performance to be assessed against benchmarks.	Sept 2011 / Mar 2012	Six monthly and annual reports for 2011/12 produced within timescales.	

Action	Outcome	Timescale	Current Position	Status (RAG)
Review Equality Impact Assessments (EIA) on all Council health and safety policies.	Ensure that the services and policies fulfil the requirements of anti-discrimination and equalities legislation.	31 Mar 2012	These assessments are on-going and are reviewed on an annual basis.	
Health & Safety Panel – arrange quarterly meetings and prepare the meeting agendas.	Enables discussion of health and safety at all levels across the organisation and setting of priorities.	3 Monthly	Meetings of the Panel are held every three months, with agendas and minutes/actions produced.	
Collate accident/incident data to produce quarterly accident statistics across the Council.	Monitor accident trends and set targets to reduce such incidents.	3 Monthly	Quarterly statistics were produced for each quarter during the year.	
Undertake team audits in line with the Council's health and safety audit programme.	Achievement of benchmarking against legal and Council standards.	31 Mar 2012	H & S audit completed for Governance & Legal, Development Services and Finance & Information, with detailed action plans produced for areas requiring improvements.	
Conduct accident investigations into all reportable (RIDDOR) accidents/incidents.	Identify remedial control measures to reduce the risks of similar events occurring.	As Required	Seven reportable accidents were investigated by the H & S Team, with recommendations made for corrective actions as required.	
Promote national health and safety events throughout the Council.	Enhanced knowledge of health and safety and promoting the image of the Health and Safety team.	As Required	Articles are promoted through "What's Breaking" and during Well-Being events.	
Delivery of internal health and safety training courses as required: <ul style="list-style-type: none"> <li>• DSE Assessor</li> <li>• Manual Handling</li> <li>• Personal Safety</li> <li>• Risk Assessments</li> <li>• Refuse H &amp; S</li> <li>• H &amp; S Managers</li> <li>• Stress Awareness</li> <li>• E-Vac Chair</li> <li>• Fire Warden</li> <li>• COSHH</li> </ul>	Staff with the required health and safety knowledge to enable them to work safely and correctly and in line with Council policies.	31 Mar 2012	10 courses have been delivered during the year, with a total of 82 staff receiving training in the following courses: <ul style="list-style-type: none"> <li>• DSE Assessor</li> <li>• Manual Handling</li> <li>• Risk Assessments</li> <li>• Refuse H &amp; S</li> <li>• Fire Warden</li> <li>• COSHH</li> <li>• E-Vac Chair</li> </ul>	