

AGENDA ITEM NO.5

STAFF COMMITTEE

Date **25 MARCH 2013**

Title **HEALTH & SAFETY REPORT APRIL - SEPTEMBER 2012**

1. PURPOSE/SUMMARY

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this half yearly report is to comment on the Council's health and safety performance during April – September 2012.

The scope of this short report covers key activities, progress towards achieving health and safety goals, accident statistics, health and safety training, health surveillance, legislation update and a review of the progress with the Health and Safety Action Plan 2012/13.

2. KEY ISSUES

- Total number of work-related injuries remains low, with a total of 15 in this six months period, which compares to 11 during the previous year's period.
- One accident was reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- A dramatic reduction in the number of working days lost through work-related injuries, to 2 days, which compares to 57 days in the previous six months period.
- A total of 95 staff received health and safety training in a range of courses.
- All objectives within the Health and Safety Action Plan 2012/13 are on course for completion within the target date period.

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.

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

Corporate Health and Safety Report

**Six Months Summary
April 2012 – September 2012**



Corporate Health and Safety Report

April 2012 – September 2012

1. INTRODUCTION

This six monthly update sets out the Council's occupational health and safety performance during the period 1 April 2012 to end September 2012. It is split into a number of sections highlighting the key issues that Elected Members need to be aware of. It sets out details of policy reviews which have been undertaken as part of the control measures within the corporate health and safety framework.

Furthermore the update provides an indication of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

The provision of Corporate Health and Safety to the Council is provided by the Health, Safety and Emergency Planning Manager and Officer, who are also responsible for the Council's statutory functions of emergency planning and business continuity.

2. KEY ACTIVITIES

Code of Practice (COP) Review

A key part of the function of the Corporate Health and Safety Team is the provision of policies and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of COP review and implementation to support effective health and safety management. One of the health and safety objectives endorsed by Corporate Management Team at the last annual report was to review/convert policies into codes of practice as listed below. Further detail on these can be found in Section 3.

- Accident / Near Miss Reporting
- Work Equipment
- Working Safely at Height
- Health and Safety Training
- Pressure Systems

Training

Health and safety training needs are identified in a number of ways including Springboards, regular one to ones, team meetings and through the Corporate Management Team. The Health and Safety Team also ensures that training is consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and also courses for new employees. The following health and safety training was delivered through the H & S team in the last 6 months.

Course Type	Number Trained	Comment
Health & Safety for Managers	4	Knowledge of Council health safety management responsibilities and requirements
Conflict Management	31	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Stress Awareness	4	Knowledge for staff responsible for the emotional health and safety of their staff
Risk Assessment	8	Competence to undertake risk assessments for work areas and tasks undertaken
Manual Handling	4	Understanding of the hazards involved in manual handling and the correct techniques of manual handling
Working Safely at Height	11	Understanding of the safety principles, issues and procedures for equipment used working at height
Refuse & Cleansing Health & Safety	32	Tailored training for refuse staff in the hazards and controls required for their job role
First Aid at Work (3 Day)	1	Competence to become a qualified First Aider/Appointed Person

The above training is also supported by significant on the job training within all Service Areas but in particular at the higher risk BASE site and the leisure centres. Training at the BASE is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, driver CPC training and reversing assistant training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce accident rate

Meetings of Health and Safety Groups

The Council has in place two health and safety groups to ensure that there is a corporate approach to relevant issues. The Corporate Health and Safety Panel meets quarterly and has been established since 2006. This Panel is chaired by Corporate Director (Rob Bridge) and comprises the Head of Human Resources, Corporate Health and Safety Team and ten work place representatives including Trade Union representatives.

The second safety Group is the BASE Health and Safety Group which deals more directly with issues relating to the BASE and meets every 2 months.

Both of these meetings have enabled consideration to be given to a number of issues over the last six month period including waste collection services, lone working, workshop health and safety, wearing of personal protective equipment and accident statistics.

Occupational Health

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

The Corporate Health and Safety Team work closely with the Occupational Health provider, especially in relation to work-station assessments and any required modifications and adjustments.

Eye test vouchers have been introduced via the HR Team, which enables a member of staff to use them for an eye test at all branches of Specsavers. This provides a fixed price towards an eye test for applicable staff classed as a "User" under the Display Screen Equipment Regulations.

3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

The Corporate Management Team supported the Corporate Health and Safety Action Plan for 2012/13 health and safety goals. These were previously approved by the Council's Health and Safety Panel and are monitored and reviewed quarterly. Progress is set out below.

- ***To convert all supporting Health and Safety Policies in Codes of Practice.***

A programme has begun to review and convert all policies into codes of practice, using a standard format layout. This will enable the supporting codes of practice to be regularly reviewed and updated as required in a timely manner. To date five codes of practice have been produced, this programme is currently ongoing.

Accident / Near Miss Reporting

This COP has been produced due to the introduction of an intranet based accident / near miss reporting system and changes to the RIDDOR Regulations (reporting of accidents to the enforcing authorities). This will improve the reporting and timeliness of such reports and assist in collation of performance figures.

Work Equipment

Work equipment covers everything from a work desk to our refuse fleet. Work equipment purchased and used must meet all the requirements of the Provision and Use of Work Equipment Regulations 1998, and the Control of Vibration Regulations 2005.

Specific requirements relating to lifting equipment are prescribed in the Lifting Operations and Lifting Equipment Regulations 1998 and are highlighted as appropriate in this Code of Practice.

Working Safely at Height

Working at height is an activity regularly undertaken within the Council. The definition of “working at height” is wide-reaching, but action is only necessary where the risk of injury is significant. The nature and extent of the action required increases, as the significance of the level of risk and/or the significance of the possible injury increases.

This COP also contains a check sheet for use with carrying out documented ladder inspections.

Health and Safety Training

This COP has been developed to ensure that there is a common framework to the provision of health and safety training within the Council. This COP applies to all services and teams across the Council. The Appendices give guidance on exactly what training is required.

Pressure Systems

This COP provides guidance for compliance with the Pressure Systems Safety Regulations 2000, and other associated health and safety legislation as applicable. Examples of pressure systems include boilers and steam heating systems, pressurised process plant and piping and compressed air systems (fixed and portable).

- ***To produce a revised audit assessment system based on required actions.***

A revised audit system has now been introduced; the new format enables a more detailed audit to be undertaken and is based around areas identified requiring additional control measures. Managers have also welcomed the new look audit report format.

- ***To develop and deliver strategic health and safety training for Corporate Management Team and Heads of Service.***

It is essential that senior management are aware of their individual and service responsibilities to ensure that health and safety is a vital part of their management and decision making process, to ensure a health and safety. This course has now been developed and will be delivered in the near future.

- ***To produce a Refuse Health and Safety Employees Handbook***

The Refuse service is one of the highest risk working areas within the Council, as part of the information, instruction and training to this team, a Refuse Health and Safety Employees Handbook has been developed and issued to all staff members within this team.

- **Following the completion of the revised two year audit timetable, undertake audits as per the timetable of service areas and teams.**

From April to end September 2012, four audits have been completed using the new audit format. These have demonstrated the success in raising awareness in health and safety and embedding health and safety within teams. Audits were completed for:

- Benefits/Assurance/ICT
- Customer Access
- Assets and Projects
- BASE Transport Workshop

4. PERFORMANCE

Accident Totals by Type

The table below sets out the accident figures by type.

Type	Annual Total 2008/09	Annual Total 2009/10	Annual Total 2010/11	Annual Total 2011/12	Apr 2012 – Sept 2012	Comparison Apr 2011- Sept 2011
Contact with moving machinery	1	0	0	0	0	0
Struck by Moving Object	8(1*)	1*	1	3	3	0
Strike against a moving vehicle	1	0	0	2*	0	1*
Strike against Fixed Object	12	3	4	1	3	1
Slip / Trip / Fall	22(7*)	16(1*)	15(3*)	8(3*)	2	3
Manual Handling	13(1*)	10(2*)	7(2*)	8(2*)	1*	2
Injured by an animal (e.g. dog)	1	0	1	1	1	1
Injuries not classified by kind (Shock / Contact with liquids)	13	13	3	4	3	2
Falls from height	1*	1*	0	0	0	0
Contact with electrical discharge	0	0	1	0	0	0
Near Miss	-	-	-	-	2	1
Total	72(10*)	44(8*)	32(5*)	29(7*)	15	11

*RIDDORS (reportable injuries)

Key points to consider from the figures presented in the above table are:

- The continual decrease in total accident figures over the past four years, with the largest causes of accidents being manual handling and slips, trips / falls related.
- Over the past six months, there has been targeted awareness raising to the Refuse and Cleansing team regarding manual handling and slips, trips and falls. It is pleasing to see only two slip/trip/fall related accidents over this six months period.

Accident Totals by Service

Corporately the number of accident reports completed by employees and agency staff within the six month period is set out in the following table:

Service	Annual Total 2008/09	Annual Total 2009/10	Annual Total 2010/11	Annual Total 2011/12	Apr 2012 – Sept 2012	Comparison Apr 2011- Sept 2011
E & L	51	23	16	21	9	9
A & P	4	4	6	0	0	0
P & C	1	0	2	2	0	0
Fin & RACS	7	3	6	2	2	1
DS	3	5	0	2	4	0
G & L	4	2	0	0	0	0
H & CS	3	7	2	0	0	1
E Dev	0	0	1	0	0	0
Total	73	44	33	27	15	11

The table above shows that the number of accidents at the Council has decreased year on year over the past four years. In regards of the six months period for this year, it is slightly higher in comparison to the same period last year. Within Environment and Leisure, four of the accidents were from the Refuse and Cleansing team.

The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees

Type	Annual Total 2008/09	Annual Total 2009/10	Annual Total 2010/11	Annual Total 2011/12	Apr 2012 – Sept 2012	Comparison Apr 2011- Sept 2011
Number of RIDDORs	10	8	5	7	1	3

These figures are for injuries, illnesses and dangerous occurrences that are reportable the Health and Safety Executive. Over this six months period there has been only one reportable accident involving a member of staff, compared to three during the same period in 2011.

The number of employee days lost due to accidents

Type	Annual Total 2008/09	Annual Total 2009/10	Annual Total 2010/11	Annual Total 2011/12	Apr 2012 – Sept 2012	Comparison Apr 2011- Sept 2011
Number of work - related days lost	399	249	294	208	2	79

The figure for days absent from work as a result of an accident whilst at work has decreased dramatically when compared to corresponding figures for 2011, including the total annual figures over previous years.

5. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.

Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:

- Fire risk assessments completed and in place for all Council occupied buildings
- Legionella risk assessments completed and in place within all appropriate sites
- The gritting of car parks / pathways during periods of inclement weather to ensure safe access to the public
- The introduction of near miss reporting of issues such as potholes and other such hazards
- Scheduled inspections of play equipment at parks.

More specifically work has taken place at the Chatteris shop to replace the laminate flooring with carpet tiles to reduce the risks of tripping and slipping, where problems had previously been experienced with the flooring.

The proactive actions outlined above help to reduce and manage risk at Council sites and venue. Furthermore they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides a previous year comparison.

Type	2009/10	2010/11	2011/12	Apr – end Sept 2012	Comparison April 11 – end Sept 11
Member of Public	4(1*)	5(3*)	5(1*)	10	4(1*)
Contractor	3	1	0	0	0

*RIDDER

Injuries involving members of the public have remained low over the past few years; however, there has been an increase in this six months period with 10 injuries compared to 4 during this period in 2011.

These injuries predominately occurred at the leisure centres involving fitness equipment and with slips/trips/falls at the shops. Action has been taken to address the causes of these accidents where possible to reduce the risks of future similar incidents from occurring.

6. LEGISLATION UPDATE

There have been amendments to the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) that came into effect on 6th April 2012. The 3 day reporting criteria under the Regulations has now changed to 7 days incapacity not including the day of the accident. The 10 days timescale in which to report what will become a 7 day injury has also changed to 15 days.

There have been some changes to the Control of Asbestos Regulations, The changes are quite limited, and this means that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping.

There is a proposal to revoke the Construction (Head Protection) Regulations 1989 ('the CHP Regulations'), this arises from recommendations contained in Professor Löfstedt's report *Reclaiming Health and Safety For All*.

He notes that these Regulations largely replicate the Personal Protective Equipment at Work Regulations 1992 ('the PPE Regulations') and that the latter could be relied on to regulate the use of head protection on construction sites.

In *Reclaiming Health and Safety For All*, Professor Löfstedt has made recommendations aimed at reducing the burden of unnecessary regulation on businesses while maintaining Britain's health and safety performance, which is among the best internationally. The Government has accepted his recommendations.

Within the Council we will continue with a system of health and safety which enables the Council to make sensible and proportionate decisions about managing genuine workplace risks.

7. Appendix 1 - Health and Safety Action Plan 2012/13

This Action Plan contains the objectives for health and safety implementation during 2012/13, and the progress made within the year.

8. CONCLUSION

It is pleasing to see the performance figures contained in this report with accident rates remaining low (apart from the increase in members of public), and with only one reportable accident during this six months period. There has also been a dramatic reduction in the number working days lost due work-related incidents.

The team continues to support the Council in the provision of corporate health and safety across all services within the Council to ensure the management of health and safety is embedded within the Council.

David Vincent

Health, Safety and Emergency Planning Manager

November 2012

Appendix 1

Corporate Health and Safety Action Plan 2012/13

KEY - RAG indicator

	Failed to achieve timeline or highly likely to fail to achieve timeline
	Concern, budget, timescale or high risk problems
	In progress or on track

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
Convert all supporting Health & Safety Policies into Codes of Practice using a standard format of layout.	Ensures that Council requirements are clearly stated and that guidance is provided to staff in how to comply with Council and legislation requirements.	H & S Team	31 Mar 2013	Programme is under way based legislation changes / date of last review. Due to the number of policies required to be changed and the work involved, this may run into 2013/14 (see page 4 of this report for further details).	In Progress
Produce a revised audit assessment system which is structured towards identified areas requiring re-medial control measures.	Enables service/team measurement of compliance with our H & S management system.	H & S Team	July 2012	Revised audit system introduced and implemented. Feedback from managers has been very positive regarding the new format.	Completed
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.	H & S Team	31 Mar 2013	To date, audits have been completed for the BASE, Community House and Creek Road Hostel.	In Progress
Conduct an investigation into H&S E-learning packages to assess the viability of implementation within the Council.	Staff with the required health and safety knowledge. Reduced time required for delivering training to staff.	H & S Team	31 Mar 2013	Currently reviewing available training in this format. Initial planning is that computer workstation and manual handling packages will be rolled to staff.	In Progress
Devise a programme of occupational health surveillance in conjunction with the occupational health provider based on legislation requirements	Reduces the risk of health issues to our staff and reduces lost time through ill health	H & S / H R Team	31 Mar 2013	Health & well-being event held for the Refuse team. DIY Health Check Point provided for 1 month at F.H. and BASE to enable staff to monitor themselves.	In Progress

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
Develop and deliver strategic health and safety awareness training to Corporate Directors and Heads of Service.	Ensures a visible active commitment from the top establishing effective 'downward' communication systems and management structures. Integration of good health and safety management with business decisions	H & S Team	31 Dec 2012	Training course currently being developed, and delivery will be linked to senior management development training.	In Progress
Delivery of required internal /external health and safety training to Services	Staff with the required health and safety knowledge to enable them to work safely and correctly and in line with Council policies.	H & S Team	31 Mar 2013	A total of 95 staff have received H & S training during this 6 months period, (see page 3 of report for further details).	In Progress
Undertake Service / team audits in line with the Council's health and safety audit programme.	Achievement of benchmarking against legal and Council standards.	H & S Team	As Required	4 Services audits were completed during this period, follow up 6 monthly meetings will be held to review progress of audit report recommendations.	In Progress
Each service / team to identify and risk assess the significant risks that are present in its work area / activities and prepare a risk register to be submitted to the H & S team for collation.	All the risks with the potential to cause harm have been assessed.	Each Service	28 Sept 2012	All Services / teams were required to submit current H & S Risk Registers by end Sept 2012. Currently one team's registers is overdue / not submitted to the H & S Team.	Completed
Each Service / Team to ensure that where control measures are required they have been implemented or if not escalated to Corporate level.	All the risks with the potential to cause harm are adequately controlled or eliminated.	Each Service	31 Mar 2013	Each service / team risk assessments should identify the hazards and required control measures. All collated risk registers returned to date (see above) identify controlled hazards at low to medium risk.	In Progress
All Services to identify the training needs of their teams, against the current available health and safety courses and submit needs to the Health and Safety Team.	Staff trained and competent in their job role with sufficient knowledge, information and instruction.	Each Service	31 Mar 2013	Health and Safety Training Code of Practice issued to managers with list of available H & S courses. Training also identified through 1:1 and risk assessments	Ongoing
Where partners or contractors are engaged then the Service responsible follows the Council's Health and Safety Contractors Code of Practice requirements.	Demonstrates the health and safety arrangements of partners and contractors has been assessed and is monitored.	Heads of Service who engage contractors	31 Mar 2013	Control of contractors is audited as part of the requirement of the H & S audit process, which monitors the measures in place for contractors undertaking work on behalf of the Council.	Ongoing

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
The generation of annual and half yearly health and safety reports for submission to members and relevant stakeholders	Assessment of the adequacy of health and safety performance across the Council.	H & S Team	Nov 2012 / May 2013	H & S report for April – Sept 2012 completed.	Completed