

Corporate Health and Safety Annual Report

April 2012 – March 2013



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1. INTRODUCTION

This annual report sets out the Council's occupational health and safety performance between the periods April 2012 - March 2013. It is split into a number of sections highlighting the key issues that Corporate Management Team and 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 report 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, who is also responsible for the Council's statutory role of emergency planning.

2. KEY ACTIVITIES

Code of Practice (COP) Review

A key part of the function of the Corporate Health and Safety 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
- Gas Safety
- First Aid
- 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, Safety and Emergency Planning Manager 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 during the year.

Course Type	Number Trained	Comment
Health & Safety for Managers	4	Knowledge of Council health safety management responsibilities and requirements
Effective Manager Health & Safety	7	Overview of 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
Emergency First Aid at Work (1 Day)	2	First aid training for low risk environments e.g. business centres
First Aid at Work (3 Day)	2	Competence to become a qualified First Aider

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 the 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 Health, Safety & Emergency Planning Manager, Head of Human Resources and ten workplace 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 year, 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 Health, Safety & Emergency Planning Manager works closely with the Occupational Health provider, especially in relation to workstation 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 seven 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 checklist 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).

First Aid

This COP provides guidance on complying with the requirements of The First Aid at Work Regulations 1981. It details the requirements of where first aiders are required and their training requirements. It also gives guidance on first aid treatment, recording and the availability of first aid facilities.

Gas Safety

This Code of Practice details the roles and responsibilities under The Gas Safety (Installation and Use) Regulations 1998, of those involved in carrying out works relating to the gas infrastructure or involved in activities that might affect the gas infrastructure.

The majority of responsibilities fall under the direction of the Assets and Projects Service, however the policy also details that under no circumstances must staff interfere with gas appliances or infrastructure.

- ***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.***

Seven audits were 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 the following:

- Benefits/Assurance/ICT
- Customer Access
- Assets and Projects
- BASE Transport Workshop
- Environmental Health
- Environmental Services Support Team
- Housing and Community Support

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	Annual Total 2012/13
Contact with moving machinery	1	0	0	0	0
Struck by Moving Object	8(1*)	1*	1	3	3
Strike against a moving vehicle	1	0	0	2*	1
Strike against Fixed Object	12	3	4	1	2
Slip / Trip / Fall	22(7*)	16(1*)	15(3*)	8(3*)	3
Manual Handling	13(1*)	10(2*)	7(2*)	8(2*)	9(2*)
Injured by an animal (e.g. dog)	1	0	1	1	1
Injuries not classified by kind (Shock / Contact with liquids)	13	13	3	4	9
Falls from height	1*	1*	0	0	0
Contact with electrical discharge	0	0	1	0	0
Physical Assault	0	0	0	0	1
Near Miss	-	-	-	-	7
Total <i>(not including Near Misses)</i>	72(10*)	44(8*)	32(5*)	29(7*)	29(2*)

*RIDDORS (reportable injuries)

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

- Following a continual decreases in total accident figures over the past four years, the total of 29 accidents remains the same as the previous year total. The largest causes of accidents were manual handling and “injuries not classified by kind” e.g. boiling water and cuts to fingers etc related.
- Over the past year there has been targeted awareness rising in particular to the Refuse and Cleansing team, regarding manual handling and slips, trips and falls. It is pleasing to see only three slip/trip/fall related accidents over the year.

Accident Totals by Service

Corporately the number of accidents reported by employees and agency staff within each service is set out in the following table:

Service	Annual Total 2008/09	Annual Total 2009/10	Annual Total 2010/11	Annual Total 2011/12	Annual Total 2012/13
E & L	51	23	16	21	19
A & P	4	4	6	0	1
P & C	1	0	2	2	1
Fin & RACS	7	3	6	2	5
DS	3	5	0	2	2
G & L	4	2	0	1	0
H & CS	3	7	2	1	1
E Dev	0	0	1	0	0
Total	73	44	33	29	29

The table shows that the number of accidents within the Council across each service. As the largest service within the Council, Environment and Leisure remains the service with the most reported accidents, with nineteen reported accidents during the year.

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	Annual Total 2012/13
Number of RIDDORs	10	8	5	7	2

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive. Over the year there were two reportable accidents involving members of staff, compared to seven during the previous year.

The Health and Safety Executive reporting requirements for RIDDOR reporting changed in April 2012, from over three days injuries to over seven days. So this will have a bearing on the lower number of reportable RIDDOR incidents.

Note, the serious accident involving one of our refuse vehicle's and the three crew members was not reportable under the requirements of RIDDOR, as it was classed as a "road traffic accident" and therefore not subject to investigation by the Health and Safety Executive.

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	Annual Total 2012/13
Number of work - related days lost	399	249	294	208	148

The number of days absent from work as a result of an accident whilst at work; have continued to decrease year on year (apart from 2010/11) as shown in the table above.

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.

The proactive actions outlined above help to reduce and manage risk at Council controlled sites. 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	2012/13
Member of Public	4(1*)	5(3*)	5(1*)	10(2*)
Contractor	3	1	0	0

*RIDDER

Injuries involving members of the public have remained low over the past few years; however, there was an increase during this reporting year, with 10 injuries reported. 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 reasonably practicable to reduce the risks of 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 Docks Regulations 1998 in October 2013, and replace them with an Approved Code of Practice (ACOP) on health and safety in ports. As we have responsibility for the Port of Wisbech, this will have an impact on the port, although it is not anticipated that there will be any major changes in the requirements from the introduction of the proposed ACOP.

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 for accident rates are remaining low (apart from the increase in members of public), and with only two reportable accidents during the year. There has also been a further reduction in the number working days lost due to work-related incidents.

The provision of an effective corporate health and safety service across all teams within the Council will continue, to ensure that the management of health and safety is embedded within the Council.

David Vincent

Health, Safety and Emergency Planning Manager

May 2013

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 / EP Manager	31 Mar 2013	Programme is underway based on legislation changes / date of last review. Due to the number of policies required to be changed and the work involved, this will 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 / EP Manager	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 / EP Manager	31 Mar 2013	Audits in conjunction with Assets & Projects were completed for the BASE, Community House and Creek Road Hostel.	Completed
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 / EP Manager	31 Mar 2013	Review completed of available training resources via E-learning packages. Programme to implement such packages will begin in 2013/14.	Completed
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.	Completed

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
Develop 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 / EP Manager	31 Dec 2012	Training course has been developed, and delivery will be linked to senior management development training in 2013/14.	Completed
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 / EP Manager	31 Mar 2013	A total of 105 staff received corporate H & S training during the year, (see page 3 of report for further details).	Completed
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 / EP Manager	As Required	7 services/teams were audited during the year, follow up 6 monthly meetings will be held to review progress of audit report recommendations.	Completed
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 submitted current H & S Risk Registers within required timescales, listing all risk assessments conducted within their teams.	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.	Completed
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	Completed
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.	Completed

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 / EP Manager	Nov 2012 / May 2013	6 monthly and annual reports completed for 2012/13, which will be presented to H & S Panel, CMT & Staff Committee.	Completed