

# Corporate Health and Safety Annual Report

April 2013 – March 2014



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## 1. INTRODUCTION

This report covers the year from 1 April 2013 to 31 March 2014. The aim is to provide Senior Management, Elected Members, other staff, members of the public and others interested in health and safety with information on what Fenland District Council is doing to protect its employees, contractors, clients and service users and members of the public.

Health and safety in the District Council is part of the overall Risk Management Strategy, which aims to identify and manage risks to the Council and its services to the public. Health and safety focuses on the risks of injury and ill health that can arise from the wide range of activities necessary to deliver the services to the people of Fenland.

Fenland District Council is committed to managing our risks in a balanced and proportionate way that supports the delivery of services in Fenland. *“Risk aware, not risk averse”* has been the basis of our approach to all sorts of risk for some years now.

### Risks

The types of health and safety risks involved are varied, but can include:

- Lone working
- Violence and aggression
- Transport and road risk
- Manual handling risks
- Slips and falls
- Work-related ill health, including work-related stress.

The Council has a broad range of activities with a wide variety of risks to manage and the above list represents only some of the most common risks from across the Council. To ensure that all risks are identified, the Council has risk assessment processes for use by managers and staff.

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

### Codes 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.

- Driving at Work
- Health Surveillance
- Manual Handling
- Risk Assessments
- Security Threats

## Training

Health and safety training needs are identified in a number of ways including Springboards, regular one to ones, team meetings and through the Health and Safety Panel. 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	8	Knowledge of Council health safety management responsibilities and requirements
Fire Warden	13	Knowledge of fire precautions and methods for evacuating staff in the event of a fire.
Conflict Management	26	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Stress Management	44	Knowledge for staff responsible for the emotional health and safety of their staff
Risk Assessment	13	Competence to undertake risk assessments for work areas and tasks undertaken
Refuse & Cleansing Health & Safety	12	Tailored training for refuse staff in the hazards and controls required for their job role
Emergency First Aid at Work	2	First aid training for low risk environments e.g. business centres
First Aid at Work (Renewal)	4	Renewal course for current first aiders to remain qualified
First Aid at Work (Initial)	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 which is chaired by a Corporate Director, and comprises the Health, Safety & Emergency Planning Manager, Head of Human Resources and 10 work-place “health and safety champions” 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 groups have enabled consideration to be given to a number of issues over the last year, including stress management, refuse collection, lone working, health and safety training 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 has worked closely with the Occupational Health provider over the past year, to provide a proactive health surveillance programme to required staff following the risk assessment process.

The table below shows a breakdown of the health surveillance provided:

<b>Team</b>	<b>Number of Staff Assessed</b>
CCTV	5
Cleansing	17
Refuse	23
Leisure	12
Marine Services	5
Workshop	5
Street Scene	5
Other Staff	7

### 3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

The Corporate Management Team supported the Corporate Health and Safety Action Plan for 2013/14 health and safety goals. These were previously approved by the Council's Health and Safety Panel and are monitored and reviewed quarterly. Progress of some of the key actions is highlighted below.

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

An ongoing programme is in place 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 13 Codes of Practice have been produced, this programme is currently ongoing with 12 remaining to convert or combine where practicable.

#### *Driving at Work*

The purpose of this Code of Practice is to manage the risks of this work activity, to ensure that people who 'drive for work' are qualified, insured and fit to drive. It also details the various responsibilities and requirements of whilst driving in connection with Council Business.

#### *Health Surveillance*

This Code of Practice (COP) details guidance for compliance with providing a health surveillance programme within the Council. It will be applicable to some services/teams, but it should be identified through risk assessments if there is a requirement for it.

It ensures the health of individuals by detecting as early as possible diseases or adverse health effects which may be work-related e.g. exposure to hazardous substances, including biological agents, and physical agents.

#### *Manual Handling*

This Code of Practice (COP) aims to ensure that all necessary steps are taken to prevent reasonably foreseeable injury to employees from hazardous lifting. If hazardous lifting or handling tasks cannot be avoided, a risk assessment must be undertaken by a competent person. All employees required to carry out hazardous manual handling operations are to be trained in manual handling practices appropriate to their work.

#### *Risk Assessments*

The purpose of this code of practice is to clarify the responsibilities and the process for conducting risk assessments which are a legal requirement. Risk assessments identify hazards and evaluate any associated risks to health and safety arising from the Council's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

In addition, topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment, asbestos and hazardous chemicals.

## *Security Threats*

The purpose of this code of practice is to help to assess the Council's vulnerability to security threats, to put in place risk reduction procedures and a Security Threat Response Plan. This applies to building security, bomb threats and suspicious packages.

- ***To produce a self-appraisal H & S audit for use by low risk teams.***

A self-appraisal audit system has now been introduced. The audit has been designed for use by predominately office based teams (e.g. low risk). The audit still forms part of the wider H & S audit programme, but is completed by the manager of the team concerned. The audit is structured around a number of key areas, with pre-set questions requiring "yes / no or n/a" answers.

The findings of the audit, will dictate if a follow up audit is required by the Corporate Health and Safety Manager.

- ***To devise and deliver a health surveillance programme across the Council.***

A of programme of health surveillance was delivered to a total of 79 staff across the Council during the year. Refer to page 4 for further details relating to health surveillance.

- ***Undertake audits as per the timetable of service areas and teams.***

Six service/team audits were completed during the year. 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:

- Leisure Services (comprising)
  - Manor
  - George Campbell
  - Hudson
- Street Scene
- Communications
- Internal Audit

Premise audits were also completed for the following buildings in conjunction with the Assets and Projects Team, to assess their compliance with statutory health and safety legislation:

- Fenland Hall
- Manor LC
- Boathouse Business Centre
- South Fens Business Centre
- Wisbech Port.

## 4. PERFORMANCE

### *Accident Totals by Kind*

The table below sets out the accident figures by kind.

<b>Kind</b>	<b>Annual Total 2009/10</b>	<b>Annual Total 2010/11</b>	<b>Annual Total 2011/12</b>	<b>Annual Total 2012/13</b>	<b>Annual Total 2013/14</b>	<b>Benchmark Cambs City 2013/14</b>
Contact with machinery	0	0	0	0	0	2
Struck by moving object	1*	1	3	3	5(1*)	1
Strike by moving vehicle	0	0	2*	1	1	0
Strike against Fixed object	3	4	1	2	4	3
Slip, trip, fall same level	16(1*)	15(3*)	8(3*)	3	6(1*)	9(1*)
Lifting & handling injuries	10(2*)	7(2*)	8(2*)	9(2*)	12	11(2*)
Injured by an animal	0	1	1	1	1	0
Fall from height	1*	0	0	0	1	0
Contact with electricity	0	1	0	0	0	0
Physical Assault	0	0	0	1	0	0
Another kind of accident	13	3	4	9	3	28(1*)
Near Miss Reports	-	-	-	7	10	-
<b>Total (excluding Near Misses)</b>	<b>44(8*)</b>	<b>32(5*)</b>	<b>29(7*)</b>	<b>29(2*)</b>	<b>33(2*)</b>	<b>53</b>
<b>Incident Rate per 100 employees</b>	6.88	5.5	5.6	5.7	7.2	5.5

\*RIDDORS (reportable injuries)

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

- The total number of accidents remains low, although there has been a small increase over the past year, with a total of 33 accidents recorded. The largest causes of accidents were manual handling injuries followed by slips / trips.
- Ten “Near Misses” were recorded, with the majority of these involving near misses with passing vehicles during refuse collections.
- The Incident Rate is calculated based on the accident rate per 100 employees, and shows a slight increase to 7.2, compared to 5.7 for the previous 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:

<b>Service</b>	<b>Annual Total 2009/10</b>	<b>Annual Total 2010/11</b>	<b>Annual Total 2011/12</b>	<b>Annual Total 2012/13</b>	<b>Annual Total 2013/14</b>
E & L	23	16	21	19	27
G & I	4	6	0	1	0
Comms	0	2	2	1	0
RACS	3	6	2	5	2
Dev Servs	5	0	2	2	1
Gov & Leg	2	0	1	0	1
H & CS	7	2	1	1	1
E Dev	0	1	0	0	1
<b>Total</b>	<b>44</b>	<b>33</b>	<b>29</b>	<b>29</b>	<b>33</b>

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 27 reported accidents during the year.

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

<b>Type</b>	<b>Annual Total 2009/10</b>	<b>Annual Total 2010/11</b>	<b>Annual Total 2011/12</b>	<b>Annual Total 2012/13</b>	<b>Annual Total 2013/14</b>	<b>Benchmark Cambs City 2013/14</b>
Number of RIDDORs	8	5	7	2	2	4

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, which is the same number as the previous year.

Note, the Health and Safety Executive reporting requirements for RIDDOR reporting changed in April 2012, from over three days injuries to over seven days.

### *The number of employee working days lost due to accidents*

<b>Type</b>	<b>Annual Total 2009/10</b>	<b>Annual Total 2010/11</b>	<b>Annual Total 2011/12</b>	<b>Annual Total 2012/13</b>	<b>Annual Total 2013/14</b>
Number of work - related days lost	249	294	208	148	174



The number of days absent from work as a result of an accident whilst at work; has shown a slight increase over the past year to 174 days, this was a combined working days lost total for eight staff.

## 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 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 five year comparison.

Type	2009/10	2010/11	2011/12	2012/13	2013/14	Benchmark Cambs City 2013/14
Member of Public	4(1*)	5(3*)	5(1*)	10(2*)	2	5
Contractor	3	1	0	0	0	0

\*RIDDOR

Injuries involving members of the public have remained low over the past few years; with only 2 work related injuries reported during the year. Over the past five years, the majority of these injuries predominately occurred at the leisure centres and shops, involving fitness equipment or slips and trips. 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

Two sets of health and safety regulations have been amended to help organisations more easily comply with the law.

The **Health and Safety (First Aid) Regulations 1981** have been amended to remove the requirement for the HSE to approve first aid training and qualifications. The change is part of the HSE's work to reduce the burden on organisations and put common sense back in to health and safety, while maintaining standards.

Changes to the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995** have been introduced that clarify and simplify the reporting requirements. The main changes are in the following areas:

- The classification of 'major injuries' to workers has been replaced with a shorter list of 'specified injuries'.
- The existing schedule detailing 47 types of industrial disease replaced with eight categories of reportable work-related illness.
- Fewer types of 'dangerous occurrence' require reporting.

Looking further ahead there is currently a consultation taking place regarding the **Construction (Design and Management) Regulations 2007**. The Consultation Document seeks views on HSE's proposal to replace the Construction (Design and Management) Regulations 2007 (CDM 2007) and withdraw the Approved Code of Practice.

The main proposed changes are to make the Regulations easier to understand; replace the CDM co-ordinator role with the principal designer; replace the ACOP with targeted guidance; replace the detailed and prescriptive requirements for individual and corporate competence with a more generic requirement; align notification requirements with the Directive and apply the Regulations to domestic clients but in a proportionate way.

## **7. Appendix 1 - Health and Safety Action Plan 2013/14**

This Action Plan contains the objectives for health and safety implementation during 2013/14, and the progress made within the year.

## **8. CONCLUSION**

The performance figures contained in this report for accident rates are remaining low, with only two 'reportable accidents' during the year.

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 2014

## Appendix 1

## Corporate Health and Safety Action Plan 2013/14

### 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)
Review and update/convert as applicable 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 2014	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 2014/15 (see page 4 of this report for further details).	In Progress
Conduct an inspection programme 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 2014	H & S audits in conjunction with Assets & Projects were completed for: <ul style="list-style-type: none"> <li>• Fenland Hall</li> <li>• Manor LC</li> <li>• Boathouse Business Centre</li> <li>• South Fens Business Centre</li> <li>• Wisbech Port</li> </ul>	Completed
Produce and implement a 'self-appraisal H & S audit' for use by low risk teams (e.g. office based).	Achievement of benchmarking against legal and Council standards	H & S / EP Manager	31 Mar 2014	System has been developed and trialled by teams within the Council. Audit system will now be rolled out for use by all 'low' risk teams.	Completed
Devise a programme of occupational health surveillance in conjunction with the occupational health provider based on legislation requirements	Proactive health surveillance programme reduces the risk of health issues to our staff and reduces lost time through ill health	H & S / EP Manager	31 Mar 2014	Health surveillance programme delivered across the Council on a risk assessment basis (see page 4 of this report for further details).	Completed

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
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 2014	A total of 124 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	31 Mar 2014	6 services/teams were audited during the year, with 6 monthly reviews to monitor 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	30 Sept 2013	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 2014	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 Manager via My View.	Staff trained and competent in their job role with sufficient knowledge, information and instruction.	Each Service	31 Mar 2014	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 2014	Control of contractors is audited as part the requirement of the H & S audit process, which monitors the measures in place for contractors undertaking work on behalf of the Council.	Completed
Produce an annual and health and safety report for submission to Members and relevant stakeholders within the Council.	Assessment of the adequacy of health and safety performance across the Council.	H & S / EP Manager	May 2014	Annual report completed for 2013/14, which will be presented to H & S Panel, CMT & Staff Committee.	Completed