

# Corporate Health and Safety Annual Report

April 2014 – March 2015



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## 1. INTRODUCTION

This report covers the year from 01 April 2014 to 31 March 2015. The aim is to provide Senior Management, Elected Members, employees and others interested in health and safety with information on what Fenland District Council is doing to protect its employees, contractors 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 codes of practice 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 is to review/convert policies into codes of practice as listed below. Further detail on these can be found in Section 3.

- COSHH
- Management of Contractors
- Personal Protective Equipment (PPE)
- Abuse, Aggression and Violence
- Smoke Free Workplace
- Corporate Health and Safety Policy

## Training

Health and safety training needs are identified in a number of ways including Springboards, regular one to ones, team meetings and through the Council’s 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
Fire Warden	7	Knowledge of fire precautions and methods for evacuating staff in the event of a fire.
Conflict Management	18	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Stress Awareness	17	Knowledge for staff in how to manage their own stress levels and tips to reduce stress
Risk Assessment	8	Competence to undertake risk assessments for work areas and tasks undertaken
Refuse & Cleansing Health & Safety	28	Tailored training for refuse staff in the hazards and controls required for their job role
Display Screen Equipment Assessor	9	Competence to undertake workstation risk assessments for work areas and controls to use
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 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 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 works closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on two yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The table below shows a breakdown of the teams that health surveillance is provided to:

<b>Team</b>	<b>Notes</b>
CCTV	Night workers
Refuse & Cleansing	Drivers
Leisure	Pool chemical dosing
Marine Services	Task Related
Street Scene	Drivers
Workshop	Task Related

### 3.

#### **PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS**

The Corporate Management Team supported the Corporate Health and Safety Action Plan for 2014/15 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 are 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 18 Codes of Practice have been produced, this programme is currently ongoing with 7 remaining to convert or combine where practicable.

- COSHH
- Management of Contractors
- Personal Protective Equipment (PPE)
- Abuse, Aggression and Violence
- Smoke Free Workplace

#### *Control of Substances Hazardous to Health (COSHH)*

This COP details the management of hazardous substances so that they are risk assessed and managed so the risks are as low as is reasonably practicable. It details the safe working arrangements for the use, handling, storage, dealing with spillages and disposal of, including empty containers, of all substances recognised as hazardous.

#### *Management of Contractors*

This COP clarifies the general responsibilities between the Council and contractors, and sets out the responsibilities of Managers who are managing the contract, including the conditions for contractors working on site. All contractors working on behalf of FDC are required to comply with the requirements of the COP that applies to them.

#### *Personal Protective Equipment (PPE)*

The *Personal Protective Equipment (PPE) COP* details the full requirements for PPE including on the selection, maintenance, storage, training, temporary workers and user's duties etc. The use of personal protective equipment (PPE) such as safety footwear, hi-viz clothing etc should be identified through risk assessments.

#### *Abuse, Aggression and Violence*

This COP sets out the requirements to help prevent violence and aggression to staff by focusing on ways to anticipate and prevent violence/aggression (risk assessments), what to do during an attack and what to do after an attack. The COP also contains template warning letters which are available for use, to send to the offender in the event of an incident. It is also linked to the use of the *Potentially Violent Persons Register* on the intranet.

## *Smoke Free Workplace*

This COP aims to protect all employees, service users, customers and visitors from exposure to second-hand smoke (including use of electronic cigarettes) and to ensure compliance with implementation of the smoke free elements of the Health Act 2006, requiring all workplaces and enclosed public places to be smoke free.

### **• *To produce an E-Learning “Introduction to Health and Safety” package.***

The development of an E-learning “Introduction to Health and Safety” will help provide an interactive, engaging and highly effective way of training. One of the major e-learning benefits is the fact that the system provides an audit trail, which tracks staff progress and makes an accurate assessment of their understanding.

The course covers the general topics of health and safety including accident awareness, fire safety, manual handling, display screen equipment, office safety, legislation and procedures. The course also includes a test at the end to assess the individual’s learning.

The package has been developed and tested and is now in the process of being installed on the Council’s IT system during 2015.

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

Five 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:

- Development Services
- Assets and Projects
- Transport Workshop
- Customer Access
- Reprographics/Stores

## 4. PERFORMANCE

### *Accident Totals by Kind*

The table below sets out the accident figures by kind.

<b>Kind</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>Annual Total 2014/15</b>	<b>Benchmark Hunts DC 2014/15</b>	<b>Benchmark Cambs City 2014/15</b>
Contact with machinery	0	0	0	0	0	1	3
Struck by moving object	1	3	3	5(1*)	3	7	1
Strike by moving vehicle	0	2*	1	1	4(1*)	4	0
Strike against Fixed object	4	1	2	4	6(1*)	3	0
Slip, trip	15(3*)	8(3*)	3	6(1*)	9	14	15(1*)
Lifting & handling injuries	7(2*)	8(2*)	9(2*)	12	2	14	8(1*)
Injured by an animal	1	1	1	1	0	0	0
Fall from height	0	0	0	1	1	6	0
Physical Assault	0	0	1	0	0	0	0
All other kinds & unspecified	4	4	9	3	5	28	11(1*)
Near Miss Reports	-	-	7	10	6	-	-
<b>Total (excluding Near Misses)</b>	<b>32(5*)</b>	<b>29(7*)</b>	<b>29(2*)</b>	<b>33(2*)</b>	<b>30(2*)</b>	<b>77(3*)</b>	<b>38(3*)</b>
<b>Incident Rate per 100 employees</b>	5.5	5.6	5.7	7.2	7.5	12.0	5.9

\*RIDDORS (reportable injuries)

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

- The total number of accidents remains low, with a small decrease over the past year with a total of 30 accidents recorded. The largest causes of accidents were “slips/trips”, followed by “strike against fixed object”.
- Six “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 7.5, compared to 7.2 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:

Service	Annual Total 2010/11	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15
Env & Leisure	16	21	19	27	23
Growth & Infrastructure	6	0	1	0	3
Policy & Comms	2	2	1	0	0
RACS	6	2	5	2	2
Dev Services	0	2	2	1	1
Governance & Legal	0	1	0	1	0
Housing & Com Support	3	1	1	2	1
<b>Total</b>	<b>33</b>	<b>29</b>	<b>29</b>	<b>33</b>	<b>30</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 23 reported accidents during the year.

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

Type	Annual Total 2010/11	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Hunts DC 2014/15	Cambs City 2014/15
Number of RIDDORs	5	7	2	2	2	3	3

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 in the previous two years.

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*

Type	Annual Total 2010/11	Annual Total 2010/11	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15
Number of work - related days lost	294	294	208	148	174	55

The number of days absent from work as a result of an accident whilst at work; has shown a significant decrease over the past year to 55 days, this was a combined working days lost total for seven members of 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	2010/11	2011/12	2012/13	2013/14	2014/15	Hunts DC 2014/14	Cambs City 2014/14
Public	5(3*)	5(1*)	10(2*)	2	3	7	5
Contractor	1	0	0	0	0	0	0

\*RIDDDOR

Injuries involving members of the public have remained low over the past few years; with three work-related injuries reported during the year. Over the past five years, the majority of these injuries predominately involve slips and trips occurring on Council properties or land. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

## **6. LEGISLATION UPDATE**

The **Construction (Design and Management) Regulations 2015** came into force on 06 April 2015. This set of new regulations replaces the previous Construction (Design and Management) Regulations 2007 (CDM 2007).

The main changes are to make the Regulations easier to understand by replacing the CDM co-ordinator role with the Principal Designer; and replace the ACOP with targeted guidance. The detailed and prescriptive requirements for individual and corporate competence have also been replaced with more generic requirements.

## **7. Appendix 1 - Health and Safety Action Plan 2014/15**

This Action Plan contains the objectives for health and safety implementation in 2014/15, 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 2015

## Appendix 1

## Corporate Health and Safety Action Plan 2014/15

### 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 2015	Programme is underway based on legislation changes / date of last review. Six codes of practice were produced during the year (see page 5 of this report for further details).	In Progress
Production of an "Introduction to Health and Safety" E-learning package.	Staff provided with key health and safety information, ensures a documented audit trail system is available.	H & S / EP Manager	31 Mar 2015	H & S E-learning package developed and tested. Now in process of being implemented within the Council.	In Progress
Management of occupational health surveillance programme for identified staff requiring this provision	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 2015	Health surveillance programme delivered across the Council on a risk assessment basis (see page 4 of this report for further details).	Completed
Devise and 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 2015	A total of 89 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 2015	5 services/teams were audited during the year, with 6 monthly reviews to monitor progress of audit report recommendations.	Completed

Action	Outcome	Owner	Timescale	Current Position	Status (RAG)
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.	Heads of Service	30 Sept 2015	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.	Heads of Service	31 Mar 2015	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.	Heads of Service	31 Mar 2015	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 2015	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 2015	Annual report completed for 2014/15, which will be presented to H & S Panel, CMT & Staff Committee.	Completed