

# Corporate Health and Safety Annual Report

April 2015 – March 2016



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## 1. INTRODUCTION

This report is a statement of the District Council's health and safety performance to the end of the financial year 2015/16 and of its intentions with regard to health and safety for the year 2016/17 and beyond. It demonstrates that the District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 480 employees (including full, part-time and casual) in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health, Safety and Emergency Planning Manager. Development of a shared service has continued with East Cambridgeshire District Council in providing support to them in regards of health and safety and emergency planning functions.

A health and safety improvement programme is monitored using an ongoing action plan. Progress against the plan and an update for 2015/16 is summarised in this report. Significant areas of work have been undertaken in relation to abuse, aggression and violence procedures, construction safety management, fire safety procedures and marine related safety.

### 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.

## 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 ongoing COP review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

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

### 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	10	Knowledge of fire precautions and methods for evacuating staff in the event of a fire.
Conflict Management	34	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Health & Safety for Managers	9	Knowledge of Council health safety management responsibilities and requirements
Risk Assessment	12	Competence to undertake risk assessments for work areas and tasks undertaken
Manual Handling Techniques	18	Training in correct lifting techniques & risks through incorrect lifting.
Display Screen Equipment Assessor	4	Competence to undertake workstation risk assessments for work areas and controls to use
Suspect Packages	5	Awareness training in how to identify and procedures to follow.
First Aid at Work (3 days)	3	Competence to become a qualified First Aider
Emergency First Aid at Work (1 day)	7	First aid training for low risk environments e.g. shops, SFBC.

In regards of the training detailed in the table, with the exception of Conflict Management and First Aid, the training was delivered in-house by the Corporate Health, Safety and Emergency Planning Manager.

Training is also supported by 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.

## **Health and Safety Emergencies**

### **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained as Fire Wardens. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

### **First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Fenland Hall, the BASE and Leisure Centres, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres and Shops/Hubs, staff are trained in Emergency First Aid at Work, which is a one day training course with re-qualification every three years.

In addition to the above training, internal delivered re-fresher first aid training is provided annually via the Leisure Service.

## **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 workplace "health and safety champions" including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health, Safety and Emergency Planning Manager in determining the Council's priorities in health and safety.

The BASE Health and Safety Group deals more directly with issues relating to the BASE and meets quarterly.

## 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>Attendance Apr 2015 – March 2016</b>	<b>Notes</b>
CCTV	3	Night workers
Refuse & Cleansing	37	Drivers
Leisure	11	Pool chemical dosing
Marine Services	10	Task Related
Street Scene	6	Drivers
Workshop	6	Task Related
Others	4	Drivers

### 3. PERFORMANCE

#### Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Benchmark Hunts DC 2015/16	Benchmark Cambs City 2015/16
Contact with machinery	0	0	0	0	2	1	2
Struck by moving object	3	3	5(1*)	3	7(1*)	12	2
Strike by moving vehicle	2*	1	1	4(1*)	2	0	0
Strike against Fixed object	1	2	4	6(1*)	3	3	2
Slip, trip, fall same level	8(3*)	3	6(1*)	9	5(1*)	16	7(1*)
Lifting & handling injuries	8(2*)	9(2*)	12	2	5(1*)	10	4(1*)
Injured by an animal	1	1	1	0	0	0	0
Fall from height	0	0	1	1	0	0	1
Physical Assault	0	1	0	0	0	0	0
Contact with electricity	0	0	0	0	1	0	0
Trapped by something collapsing	0	0	0	0	2	0	0
All other kinds & unspecified	4	9	3	5	4	22	13
<b>Total</b>	<b>29(7*)</b>	<b>29(2*)</b>	<b>33(2*)</b>	<b>30(2*)</b>	<b>31(3*)</b>	<b>64(3*)</b>	<b>31(2*)</b>
<b>Incident Rate per 100 FTE employees</b>	5.6	5.7	7.2	7.5	9.4	11.7	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 slight increase over the past year with a total of 31 accidents recorded. The largest cause of accidents were “struck by a moving object” with a total of seven incidents, followed by “slips/trips” and “lifting and handling injuries” with five incidents each respectively.
- The Incident Rate is calculated based on the accident rate per 100 employees (full time equivalent), and shows an increase to 9.40 compared to 7.5 for the previous year. This is due to the fact that majority of accidents occur in the Refuse and Cleansing service where staffing levels have remained constant, whilst there has been a reduction in some staff levels in other parts of the Council.

## 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 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16
Communities, Environment & Leisure	22	20	29	24	26
Growth & Infrastructure	0	1	0	3	4
Policy & Governance	3	1	1	0	1
Planning, Resources & Customer Services (PRC)	4	7	3	3	0
<b>Total</b>	<b>29</b>	<b>29</b>	<b>33</b>	<b>30</b>	<b>31</b>

The table shows that the number of accidents within the Council across each service. As the largest service within the Council, (Communities, Environment and Leisure) remains the service with the most reported accidents with 26 reported accidents during the year.

## Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees

Type	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Hunts DC 2015/16	Cambs City 2015/16
RIDDOR Accidents	7	2	2	2	3	3	2

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive. Over the year there were three reportable accidents involving members of staff, these were all over seven day absence injuries\*.

Two of these reportable accidents involved members of the Refuse team, one was a slip / trip on a kerb and the other was a manual handling injury whilst pulling a wheelie bin.

The other reportable accident involved two Marine Services staff, who suffered strains and ligament damage whilst making a rapid escape from a pontoon at Port Sutton Bridge, from an oncoming coaster ship which collided with the pontoon.

In each of these accidents an internal investigation is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

None of these three RIDDOR accidents resulted in the Health and Safety Executive conducting any follow up investigations.

\*In 2011/12 the HSE re-classified reportable absence injuries from a three day trigger to a seven day trigger.

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

Type	Annual Total 2010/11	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16
Number of work - related days lost	294	208	148	174	55	122

The number of days absent from work as a result of an accident whilst at work has shown an increase over the past year to 122 days, this was a combined working days lost total for six members of staff.

### Accidents involving Members of the Public

Type	2011/12	2012/13	2013/14	2014/15	2015/16	Hunts DC 2015/16	Cambs City 2015/16
Public	5(1*)	10(2*)	2	3	4(1*)	15	2

\*RIDDDOR

Injuries involving members of the public have remained low over the past few years; with four work-related injuries occurring 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.

### Work Related Ill Health Days Lost

Lost working time statistics through ill health e.g. stress, anxiety and depression are gathered and produced separately via the Human Resources team.

### Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. "Struck by", handling injuries and slips, trips and falls are the biggest contributors to our accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor control.



#### 4. 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.

The Council has recently revised its contractor management procedures and processes to comply with the requirements of these Regulations.

#### 5. HEALTH AND SAFETY PERFORMANCE TO APRIL 2016

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2015/16 and beyond and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

#### 6. HEALTH AND SAFETY ACTIONS FOR 2016/17 AND BEYOND




In 2016/17 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with East Cambridgeshire District Council, (three days per week at Fenland and two days per week at East Cambs).

A summary of the work planned for 2016/17 and beyond is provided below:

- Revise the **Corporate Health and Safety Policy**.
- Revise the corporate health and safety procedure on **risk assessment**.
- Revise corporate guidance on **fire safety** procedures.
- Publish corporate health and safety procedures on **construction management**.
- Revise the corporate health and safety procedure on **display screen equipment**.
- Revise the corporate guidance on **legionella management**.
- Develop a **Refuse/Cleansing** health and safety **e-learning package**.
- Deliver a **health and safety training** programme.
- Undertake **audits/inspections** of individual services/teams/buildings.
- Update and improve **intranet based health and safety information** for staff use.

## Appendix 1 - Health and Safety Goals for 2016/17 and Beyond and Progress Towards Completion

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (To 31 March 2016)		
Action	Progress	Further Work Required
Review and update as applicable supporting Health & Safety policies / codes of practice.	Five codes of practice were developed and published during the year, which were: <ul style="list-style-type: none"> <li>• Abuse, Aggression and Violence</li> <li>• Management of Contractors</li> <li>• Personal Protective Equipment</li> <li>• Health Surveillance</li> <li>• Smoke Free Workplace.</li> </ul>	Completed.
Production of an "Introduction to Health and Safety" E-learning package.	Web based system now integrated as part of the induction process.	Completed.
Continue management of occupational health surveillance programme for identified staff requiring this provision.	Two yearly programme completed apart from 12 outstanding staff remaining.	Additional dates arranged for July 2016.
Devise and delivery of required internal /external health and safety training to services	Significant training delivered during the past year, refer to section 2 of this report for specific detail.	Continue to deliver an ongoing training programme during the next year.
Audit service / team/building audits in line with the Council's health and safety audit programme.	Audit programme revised due to shared service commitment with East Cambs DC.	Additional 'lower risk' teams to complete self-audits due to time constraints.
Revise corporate guidance on fire safety and fire risk assessments.	Fire risk assessment template revised, draft COP in progress.	Continue to develop Fire Safety COP.
Revise Corporate Health and Safety Policy.	Work in progress.	Finalise policy.

**Progress Against Action Plan (To 31 March 2016)**

<b>Action</b>	<b>Progress</b>	<b>Further Work Required</b>
Revise corporate health and safety procedure on risk assessment.	Work in progress.	Finalise procedure.
Revise corporate health and safety procedure on display screen equipment.	Work in progress.	Finalise procedure.
Revise corporate health and safety legionella management procedure.	Work underway.	Continue to develop the procedures.
Revise corporate health and safety procedures on construction management.	Work in progress in conjunction with Assets and Projects team, close to completion.	Finalise procedure.
Develop a Refuse/Cleansing health and safety e-learning package.	Initial research underway.	Continue research and development of the e-learning package.
Update and improve intranet based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.
Revise lone working procedures.	Work under way to review.	Continue with review.