

AGENDA ITEM NO. 5

Staff Committee

Date **28 September 2017**

Title **Corporate Health & Safety Annual Report 2016/17**

1. PURPOSE/SUMMARY

To provide the Staff Committee with an overview of the Council’s Corporate Health & Safety Annual Report 2016/17.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council’s health and safety performance during the period April 2016 – March 2017.

The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance), legislation update and a review of the progress with the Health and Safety Action Plan.

2. KEY ISSUES

Through proactive and robust health and safety codes of practice and procedures, the Council has seen continued performance in health and safety, with key areas such as:

- The total number of work-related injuries remains low with 26 recorded, including one ‘reportable accident’ to the HSE.
- The total number of lost days through work-related injuries was 402 days.
- The ongoing delivery of the Council’s health and safety training programme, with 99 staff receiving corporate health and safety training.
- A programme continues to review/update Council Health and Safety Codes of Practice, to ensure they are suitable and sufficient for use.
- Progress of the Health and Safety Action Plan (to 31 March 2017) and a summary of the work planned for 2017/18.

3.RECOMMENDATION(S)

That Staff Committee:

- Note the Council’s performance within this report for the 2016/17.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	
Report Originator	David Vincent Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530
Contact Officer(s)	David Vincent - Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530 Sam Anthony - Head of HR & OD Email: santhony@fenland.gov.uk Tel: 01354 622268 Brendan Arnold - Corporate Director & Chief Finance Officer Email: brendanarnold@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A

Corporate Health and Safety Annual Report

2016/2017



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Corporate Health and Safety Annual Report

2016/2017

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2016/17 and of its intentions with regard to health and safety for the year 2017/18. It demonstrates that Fenland 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 515 employees (full, part-time and casual) which equates to 327.06 full time equivalent employees in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health and Safety / 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.

1.1 Progress against the Health and Safety Action Plan 2016/17

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2016/17, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 7.9 compared to 9.4 for the previous year.
- Corporate Health and Safety Policy was fully reviewed and updated.
- Health and Safety training was delivered to a total of 99 staff.
- Audits were completed for six services to assess their compliance with legal and Council requirements.
- A Health Surveillance programme continues to be provided to staff identified through a risk assessment basis.
- A summary of actions planned for 2017/18 is listed in Section 6 of this report.

2. KEY ACTIVITIES

2.1 Codes of Practice (COP) Review

A key part of the function of 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:

- Corporate Health and Safety Policy
- Asbestos Management
- Driving at Work

- Display Screen Equipment
- Fire Safety
- Health Surveillance
- Control of Legionella
- Management of Contractors
- Sharps

2.2 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 and Safety / 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	Numbers Trained	Comment
Fire Warden	46	Knowledge of fire precautions and methods for evacuating staff in the event of a fire
Conflict Management	11	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Risk Assessment	14	Competence to undertake risk assessments for work areas and tasks undertaken
EVAC Emergency Chair	11	Training in use of evacuation chair for disabled persons from building during emergency situations
Display Screen Equipment Assessor	8	Competence to undertake workstation risk assessments for work areas and controls to use
First Aid at Work (3 days)	6	Competence to become a qualified First Aider
Emergency First Aid at Work (1 day)	3	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 and Safety / 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.

2.3 Health and Safety Emergencies

2.3.1 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.

All Council occupied buildings undergo a six monthly no-notice fire evacuation drill to test response and procedures.

2.3.2 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.

Numbers of First Aid Trained Staff

Location	Number Trained	Comment
Fenland Hall	7	
BASE	5	<i>One of these five are trained to Emergency First Aid at Work level</i>
Business Centres	6	
Shops (Wisbech & March)	4	
Leisure Centres	27	

2.4 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 and 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 and Safety / 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 on a quarterly basis.

2.5 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 and 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:

Team	Attendance Apr 2016 – March 2017	Notes
CCTV	4	Night workers
Refuse & Cleansing	24	Drivers
Leisure*	0	Pool chemical dosing
Marine Services*	0	Task Related
Street Scene*	0	Drivers
Workshop*	0	Task Related
Others*	0	Drivers

*These teams are due two yearly health surveillance checks commencing again in July 2017 onwards.

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Benchmark Hunts DC 2016/17	Benchmark Cambs City 2016/17
Contact with machinery	0	0	0	2	0	1	2
Struck by moving object	3	5(1*)	3	7(1*)	3	12	2(1*)
Strike by moving vehicle	1	1	4(1*)	2	3	2	1(1*)
Strike against Fixed object	2	4	6(1*)	3	3	3	2
Slip, trip, fall same level	3	6(1*)	9	5(1*)	5(1*)	16	14(2*)
Lifting & handling injuries	9(2*)	12	2	5(1*)	8	7	9(2*)
Injured by an animal	1	1	0	0	1	0	0
Fall from height	0	1	1	0	0	3	1
Physical Assault	1	0	0	0	0	0	0
Contact with electricity	0	0	0	1	1	0	0
Burns/scalds	0	0	0	2	0	4	2
Contact with hazardous substance	0	0	1	0	0	1	0
All other kinds & unspecified	9	3	4	4	2	25	13
Total	29(2*)	33(2*)	30(2*)	31(3*)	26(1*)	74(3*)	46(6*)
Incident Rate per 100 FTE employees	5.7	7.2	7.5	9.4	7.9	13.4	5.8

*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 decrease over the past year with a total of 26 accidents recorded. The largest cause of accidents were “lifting and handling injuries” with eight recorded, followed by “slips/trips” with 5 incidents recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent), and shows a decrease to 7.9 compared with 9.4 for the previous year.

3.2 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 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17
Communities, Environment & Leisure	20	29	24	26	23
Growth & Infrastructure	1	0	3	4	0
Policy & Governance	1	1	0	1	2
Planning, Resources & Customer Services (PRC)	7	3	3	0	1
Total	29	33	30	31	26

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 23 reported accidents during the year.

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

Type	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Hunts DC 2016/17	Cambs City 2016/17
RIDDOR Accidents	2	2	2	3	1	3	6

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive. Over the year there was one reportable accident involving a member of the Refuse Team, caused by a slip/trip injury.

RIDDOR accidents are subject to an internal investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

This RIDDOR accident did not result in the Health and Safety Executive conducting a follow up investigation.

3.4 The number of employee working days lost due to accidents

Type	Annual Total 2011/12	Annual Total 2012/13	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17
Number of work - related days lost	208	148	174	55	122	402

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 402 days, this was a combined working days lost total for three members of staff.

3.5 Accidents involving Members of the Public

Type	2012/13	2013/14	2014/15	2015/16	2016/17	Hunts DC 2016/17	Cambs City 2016/17
Public	10(2*)	2	3	4(1*)	1*	29	12(1*)

*RIDDOR

Injuries involving members of the public have remained low over the past few years; with one 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.

3.6 Work Related Ill-Health Days Lost

Lost working time statistics through ill health are gathered and produced separately via the Human Resources team.

3.7 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. 'Manual handling' injuries followed by '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.

As an example in the past year, the Assets and Projects team staff have completed professional training courses in Construction, Design and Management (CDM), Legionella Management and Erecting and Use of Mobile Tower Scaffolds.

4. LEGISLATION UPDATE

The **Health and Safety Sentencing Guidelines** came into force in February 2016. They direct the courts to consider the sentencing of offending organisations by way of a step-by-step approach, primarily examining culpability, the seriousness of harm risked and the likelihood of harm, which are divided into a number of different levels to reflect the scale within each category.

The culpability of a defendant organisation remains the most decisive factor in determining the appropriate level of fine to be imposed by the Courts.

Levels of fines are also dependent on the means or 'turnover' of the organisation, these are based on Large organisations = £50 million and over, Medium organisations = between £10 million and £50 million, Small organisations = between £2 million to £10 million, Micro organisations = less than £2 million.

Since the guidelines came into force, the levels of fines imposed on organisations have greatly increased from those imposed by the courts previously. In the past year, more fines in excess of £1 million were issued than in the previous 42 years. Furthermore, across a total of 80 cases, the average level of fine was around £780,000.

The importance of achieving high standards of compliance with health and safety legislation has never been greater for organisations.

5. HEALTH AND SAFETY PERFORMANCE TO APRIL 2017

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2016/17 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 2017/18

In 2017/18 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 2017/18 is provided below:

- Revise the corporate health and safety procedures on **risk assessments**.
- Review the **occupational health management process** between HR / Health & Safety.
- Development of a **Refuse 'Safe Methods of Working' Handbook** for staff.
- Delivery of a **health and safety training** programme.
- Undertake **audits/inspections** of individual services/teams/buildings.
- Update **intranet based health and safety information** for staff use.
- Implementation of a lone worker 'panic alarm' system for nominated staff.

Appendix 1 - Health and Safety Action Plan for 2016/17

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2017)			
Action	Progress	Further Work Required	Target Date
Review and update as applicable supporting Health & Safety policies / codes of practice.	Codes of practice (COP) were reviewed/updated and approved during the year, which included: <ul style="list-style-type: none"> • Asbestos Management • Driving at Work • Health Surveillance • Sharps 	Completed.	March 2017
Continue management of occupational health surveillance programme for identified staff requiring this provision.	Two yearly programme completed, refer to Section 2 for further details.	Completed.	July 2016
Devise and delivery of required internal /external health and safety training to services	Training programme delivered during the past year, refer to Section 2 of this report for further details.	Completed	Ongoing
Undertake audits in line with the Council's health and safety audit programme.	Audits were completed for: <ul style="list-style-type: none"> • Assets and Projects • Refuse and Cleansing • Customer Services • ARP • Policy and Governance • Communications 	Completed, apart from one audit return still outstanding (Accountancy/Exchequer Functions).	Ongoing
Revise corporate guidance on fire safety and fire risk assessments.	New COP guidance introduced including revised fire risk assessment templates.	Completed.	Dec 2016
Revise Corporate Health and Safety Policy.	Corporate Health and Safety Policy fully revised and updated.	Completed.	Sept 2016

Progress Against Action Plan (to March 2017)

Action	Progress	Further Work Required	Target Date
Revise corporate health and safety procedure on display screen equipment.	Revised DSE guidance introduced with improved workstation risk assessment checklist.	Completed.	March 2017
Revise corporate health and safety legionella management procedure.	Revised Legionella management guidance introduced to comply with legislation requirements.	Completed.	March 2017
Revise corporate health and safety procedures on construction management.	Joint guidance/procedures produced in association with Assets and Projects team.	Completed.	Dec 2016
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.	Ongoing
Conduct a review of lone working procedures, including of 'higher risk' lone working staff protection measures.	Options of a lone worker 'panic alarm / monitoring' device have been trialled and considered for 'higher risk' lone workers.	Costings and feedback being gathered to consider the best solution for possible use within the Council.	July 2017