

AGENDA

STAFF COMMITTEE

MONDAY, 10 SEPTEMBER 2018

2.30 PM

**COUNCIL CHAMBER, FENLAND HALL,
COUNTY ROAD, MARCH, PE15 8NQ**

Committee Officer: Linda Albon
Tel: 01354 622229
e-mail: memberservices@fenland.gov.uk

- 1 To receive apologies for absence.
- 2 Previous Minutes (Pages 3 - 4)

To sign and approve the minutes of 11 June 2018.
- 3 To report additional items for consideration which the chairman deems urgent by virtue of the special circumstances to be now specified.
- 4 To receive members' declarations of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in Planning Matters in respect of any item to be discussed at the meeting.
- 5 Corporate Health and Safety Annual Report 2017/18 (Pages 5 - 18)

Friday, 31 August 2018

Members: Councillor M Davis (Chairman), Councillor R Butcher (Vice-Chairman), Councillor V Bucknor, Councillor S Clark, Councillor A Hay, Councillor P Murphy and Councillor D Oliver

This page is intentionally left blank

STAFF COMMITTEE



MONDAY, 11 JUNE 2018 - 2.00 PM

PRESENT: Councillor M Davis (Chairman), Councillor V Bucknor, Councillor A Hay, Councillor P Murphy and Councillor D Oliver

APOLOGIES: Councillor R Butcher (Vice-Chairman) and Councillor S Clark

Officers in attendance: Gary Garford (Corporate Director), Brendan Arnold (Corporate Director), Sam Anthony (Head of HR and OD), Mark Saunders (Chief Accountant), Jo Goodrum (Member Services & Governance Officer) and Linda Albon (Member Services & Governance Officer)

S1/18 APPOINTMENT OF THE CHAIRMAN FOR THE MUNICIPAL YEAR.

Councillor Maureen Davis was appointed as Chairman of the Staff Committee for the Municipal Year.

S2/18 APPOINT A VICE-CHAIRMAN FOR THE MUNICIPAL YEAR.

Councillor Ralph Butcher was appointed as Vice-Chairman of the Staff Committee for the Municipal Year.

S3/18 PREVIOUS MINUTES

The minutes of the meeting of 12 March 2018 were signed as a true and accurate record.

S4/18 PEOPLE, FINANCE AND CUSTOMER (PFC) SERVICE AREA RESTRUCTURE

Brendan Arnold presented to the Committee the recent review of the People, Finance and Customer Service (PFC) area and outlined the rationale for this review and the associated proposed changes regarding the future delivery of this service area.

Members made comments, asked questions and received responses from officers.

Decided that:

1. the report be noted
2. the proposals outlined in the report be APPROVED.

(Sam Anthony left the meeting for the duration of the discussion)

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

S5/18 CLEANING SERVICES

Members considered the proposal to contract out the cleaning services for Fenland Hall and March

and Wisbech@YourService shops.

Members were informed of:

- the circumstances and details of the proposed changes
- the financial implications associated with the proposed changes.

Members made comments, asked questions and received responses from officers.

Decided that:

1. the report be NOTED
2. the proposals outlined in the report be APPROVED
3. the requested voluntary redundancies be APPROVED.

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

2.34 pm

Chairman

AGENDA ITEM NO. 5	
Staff Committee	
Date	10 September 2018
Title	Corporate Health & Safety Annual Report 2017/18

1. PURPOSE/SUMMARY

To provide the Staff Committee with an overview of the Council's Corporate Health & Safety Annual Report 2017/18.

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 2017 – March 2018.

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) 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 19 recorded.
- No 'reportable accidents' which require reporting to the HSE occurred during the year.
- The total number of lost days through work-related injuries was 11.5 days.
- The ongoing delivery of the Council's health and safety training programme, with 69 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 2018) and a summary of the work planned for 2018/19.

3. RECOMMENDATION(S)

That Staff Committee:

- Note the Council's performance within this report for the 2017/18.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Cllr Anne Hay – Portfolio Holder for Finance
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 Amy Brown – Interim Corporate Director & Monitoring Officer Email: amybrown@fenland.gov.uk Tel: 01354 622360
Background Paper(s)	N/A

Corporate Health and Safety Annual Report

2017/2018



CONTENTS

1.0	Executive Summary	3
	1.1 Progress against the Health and Safety Action Plan 2017/18	3
2.0	Key Activities	3
	2.1 Codes of Practice Review	3
	2.2 Training	4
	2.3 Health and Safety Emergencies.....	5
	2.3.1 Fire Safety	4
	2.3.2 First Aid	5
	2.4 Meetings of Health and Safety Groups	5
	2.5 Occupational Health	6
3.0	Performance	7
	3.1 Accident Totals by Kind	7
	3.2. Accident Totals by Service.....	8
	3.3 RIDDOR Reports	8
	3.4 Employee Lost Working Days	9
	3.5 Accidents – Members of Public.....	9
	3.6 Work Related Ill-Health Days Lost	9
	3.7 Conclusions from Accident Data	9
4.0	Health and Safety Performance to March 2018	10
5.0	Health and Safety Actions for 2018/19	10
App 1	Health and Safety Action Plan 2017/18	11

Corporate Health and Safety Annual Report

2017/2018

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2017/18 and of its intentions with regard to health and safety for the year 2018/19. 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 501 employees (full, part-time and casual) which equates to 337.66 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 2017/18

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 2017/18, 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 4.19 compared to 7.9 for the previous year.
- Health and Safety training was delivered to a total of 69 staff.
- Audits were completed for nine services/teams 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 2018/19 is listed in Section 5 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:

- Control of Substances Hazardous to Health (COSHH)
- Lone Working
- Noise at Work
- Security Threats

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 compliant and 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
Conflict Management	18	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Risk Assessment	13	Competence to undertake risk assessments for work areas and tasks undertaken
Display Screen Equipment Assessor	6	Competence to undertake workstation risk assessments for work areas and controls to use
Manual Handling	18	Training in correct manual handling techniques to reduce risks of an injury.
Stress Management	8	Knowledge in the causes of stress in the workplace, how to assess it and the control measures to reduce such risks.
First Aid at Work (3 days)	3	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

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	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	7	-
BASE	4	2
Business Centres	2 (Boathouse)	1 (Boathouse) 2 (South Fens)
Shop (Wisbech)	-	3
Leisure Centres	26	-

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.

We work 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 2017 – March 2018	Notes
CCTV	5	Night workers
Refuse & Cleansing	48	Drivers
Leisure	12	Pool chemical dosing
Marine Services	9	Task Related
Street Scene	6	Drivers
Workshop	4	Task Related
Others	5	Drivers

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Benchmark Hunts DC 2017/18	Benchmark Cambs City 2017/18
Contact with machinery	0	0	2	0	0	1	0
Struck by moving object	5(1*)	3	7(1*)	3	0	8	2
Strike by moving vehicle	1	4(1*)	2	3	0	1	0
Strike against Fixed object	4	6(1*)	3	3	1	6	2
Slip, trip, fall same level	6(1*)	9	5(1*)	5(1*)	8	9	8
Lifting & handling injuries	12	2	5(1*)	8	3	4	6
Injured by an animal	1	0	0	1	2	6	0
Fall from height	1	1	0	0	0	0	0
Physical Assault	0	0	0	0	1	0	0
Contact with electricity	0	0	1	1	1	1	0
Burns/scalds	0	0	2	0	0	1	0
Contact with hazardous substance	0	1	0	0	0	0	0
All other kinds & unspecified	3	4	4	2	3	20	6
Total	33(2*)	30(2*)	31(3*)	26(1*)	19	57(3*)	24(3*)
Incident Rate per 100 FTE employees	7.2	7.5	9.4	7.9	4.19	9.9	Data unavailable

*RIDDORS (reportable injuries)

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

- The total number of accidents has decreased over the past year with a total of 19 accidents recorded. The largest cause of accidents were “slips/trips” with eight recorded, followed by “manual handling” with 3 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 4.19 compared with 7.9 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 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18
Communities, Environment & Leisure	29	24	26	23	17
Growth & Infrastructure	0	3	4	0	0
Policy & Governance	1	0	1	2	1
Planning, Resources & Customer Services (PRC)	3	3	0	1	1
Total	33	30	31	26	19

As the largest service within the Council, (Communities, Environment and Leisure) remains the service with the most reported accidents with 17 reported accidents during the year.

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

Type	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Hunts DC 2017/18	Cambs City 2017/18
RIDDOR Accidents	2	2	3	1	0	3	3

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive. It is pleasing to report that for the very first time, there were no reportable accidents during 2017/18.

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

3.4 The number of employee working days lost due to accidents

Type	Annual Total 2013/14	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18
Number of work -related days lost	174	55	122	402	11.5

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 11.5 days, which was a combined total for four members of staff.

3.5 Accidents involving Members of the Public

Type	2013/14	2014/15	2015/16	2016/17	2017/18	Hunts DC 2017/18	Cambs City 2017/18
Public	2	3	4(1*)	1*	0	23	4

*RIDDOR

Injuries involving members of the public have remained low over the past few years; with none recorded during the last 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. Slips, trips and falls' followed by 'manual handling' injuries 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. HEALTH AND SAFETY PERFORMANCE TO APRIL 2018

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

5. HEALTH AND SAFETY ACTIONS FOR 2018/19




In 2018/19 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 some of the work planned for 2018/19 is provided below:

- Revision of the Council's **Alcohol and Drug Misuse Policy** and Procedures.
- Development of a **Cleansing Team 'Safe Methods of Working' Handbook** for staff.
- Delivery of a **health and safety training** programme.
- Development of **E-learning health and safety training** courses.
- Undertake **audits/inspections** of individual services/teams/buildings.
- Update **intranet based health and safety information** for staff use.

Appendix 1 - Health and Safety Action Plan for 2017/18

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2018)			
Action	Progress	Further Work Required	Target Date
Development of a Safe Methods of Working Handbook for the Refuse Team.	Handbook developed and issued which uses a combination of user friendly information and photos to demonstrate the requirement for safe working whilst collecting waste on the highway.	Completed.	July 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.	March 2018
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"> • Marine Services • Leisure Services • Environmental Health • Transport Workshop • CEL Support Team • Reprographics 	Completed	Ongoing
Review and update the Council's code of practice on Control of Substances Hazardous to Health (COSHH).	Revised COSHH code of practice guidance introduced including risk assessment template.	Completed.	March 2018
Review and update the Council's code of practice on Noise at Work.	Revised Noise at Work code of practice guidance introduced to comply with legislation requirements.	Completed.	March 2018

Progress Against Action Plan (to March 2018)

Action	Progress	Further Work Required	Target Date
Review and update the Council's Lone Working code of practice and procedures.	Revised guidance/procedures produced for lone working, including purchase of personal GPS panic alarms for staff identified at 'high risk'.	Completed.	Jan 2018
Review and update the Council's code of practice on Security Threats.	Revised code of practice guidance introduced including revised templates to use for incidents.	Completed.	June 2017
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