

Annual Health and Safety Report April 2008 to March 2009

Cabinet Meeting 6th July 2009

Agenda Item 9b

Portfolio Area: Efficiency and Resources
Report Presented by: Councillor Michael Lager

Background Papers: Services Annual Health and Safety Reports April 2008 to March 2009. Corporate Accident Statistics January to December 2008

Corporate Implications: Yes

Options None

Risks Failure to comply to health and safety legislation could lead to prosecution of the Authority and individual Officers within the authority, individual fines, imprisonment and loss of reputation

Executive Summary

The purpose of the report is for Members to ensure that the Health and Safety arrangements of all Council activities are being addressed appropriately and that the Council's responsibilities under Health and Safety legislation are being correctly discharged.

Management Board and Heads of Service are required to pro-actively promote the Health and Safety Culture within their Services. Areas to promote, include, nomination of Services Health and Safety Liaison Officers, attending the quarterly Corporate Health Safety and Welfare Committee. Communicating safety via Team Meetings. Updating of Risk and COSHH assessments and promoting Health and Safety Management training. The organisation has to manage and quantify the success of the measures that are in place to preserve the health and safety of staff contactors alike, hence the requirement to produce an annual report.

The report provides an annual review of the Health and Safety performance of the Authority for the year 2008-2009 and highlights information on the action the Council has taken to improve health and safety. The report also aims to identify future priorities to promote a positive safety culture throughout the whole council.

The report addresses 3 key Health and Safety topics:

- ▶ Corporate Health and Safety performance.
- ▶ The level of training in Health and Safety undertaken by staff.
- ▶ Services Annual Reports – The Key Issues and future priorities

The Report is attached as Appendix1.

Decision

Members are requested to note the annual Corporate Health and Safety report.

Corporate Implications			
Financial:	None		
Legal:	None		
Equalities & Diversity:	None		
Customer Impact:	None		
Environment & Climate Change:	None		
Consultation/Community Engagement:	Local Committees		Partners
	Public		Staff
Key Decision:	No		
Public/Private Report:	Public		
Officer Contact:	Kathy Brown		
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Corporate Health and Safety Annual Report 2008 2009

Introduction

The report provides an annual review of the Health and Safety performance of the Authority for the year 2008– 2009 and highlights information on the action the Council is taking to protect its employees, volunteers, contractors, clients and members of the public. The report also aims to identify future priorities to promote a positive safety culture within the Authority.

Health & Safety Arrangements

The Corporate Health Safety and Welfare Committee meets quarterly to provide effective consultation between Management and appointed Union Safety Representatives on Health and Safety issues. An action plan is developed from each meeting to enable pro-active monitoring of issues. A Head of Service chairs the Committee and the Vic-Chair is nominated from the appointed Union Representatives. Minutes of the meeting are taken to Management Board, Senior Managers group and Joint Consultative Group for information and discussion.

To support management the Authority employs a part-time Health and Safety Manger as the nominated competent person and a support officer who also provides in house Fire Safety/First Aid Training. Services Health and Safety Liaison Officers, Heads of Service and Service unit Managers are offered the IOSH Working Safely and Managing Safely Course to assist them to manage and promote a pro active safety culture within their Services and Teams.

Trade Union appointed safety representatives are trained in Health and Safety by their respective Unions and work in partnership with Mangers to monitor the health and safety culture within the organisation.

Corporate approach towards Health & Safety

The Council has signed up to the Health and Safety Executive's campaign of '*Sensible Health and Safety*' which develops the concept of managing risks in a balanced a proportionate way that supports the delivery of services. '*Risk aware, not Risk averse*' has been the basis of the Authorities approach to risk within the workplace, developing guidance to support risk assessment for the work activity.

As organisation with such a wide range of activities there are a variety of risks for managers and staff to address which range from:-

- Lone Working
- Violence and Aggression
- Transport and Road Risk
- Manual Handling

- Slips trips and falls
- Working at heights
- Work related ill health including work related stress

To ensure that all risk are identified and measures put in place to control the risks the Authority has developed a risk assessment process for use by managers and staff.

The Council's Services are often delivered via partnership arrangements which includes working with external organisations such as other Local Authorities, contractors, volunteers and charities. Focusing on co-operation, communication and co-ordination with our partners we aim to ensure that their work activities are managed as safely as is reasonably practicable.

Performance

Accident Statistics are collated on a calendar year rather than a financial year and presented quarterly to the Corporate Health Safety and Welfare Committee.

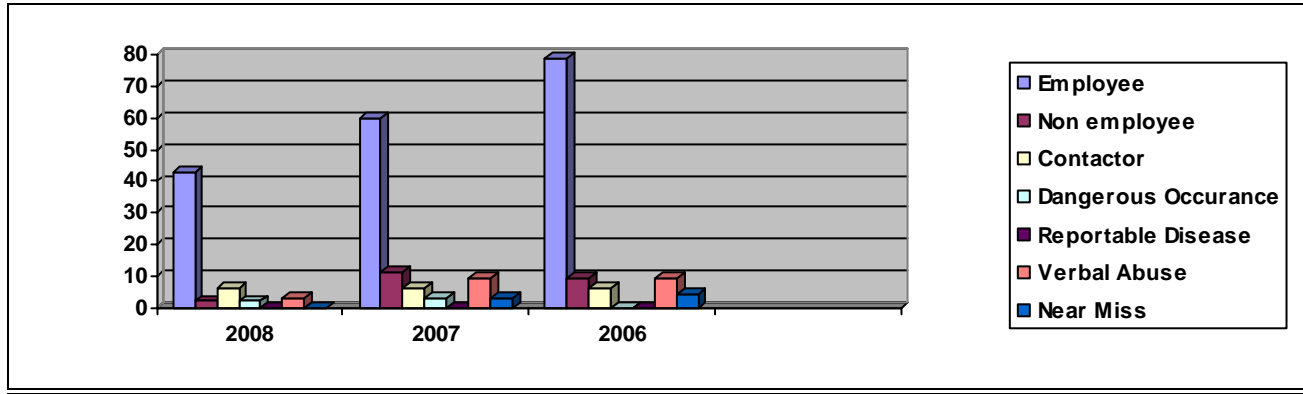
Summary of Accidents/incidents January 2008 to December 2008

- There were 43 reported accidents to employees (*which is a significant decrease from 60 in 2007*).
- Two dangerous occurrences reported during 2008 by staff both of which were electrical problems with no injury to staff.
- There were 12 reportable accidents to the Health and Safety Executive under RIDDOR in the over 3 day category.
- No reportable Major injuries during 2008.
- Staff reported 3 Verbal/Physical Abuse incidents.
- Employees Lost Days accounted to 215.5 which is a sharp increase from 99 lost days in 2007.
(One accident accounted for 91 lost days and one for 23 lost days).

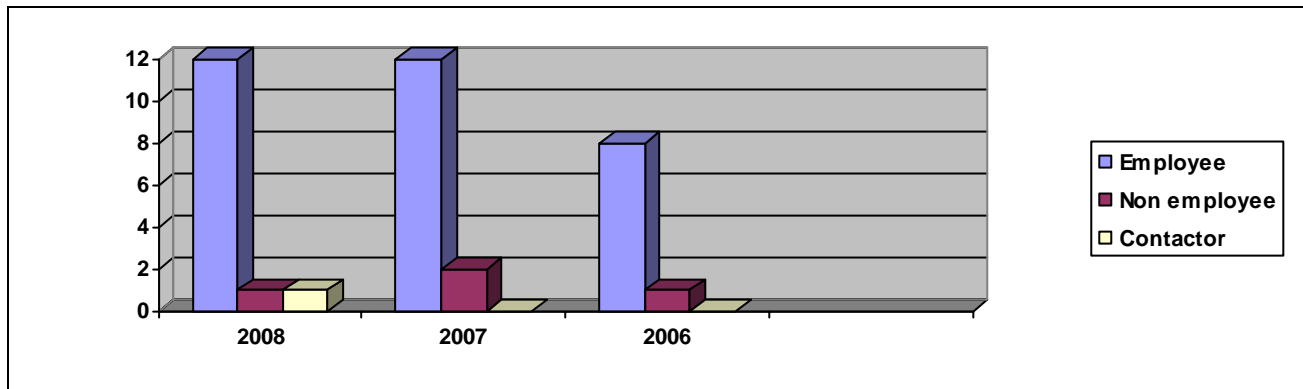
Over the page are three charts that provide a comparison of the total number of reported accidents to employees and days lost from January – December 2006 to 2008.

Note: Rather than rely on merely accident statistic to demonstrate our performance, the Corporate Health and Safety Committee have been tasked with developing additional performance indicators to represent a more holistic view of the council's approach to Health and Safety.

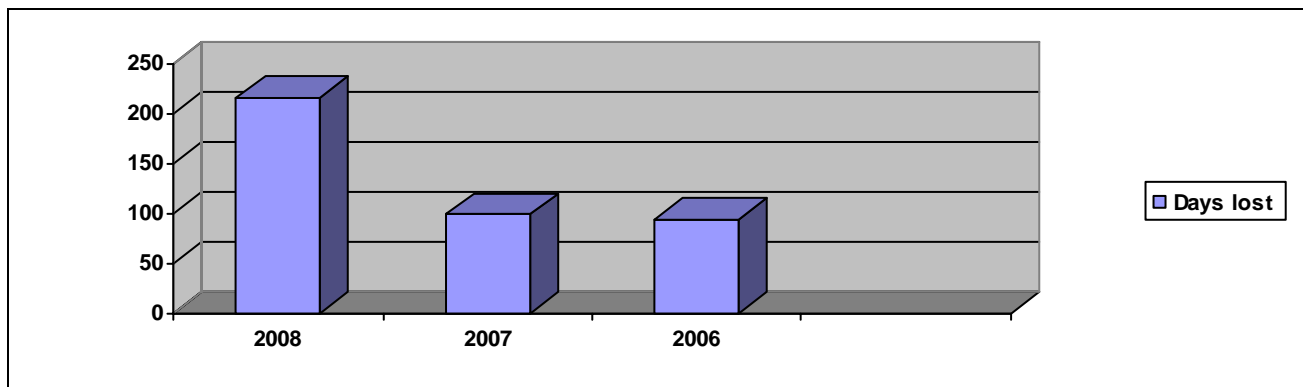
Comparison of Accident Statistic over the last three years



Comparison of accidents reported to HSE which resulted in 3 days or more lost days from work



Comparison of the number of days lost due to accidents



Health and Safety Training

To support staff and managers and develop skills and knowledge in Health and Safety several in-house courses have been offered to staff with in-house trainers and consultants.

- A variety of Fire Awareness Courses
- First Aid Refresher and awareness course. Defibrillator training and First Aid Awareness for travelling officers.
- Corporate Manslaughter Seminar for Corporate Management Team and Managers
- Portable Appliance Testing trainers Course
- Ladder Awareness
- Cemetery Inspection of Memorials
- ORBIS Lone Working
- Manual Handling
- Managing Aggression
- Hand Arm Vibration Training for monitoring equipment purchased for Street Scene Staff/Horticulture.
- Site Safety DVD purchased for building Control/Planning

Services Annual Reports Key issues

Each service is required to produce its own annual health and safety report. The following are a selection of key issues highlighted by Services in their reports.

- Following Fire Risk Assessments a number of council owned buildings have had minor works undertaken to improve Fire Protection.
- Following the Legionella monitoring programme the boiler in the kitchen in the Town hall was replaced as it posed a possible risk.
- Poor lighting levels in a number of council owned buildings have been improved including the installation of blinds to eliminate reflection onto the workstations, the introduction of 'daylight' light tubes to improve work stations.
- Following advice from the Health & Safety Manager the water tanks in the roof above the Museum Gallery have been drained to monitor the effects on the extensive cracks in the gallery ceiling.
- All individual COSHH, and Risk Assessment been reviewed by Service Managers.

- Addressed Lone working issues at one of the council's buildings by installing CCTV, panic alarms and update of risk assessment.
- The introduction of the Workstyle Projects in a number of service areas has lead to improvements in the working environment in terms of layout, rationalization of storage and paperwork.
- VDU & Workplace risk assessments have been undertaken throughout the year by Service Managers, resulting from these assessments new desks, chairs, monitor raisers, mousse and gel mats have been provided.
- Toilets in the Workshop/Mess area at Millennium Tower have been re-furbished to improve hygiene conditions.
- Lighting has been improved at George yard Car Park and no-slip high visibility nosing installed on the stairway steps to prevent possible tripping hazards for staff and members of the public.
- Automatic door closures linked into the fire alarm system have been installed to several doors at Millennium Tower and Causeway House.
- Reviews of Fire Risk Assessments have been undertaken for all BDC buildings.
- Introduced a Health and Safety Business Calendar to enable Managers to integrate Health and Safety reviews into their Service Plans.

Future Key Priorities identified by Services

- Staff training via a series of interactive DVD's focusing on Street Scene and Waste related safety issues
- Produce a pocket size operational Health and Safety manual for operational staff.
- Other services in the council to take on the Workstyle project to improve the working environment by reducing storage and paperwork and improving the layout of office area.
- Upgrade Emergency lighting in the Town Hall basement and Museum.
- Trained staff to undertake Portable Appliance testing for Services to reduce the cost of employing external contractors.

Corporate key issues 2009-2010

- Launch the new risk assessment form which incorporates the 'Sensible Risk Assessment' approach to risk developing the concept of generic and dynamic risk assessments.

- Develop a 'Managers' Health and Safety checklist to aid managers fulfil their Health & Safety obligations
- Review First Aid provision within the Authority in-line with the new First Aid legislation due to be placed on the statute book Autumn 2009.