

Cabinet – 14<sup>th</sup> June 2010  
Annual Health and Safety Report April 2009 to March 2010

Agenda Item 10b

**Portfolio Area:** Efficiency and Resources  
**Report Presented by:** Councilor McKee (Deputy)

**Background Papers:** Services Annual Health and Safety Reports April 2009 to March 2010. Corporate Accident Statistics January to December 2009

**Corporate Implications:** None

### **Executive Summary**

The purpose of the report is for Members to ensure that the Health and Safety arrangements of all Council activities have been addressed appropriately and that the Council's responsibilities under Health and Safety legislation have been correctly discharged during 2009/10.

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 Representatives, 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 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 and third parties 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 2009-2010 and highlights information on the action the Council has taken to improve upon the organisations 2008/09 health and safety performance. The report also aims to identify future priorities to ensure continuous improvement to the 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.**

<b>Corporate Implications</b>				
<b>Financial:</b>	None			
<b>Legal:</b>	None			
<b>Equalities &amp; Diversity:</b>	None			
<b>Customer Impact:</b>	None			
<b>Environment &amp; Climate Change:</b>	None			
<b>Consultation/Community Engagement:</b>	Local Committees	No	Partners	No
	Public	No	Staff	
<b>Key Decision:</b>	No			
<b>Public/Private Report:</b>				
<b>Officer Contact:</b>	Kathy Brown			
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## Corporate Health and Safety Annual Report 2009 2010

### Introduction

The report provides an annual review of the Health and Safety performance of the Authority for the year 2009– 2010 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 proactive 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 Manager 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 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 Manager to monitor the health and safety culture within the organisation.

### Corporate approach towards Health & Safety

The Council has signed *'the Pledge'* which is a pro-active campaign by the Health and Safety Executive to encourage organisations to play their part in

- reducing the number of work related deaths, injuries and illness
- put Health and Safety at the heart of what they do, taking a common sense approach to health and safety
- committing to debunking myths that trivialise Health and Safety
- Recognise the importance of Health and Safety in difficult economic times
- Pledge to work with the Health and Safety Executive and BE part of the solution

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

- Slips trips and falls
- Manual Handling
- Violence and Aggression
- Lone Working
- Violence and Aggression
- Transport and Road Risk
- Working at heights
- Work related ill health including work related stress

To ensure that all risks 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. As highlighted in last years annual report the Authority signed up to the Health and Safety Executives '*Sensible Health and Safety*' campaign and revamped the risk assessment pro-forma to focus on '*Risk aware*' not '*Risk averse*' which Manager are now using with their teams when reviewing or developing new risk assessments for their work activities

The Council's Services are often delivered via partnership arrangements which include 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 January to December rather than a financial year and presented quarterly to the Corporate Health Safety and Welfare Committee.**

### **Summary of Accidents/incidents January 2009 to December 2009**

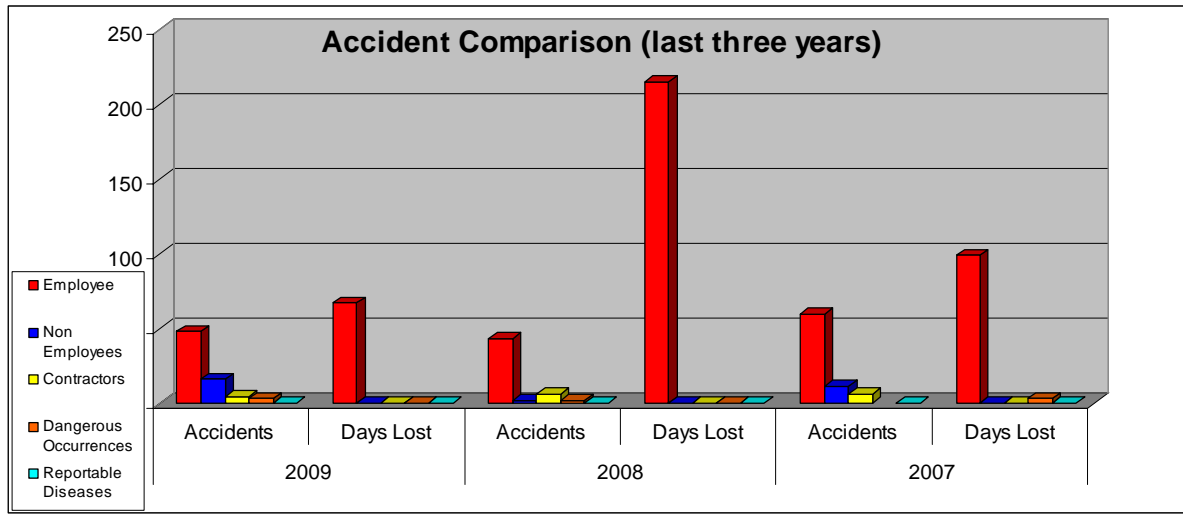
- There were 48 reported accidents to employees (*slight increase form the 43 in 2008*)
- Three dangerous occurrences reported during 2009 One incident accounted for two members of staff who were exposed to an unidentified vapour when collecting fly tipping. The third incident involved a small fire in a microwave oven which was successfully extinguished.
- There were 9 reportable accidents to the Health and Safety Executive under RIDDOR in the over 3 day category. There is no over all to trend to the accidents reported to the HSE, 2 accidents were caused by slipping over in the ice, 1 from tripping over a door tread, 1 member of staff was hit on the head when a refuse bin fell from the lifting gear, 1 member of staff was hit in the eye by a 'bungey' cord as they unload green waste from their vehicle, a member of staff suffered a cut to their hand from a sharp protruding object in a refuse sack and the remaining injuries related to a strain to the shoulder, a strain to the knee and a twisted ankle from the member of staff catching their foot in a hole.

No reportable Major injuries during 2009.

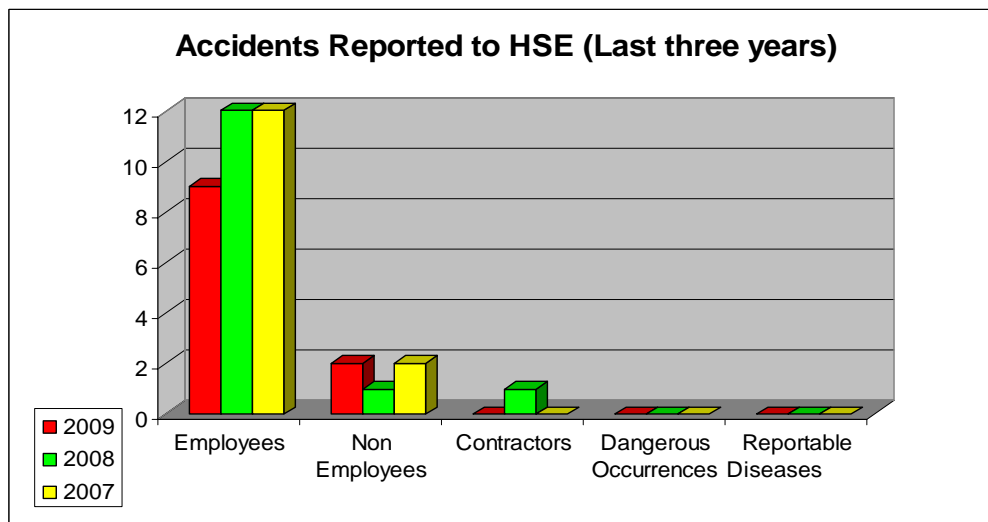
- Staff reported 4 Verbal/Physical Abuse incidents
- Employees Lost Days accounted to 67 (*which is a sharp decrease from the 215.5 lost days in 2008*)

Below are three charts that provide a comparison of the total number of reported accidents to employees and days lost from January – December 2007 to 2009.

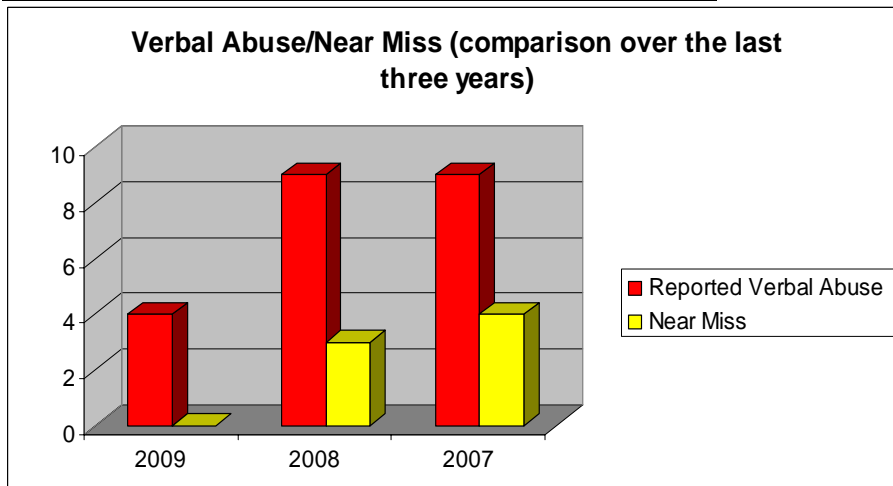
**Comparison of Accident Statistic over the last three years**



**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**



The Corporate Health and Safety Committee were tasked with developing additional performance indicators rather than relying on accident statistics to demonstrate the Authorities Health and Safety Performance to represent a more holistic view of the council's approach to Health and Safety. Accident statistics are reported quarterly to each meeting and on as annual statistics as highlighted in the graphs above.

Highlighted below are the additional performance indicators that were reported to the Corporate Health Safety and Welfare Committee for the financial year April 2009 to March 2010.

***Please note Q4 is January to March 2010 accident graphs show accident and incidents on a calendar year January to December 2009***

<b>Performance Indicator 2009/10 (April to March)</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4 January to March 2010</b>
Top Category of cause of Accident	<b>Slip/Trip Falls</b>	<b>Wasp sting</b>	<b>Bruises to Body</b>	<b>Slip/Trip Fall</b>
Number of Health and Safety Inspections,/Tours/Fire Risk Assessments/audits	<b>9</b>	<b>4</b>	<b>9</b>	<b>12</b>
Lost time (days) due to accidents	<b>9</b>	<b>11</b>	<b>10</b>	<b>58</b>
Cost to the authority in lost time per quarter (Ave £40 per Day)	<b>£360</b>	<b>£440</b>	<b>£400</b>	<b>£2320</b>
Health and Safety Training				
<b>Fire Safety training</b>	<b>2 courses</b>	<b>17 staff</b>	<b>39 staff</b>	<b>23 staff</b>
<b>First Aid training</b>	<b>4 staff</b>	<b>9 staff</b>	<b>8 staff</b>	<b>6 staff</b>

## Benchmarking

Benchmarking is undertaken with the East of England Regional Safety Advisors Group. The benchmarking questions are annually reviewed to look for measures that reflect the development of a pro-active safety culture. The Regional Safety Advisors Group have been trying to identify 'meaningful' data for comparison and the 2009 questionnaire requested Authorities to identify the top 5 risks, RIDDOR incidents, liability claims and sickness absence as set out in the table below. *(Not each Authority sent in complete data)*

Local Authority	Top 5 Risks	Top 5 RIDDOR	Top 5 Liability Claims	Top 5 Sickness Absence
Baburgh	Manual Handling Slips & Trips Violence to Staff Lone Working			
Basildon	Manual Handling Slips & Trips Violence to Staff Road Risk			
Braintree	Manual Handling Slips & Trips Violence to Staff Hit by moving objects Personal Safety	Hit by moving or fixed object Slips trips & falls Manual Handling Bruises to body	Back Injury Hit by refuse bins Cuts from sharp items in refuse sacks Musculoskeletal Disorders	Knee Problems Headaches Stomach ailments Winter Vomiting Colds/Flu
Breckland	Manual handling Slips & Trips Stress Personal Safety	Slips trips & falls Manual Handling Stress Violence to staff	Stress Manual Handling Slips trips & falls	Stress Problems with joints & bones Stomach ailments
Castle Point	Violence to Staff Hit by objects Slips & Trips Hit by Objects			
Chelmsford	Violence to Staff Road Risk HAV & Noise Musculoskeletal Disorders	Manual Handling Assault Musculoskeletal Disorders	Assault Stress Manual Handling machinery	Physical assault Manual handling Slip trips & falls Hit by moving object
Colchester	Slips & Trips Manual Handling Injuries linked to Leisure Complex	Slip trips & falls Hit by Fixed/moving object	Vehicle Incidents Slip trips & falls	Musculoskeletal Disorders Mental health Stomach ailments
St Edmundsbury	Road Risk Slips & trips Manual Handling Injuries linked to Leisure Complex	Slip trips & falls Manual Handling Bumps/bruises to body	Manual Handling	Stomach ailments Colds/Flu MSD Headache Stress
Maldon	Violence to Staff Slips & Trips Stress Lone Working Musculoskeletal Disorders			

## 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 including Defibrillator Training PEEPS and Fire Marshall training
- First Aid 3 day course for nominated First Aiders. First Aid Refresher and awareness course. Defibrillator training and First Aid Awareness for travelling officers.
- How to develop a Fire Risk Assessment
- Water Safety Training with Essex Fire & Rescue
- RoSPA Playground Inspection and Maintenance
- Crowded Places counter terrorism training with Essex Police
- PA1 and PAG Pesticides training
- Managing Stress
- Chain Saw training
- Abrasive Wheels training
- Street Works Accreditation and STOP/GO training
- Manual Handling Awareness
- Conflict Management

## 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.

- HSE visit to Waste Management from October 2009 to March 2010, peer review undertaken and action plan developed
- COSHH assessments in Waste and Street Scene to be reviewed and updated.
- A clean up of the workshop resulted in disposal of a quantity of waste oils and liquids

- Workstation reviews have highlighted re-arrangement of furniture, purchase of new chairs improved posture for staff and task lighting has improved individual lighting of workstations.
- Essex Fire and Rescue Service highlighted that Communication between the Community Hall tenants and BDC was lacking on Fire arrangements. Regular tenants meetings have been put in place to discuss fire arrangements.
- Reduction in Environmental Health's filing system has reduced risks relating to manual handling.
- To comply with The Control of Vibration at Work regulations 2005 the Corporate Health and Safety Budget has been used to access and monitor equipment in Street Scene Horticulture and this year HAV Health Surveillance Medicals were undertaken for staff in the Service using hand held vibration equipment. The medicals were undertaken by Medicals Direct no member of staff had developed HAV.
- A new reception desk at the Museum shop was part funded by the Corporate Health and Safety Budget to assist a member of staff who had been suffering from severe shoulder pains resulting from the unsuitable workstation. the new reception desk incorporated the VDU Workstation and area for working on paperwork whilst complying to the Disability Discrimination Act.



- A suitable ramp was part funded by the Corporate Health and Safety Budget at Cordon's Farm Waste Transfer Site to assist access for a member of staff to ensure that they can remain at work although they have a medical condition which restricts their mobility.

## Cordons Farm Ramp



## **Future Key Priorities identified by Services**

- Relocation of the Office and workshop and Millennium Tower will have a significant effect on the working environment for staff.
- Consolidation of the recycling facilities and waste transfer at Cordons Farm
- During the refurbishment of Causeway House high priority will be required to be given to Health and Safety to ensure a safe working environment during the works and development of a safe and comfortable work environment on completion of the refurbishment.
- Ensure that Health and Safety considerations are given a high priority during the transfer of the Community Halls to the community.
- Ensure that all essential Health and Safety documentation is available electronically for Cultural Services.

## Corporate Key issues 2010-2011

- Develop a Health and Safety checklist to monitor the working environment during the refurbishment of Causeway to ensure a safe place of work is maintained for staff and visitors to Causeway House.
- Develop a Waste Management Health and Safety programme to respond to the Health and Safety Executives report (when received) consulting with the Cabinet Member for Waste.
- Promote and market the Service and training programmes to both in-house and external customers using a variety of medias including the intranet, e-learning programmes and on-site visits.
- Develop e-learning Health and Safety training programmes with Organisational Development and learning.
- Continue to develop with members of the Corporate Health Safety and Welfare Committee the Health and Safety Business Calendar introduced in 2009 which highlights activities Heads of Services and Mangers should be undertaking each month to improve their health and safety performance. (the calendar can be viewed on iconnect Health and Safety page)
- Working in partnership with Uttlesford District Council arrange IOSH Managing Safely Courses for staff.