

Annual Health and Safety Report April 2007 to March 2008

Agenda Item 9b

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Background Papers: Services Annual Health & Safety Reports April 2007 – March 2007. Corporate Accident Statistics January to December 2007
Financial Implications: None
Equalities Implications: None
Legal Implications: None
Options: None
Risks: Failure to comply with Health & 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 report provides an annual review of the Health and Safety performance of the Authority and identifies future priorities to promote a positive safety culture.

Excellent progress has been made to pro-actively implement the Regulatory Reform (Fire Safety) Order 2005. Since September 2007, 28 Fire Risk Assessments have been completed, communication to staff and clients has improved using Fire notice boards, *iconnect*.

Introducing additional fire training courses and awareness on fire safety for staff and partners.

Management Board and Heads of Service require 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 Corporate Health and Safety budget is an asset to the organisation showing commitment from Management Board to providing a pro-active safety culture. Managed by members of the Corporate Health Safety and Welfare Committee it is used to provide Corporate Health and Safety training, purchase of specific items of equipment to improve the working environment and HSE guidance books and leaflets for Services Health and Safety Liaison Officers.

DECISION

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

Annual Corporate Health and Safety Report April 2007 to March 2008

Details

A Corporate Health and Safety report is developed to assess the performance of the authority, identify future priorities to monitor and improve the authorities health and safety performance and highlight areas of good practice within the authority.

The report addresses 6 key Health and Safety topics looking at Corporate and Services Health and Safety performance and safety culture.

- **progress on Health and Safety issues identified in the previous report**
- **corporate accidents**
- **audits and inspections**
- **training in Health and Safety**
- **corporate budget**
- **future priorities**

The Report is attached as Appendix1.

Corporate Health and Safety Report

April 2007 – March 2008

1. Introduction

The Corporate Health Safety and Welfare Committee meets quarterly to provide effective consultation between Management and appointed Union representatives on Health and Safety issues. An action plan is developed from each meeting to enable pro-active monitoring of issues. A Senior Manager chairs the Committee and the Vice-Chair is nominated from the appointed Union Representatives. Minutes of the meeting are taken to Management Board and Joint Consultative Group for information and discussion. If issues cannot be resolved by the members of the Health and Safety Committee the issue will be discussed at Management Board and Joint Consultative Group.

At the June meeting of the Corporate Health Safety and Welfare Committee Services present their annual Health and Safety reports. The reports include information on Accidents, Workplace Inspections, Health and Safety training, and future priorities. The annual report of the Council's Health and Safety Performance highlights issues outlined in Services Annual Health and Safety Reports in addition to Corporate Accidents and spending on the Corporate Health and Safety Budget.

2. Progress on Corporate Issues Identified in the 2006/2007 Report

- Pro-actively implement the Regulatory Reform (Fire Safety) Order 2005
Since September 2007 the Health and Safety Service became responsible for co-ordinating the implementation of the RRFO and raising awareness within BDC. In-house training courses have been developed for Fire Marshals, Responsible Persons and Personal Emergency Evacuation Plans. Fire information boards have been erected around Causeway house and leaflets are available for staff and members of the public.

- Management Board to Ensure Directors/Heads of Service with their Senior Managers complete a Health and Safety Annual plan and incorporate the information into their Business and Service Plans. There has been limited success with the implementation of this target due to the re-structure of the organisation. The new Organisational structure identifies Heads of Service who will develop their Business Plans and incorporate Health and Safety into their plans.

- Management Board to implement recommendations from the Barrow-in-Furness investigation and HSC/Institute of Directors guidance on

Leadership of Health and Safety to promote a positive Health and Safety Culture. A position statement was taken to Management Board in July 2007 to enable Management Board to assess their leadership of Health and Safety and areas for improvement based on the guidance.

Management Board to promote Health and Safety Training with Senior Managers. Particular attention to the requirement for Senior Managers to acknowledge their roles and responsibilities within BDC's health and safety structure and the requirement to attend Health and Safety Training provided by the Authority. A briefing note on the Corporate Manslaughter and Corporate Homicide Act 2007 was sent to Senior Managers and posted on the Health and Safety iconnect page. A seminar on managers responsibilities under the new Act has been arranged for Managers on the 23 June 2008. The pro-forma for Services Organisation and Arrangements for Health and Safety has been reviewed and heads of Service are required to complete and post on the Health and Safety iconnect page.

3. Corporate Accidents January 2007 to December 2008

Accident Statistics are collated on a calendar year rather than a Financial year. Accidents, Injuries, dangerous occurrences, near misses and verbal/physical abuse to employees, third parties and contractors are reported on a quarterly basis to Corporate Health Safety and Welfare Committee.

Attached as appendix A are:

- A comparison of the total number of reported accidents and employees days lost from January – December 2005 to 2007
- Total number of accidents by Services. January 2007 to December 2007
- Accidents by Cause January 2006 to December 2006

Summary of accidents/incidents January 2006 to December 2006

- There were 60 reported accidents to employees from January to December 2007
11 to non-employees and 6 to Contractors.
- Lost days to employees 99 increase from 94.5 in 2006.
- There were 12 reportable accidents to the Health and Safety Executive under RIDDOR 1995 in the over 3 day category. Two reportable accidents to non employees.
- No reportable Major injuries during 2007.

4. Audits and Inspections

- The Health and Safety Manager carried out 8 formal inspections of BDC workplaces including, Cultural Services, Community Halls, and Cemeteries.
- A report is issued to the Head of Service/ Senior Manager, Service Unit Manager and Union Safety Representative for action and information. Items highlighted related to lack of good housekeeping, safe storage of equipment, personal safety issues, implementation of a suitable programme for portable appliance testing and maintenance issues relating to the buildings. Regular updating of Risk and COSHH assessments must be implemented by Managers, ensuring that effective communication of the outcomes of both assessments are discussed with staff. The standard Health and Safety agenda item on Team Meetings is an excellent vehicle for updating and discussing assessments with staff.
- Services also undertake inspections of their work areas and in addition to the above issues raised the following selected items have been highlighted by Services:-
 - Updating COSHH assessments and monitoring has resulted in the purchase of new protective clothing to ensure the correct protection for staff.
 - Offices moves throughout the year have required re-assessment of workstations to comply to the Health and Safety (Display Screen) Equipment Regulations 1996 as amended 2002. New Equipment has been purchased as required to provide comfortable workstations for staff. Chairs, gel-mats, improved task lighting and VDU stands.
 - The working environment within Causeway House has been highlighted by several services as uncomfortable particularly during periods of 'hot' weather. Air conditioning units have been provided in Committee Rooms 3 and 4 to enable the rooms to be used as 'cool' areas during periods of hot weather as defined by the NHS Heatwave Plan.
 - RCD's have been fitted to drink machines after the fire at Causeway house in September.
 - Paladin bin replacement programme completed replacing paladins with the More stable Eurobins. This should improve manual handling and reduce potential accidents in Waste Management Services.
 - Upgraded the external and internal lighting at the MRF, Lakes Road
 - Purchased new high-visibility clothing red/orange stripes to work on 30mph speed limit roads
 - LCD lighting installed on some vehicles that drive on 'A' roads to link into the lights used on vehicles by Essex County Council
 - Improvements to the Museum shop to improve lighting and layout
 - Improved storage and general housekeeping at the Museum and Town Hall Centre
 - Workstations have been updated within the Town hall Centre with the provision of new desks and chairs.

5. Health and Safety Training: In-service course from 01.04.07 to 31.03.08

Course	Attendees
Competent Person Training under the Regulatory Reform (Fire Safety) Order 2005	24
Fire Marshal Training	67
Responsible Persons training under the Regulatory Reform (Fire Safety) Order 2005	10
Personal Emergency Evacuation Plans for Managers	16
CDM Presentation	18
Ladder Awareness	7
Awareness training for staff on the Regulatory Reform (Fire Safety) Order 2005	15
Legionella Awareness	4
Bio Hazard and Body Fluid and Needle Stick	6
TOTAL DELEGATES	
Services Health and Safety Training	
Safe Operation of Continental TDM bin Lifting Equipment	9
Engine Diagnostics	3
Safe Management of Healthcare Waste Workshop	1
Manual Handling, introductory and refresher	43
Risk Management	2
Agricultural Large tractor	4
CITB/.JCB telescopic and forklift licences renewed	
Total Delegates	229

6. Corporate Budget

It was agreed by Management Board that an annual Corporate Health and Safety Budget of £30,000 would be identified. An under spend on the annual budget is carried over to the next Financial year. The Health Safety and Emergency Manger holds the budget on behalf of Members of the Corporate Health Safety and Welfare Committee. Requests for monies from the budget are taken to the Committee for approval. A procedure has been developed that between meetings the Chair and Vice-Chair can approve spending on the budget.

During the Financial year April 2007 to March 2008, £19,621 of the budget was spent on improving the Health and Safety Culture of the Organisation by:-

- Providing Health and Safety training (see point 4)
- Purchasing equipment to comply with the Health and Safety (Display Screen Equipment) Regulations 1992, ergonomic mouse, keyboards, mats, Chairs.
- Contribution towards the purchase of a new tourist Information Reception Desk the Town Hall Centre.
- Annual Legionella Risk Assessments to comply to the Code Of Practice on Legionella for the Public toilets and Great Yeldham Street Scene Depot.
- Replenishing of Bio-hazard kits
- Purchase of pillows, blankets and equipment for the First Aid Rooms at Causeway House and Millennium Tower

July 2008

- Purchase of an Air Conditioning Unit for Meeting Room 4 to provide a Cool working area for staff during hot weather. This is in addition to the unit purchased for Meeting Room 3.
- Purchase of window blinds for the office at the Museum.
- Hand wash sink and extractor fans for the new Graphics Office.
- Stair Climbing truck to assist with the delivery of post at Millennium Tower
- Purchase of Door Guards for Fire Doors at Causeway House and Millennium Tower.
- Purchase of HSE Booklets and guidance notes for Health and Safety liaison Officers

7. Future Priorities

Corporate Key issues for 2008/09:-

- Continue to implement the statutory provisions of the Regulatory Reform Fire Order 2005
- Promote awareness of the Corporate Manslaughter and Corporate Homicide Act 2007 via training and briefing notes for Managers.
- Introduction of Defibrillators and training to Causeway House and Millennium Tower First Aid Rooms.
- In-house First Aid Training to be developed including on-going refresher training for use of defibrillators
- Incorporating the H&S Management System into the Leadership Shaping up for Excellence programme via the promotion of the integration of Health and Safety targets into the business cycle
- Continue to develop the Health and Safety web page and notice boards as vehicles for communication
- The implementation of the new BDC organisational structure will require Directors/Heads of Service to review their Services Statement on 'Health and Safety Policy Organisation and Arrangements' and post on the Health and Safety page of iconnect.

Future Key issues for Services 2008/09

The following are a selection of key issues highlighted by Services in their annual Health and Safety report.

- Annual target for Services to reduce lost day accidents by 5%
- Introduction of interactive Safety Programmes working on Street Scene and Waste Related Safety issues including DVD toolbox talks on undertaking driver vehicle safety checks, working at heights.
- In depth operational manual for operational staff in Waste and Street Scene to link into the Corporate Health and Safety Policy booklet.
- Improvements to the Lakes Road vehicle car park.

July 2008

- Continue to encourage LGV driver training for agency drivers.
- Investigating the purchase of Hand Arm Vibration Meters for Street Scene and Waste with the Health Safety and Emergency Manager.
- General Office review of Development control to accommodate 3 area teams enforcement and administration which may incur the purchase of new desks and chairs to provide a comfortable workstation.
- Capital bid to undertake a work on the Town Hall in relation to fixed electrical wiring, repainting of railings and car park gates and repairs to windows, roof and cleaning of exterior stone work
- Review Lone Working procedures, Risk and COSHH assessments within Cultural Services
- Undertake corrective actions identified by annual Legionella monitoring programme throughout all Services in BDC.
- Risk and COSHH assessments require to updated by all Services on an annual programme
- Programme for the testing of electrical portable appliance to be implemented for all Services.

Summary

Services Annual Health and Safety Reports indicate that a pro-active Health and Safety approach is being incorporated into their work activities. A pro-active approach to Health and Safety training, provision of protective clothing and equipment is demonstrated by Services. Monitoring health and safety performance and record keeping requires more development in some services.

The number of reported accidents to employees have decreased from 2006 by 39 but working days lost due to an accident slightly increased by 5 days but this is an improvement on the 29 days lost in 2005.

An area for improvement for 2008/09 will be for Heads of Service to demonstrate a greater commitment to Health and Safety within their Services, nominating their Health and Safety Liaison Officer and attending corporate Health and Safety Management training with specific reference to Corporate Manslaughter.

Kathy Brown

Health & Safety Emergency Manager

COMPARISON OF TOTAL NUMBER OF REPORTED ACCIDENTS AND EMPLOYEE'S DAYS LOST 2005 - 2007

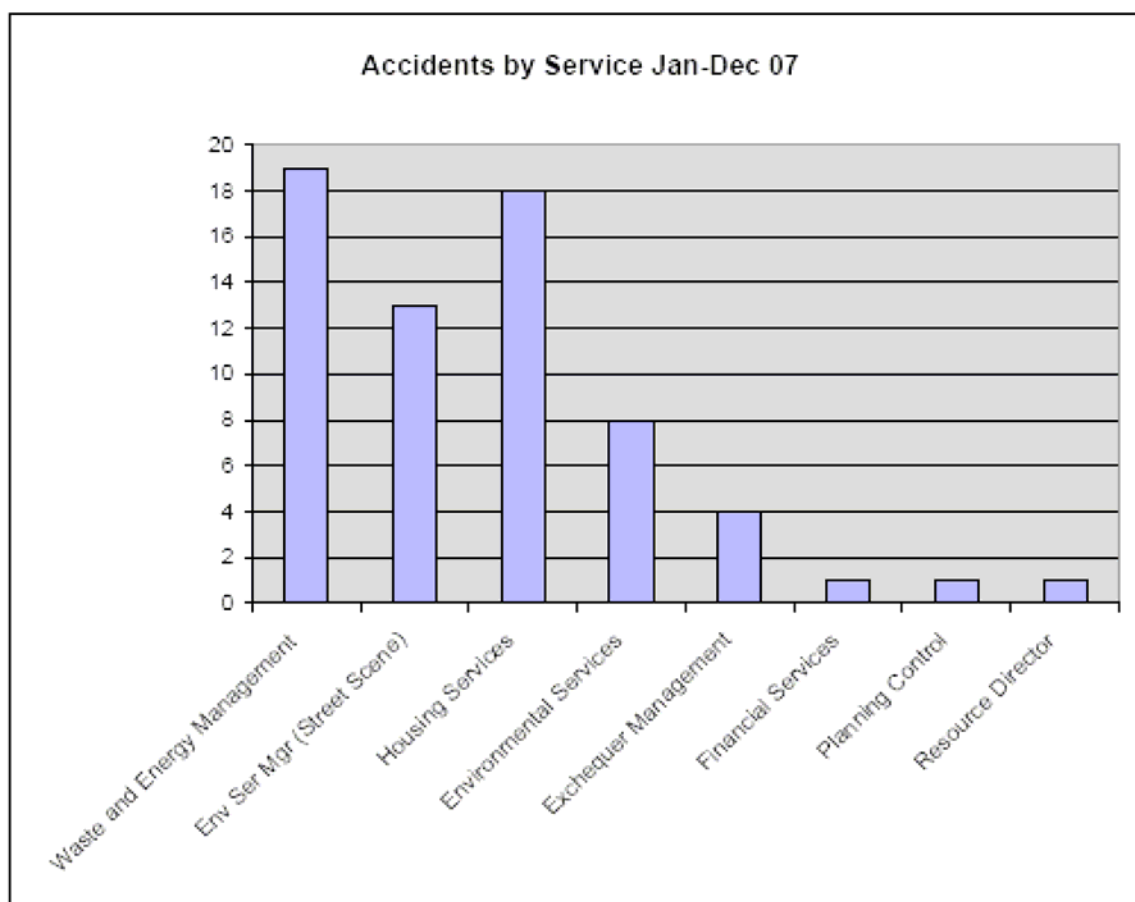
	<u>January – December 2007</u>		<u>January – December 2006</u>		<u>January – December 2005</u>	
	<u>Accidents</u>	<u>Days Lost</u>	<u>Accidents</u>	<u>Days Lost</u>	<u>Accidents</u>	<u>Days Lost</u>
Employee	60	99	79	94.5	76	128
Non Employees	11	-	9	-	8	-
Contractors	6	-	6	-	5	-
Dangerous Occurrences	3	-	0	-	0	-
Reportable Diseases	0	-	0	-	1	-
TOTAL	80	99	94	94.5	90	128

	<u>January – December 2007</u>		<u>January – December 2006</u>		<u>January – December 2005</u>	
	<u>Accidents</u>	<u>Accidents</u>	<u>Accidents</u>	<u>Accidents</u>	<u>Accidents</u>	<u>Accidents</u>
Reported to the HSE						
Employees	12	8	12	12	12	12
Non Employees	2	1	0	0	0	0
Contractors	0	0	0	0	0	0
Dangerous Occurrences	0	0	0	0	0	0
Reportable Diseases	0	0	0	0	0	0
TOTAL	14	9	12	12	12	12

	<u>January – December 2007</u>	<u>January – December 2006</u>	<u>January – December 2005</u>
Reported Verbal Abuse	9	9	10
Near Miss	3	4	3

APPENDIX A

Waste and Energy Management	19
Env Ser Mgr (Street Scene)	13
Housing Services	18
Environmental Services	8
Exchequer Management	4
Financial Services	1
Planning Control	1
Resource Director	1



Hit by a moving flying or falling object	9
Slipped tripped or fell on the same level	15
Another kind of accident	19
Hit by something fixed or stationary	5
Injured while handling lifting or carrying	8
Fall from a height (see next field)	6
Near Miss	2
Injured by an animal	2
Exposed to fire	1
Contact with moving machinery or material	1

