

REPORT TO GOVERNANCE AND AUDIT COMMITTEE

REPORT OF: Green, Healthy and Arts Portfolio Holder

REPORT NO: ENV572

DATE: 25 September 2012

TITLE:	Corporate Health and Safety Annual Report	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr John Smith – Green, Healthy and Arts Portfolio Holder	
CONTACT OFFICER:	David Price Environmental Health Services Manager Helen Kettle Corp. Health and Safety Advisor	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATIONS

- 1.1 That the content of the Corporate Health and Safety Annual Report be noted.

2. PURPOSE OF THE REPORT

- 2.1 To provide the Governance and Audit Committee with an overview of the council's performance in respect of health and safety during the period April 2011 to March 2012, and to set out the plan for 2012-13.

3. DETAILS OF REPORT

- 3.1 The report confirms the policies and procedures in place as well as reviews and revisions that are planned.
- 3.2 A comprehensive section on training outlines formal training carried out during the period and that *e learning* is also being used. A close working relationship with the learning and development adviser in HR is also stated are given and a significant reduction of 25 from the previous total of 109 (2010-11) to 84 is confirmed.
- 3.3 The figures for reports made under Reporting of Injuries , Diseases and Dangerous Occurrences (RIDDOR) are provided and these confirm a slight increase, however it is noted that the criteria for notification under these regulations has now changed and a significant reduction is anticipated next year.
- 3.4 Accidents notified at the leisure centres are greatly reduced from 682 (2010-11) to 560.
- 3.5 A review of the action plan is stated and this confirms the completion of the majority of proposed actions, as well as involvement in other unplanned areas of activity such as the Olympic Torch run etc.
- 3.6 An advisory audit was carried out in the period with a focus on asbestos, lone working and fire safety in specific services .This audit confirmed positive findings.
- 3.7 A forward plan is shown together with identified leads and start and completion dates. In particular, health and safety performance and culture will be placed at the heart of the council's operating culture. Best practice will be sought from other organisations, and various tools evaluated to enable this. Appropriate performance measures will be adopted. This process will dovetail with and help to embed better management of health and safety issues within the council's ongoing corporate initiatives such as *Unlocking our Potential*.
- ## **4. OTHER OPTIONS CONSIDERED**
- 4.1 The achievement of good health and safety standards is a key part of a well run council and reduces the risk of injury and illness arising from council activity as well as minimising the risk of legal action against the council.

5. RESOURCE IMPLICATIONS

- 5.1 This will be dependent on systems adopted for the cultural change project but is not thought to be significant. There is already budget available to enable the employment of the interim health and safety advisor for approximately 3 months after the safety advisor returns from maternity leave thus providing additional capacity for this important area of development . Better health and safety will reduce costs such as insurance claims.

6. RISK AND MITIGATION

- 6.1 Risk has been considered as part of this report and any specific high risks are included in the table below:

Category Risk	Action / Controls

7. ISSUES ARISING FROM IMPACT ANALYSIS

- 7.1 Not applicable

8. CRIME AND DISORDER IMPLICATIONS

- 8.1 Not applicable

9. COMMENTS OF FINANCIAL SERVICES

- 9.1 Members are reminded that the terms of reference for the Governance and Audit Committee include the responsibility to review the annual report and the effectiveness of the Council's health and safety arrangements. Risk management and health and safety are closely aligned and preventative actions and control measures should be regularly reviewed to ensure arrangements are operating effectively.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 The report is for note and feedback. The Committee have been given delegated authority by Council to review the report and consider the effectiveness of the Council's health and safety arrangements. From the information in this report and the Corporate Health and Safety Annual report attached the Committee should be able to determine whether or not those arrangements in place are effective.

11. COMMENTS OF OTHER RELEVANT SERVICES

- 11.1 Not applicable.

12. APPENDICES:

- 12.1 Appendix 1 - Annual Corporate Health & Safety Report 2012



CORPORATE HEALTH AND SAFETY ANNUAL REPORT

1 April 2011 to 31 March 2012

Contents

1. Introduction

2. Policies and Procedures

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4. Accident/Incident Recording and Reporting

5. Progress Towards Achieving Health & Safety Goals

6. Forward Plan 2012/13 and performance measures

7. Conclusion

1. INTRODUCTION

This annual report summarises South Kesteven District Council's corporate health and safety performance during the year 1 April 2011 to 31 March 2012. The purpose of the report is to:

- Provide an update regarding the performance of the council in the management of health and safety.
- Highlight corporate health and safety areas for additional focus to drive further improvement.

2. POLICIES AND PROCEDURES

In line with its health and safety duties and responsibilities the council holds a number of policies, procedures and guidelines to support effective health and safety management. These are as follows:

Existing

- Health & Safety Policy – revised June 2011
- Risk Assessment Manual & Procedure – matrix and form revised December 2011
- Unacceptable Behaviour Policy – revised January 2012
- Lone Worker Operational Procedure – March 2011
- Asbestos Management Policy – revised July 2010

New

- Contractor Health & Safety Managers Guidance & Evaluation Procedure – June 2011
- Corporate Fire Safety Policy – July 2012 (Operational procedures already in place)

Pending / Under Review

- Risk Assessment Manual – 2008 - under review. (individual risk assessments have continued to be reviewed and revised)
- Emergency Procedure (Bomb Threat / Suspicious Delivery) – June 2004 – to be revised.
- Hypodermic Needles/Blood Borne Viruses Employee Guidance – Jan 2001 – to be revised.

The policies and procedures help to ensure robust and proactive measures are in place to support and protect both staff and where appropriate those who may be affected by the business of the Council. They also assist in ensuring that service managers and employees are aware of their role in health and safety. The policies and procedures are further supported, where appropriate, by service specific arrangements and documentation, also training. Policies, procedures and guidelines are reviewed every 2 years or as deemed necessary through legislative changes with revisions made where appropriate.

3. TRAINING

Health and safety training needs are identified under policies and procedures, following health and safety audit and/or through other processes such as PDR, 121s. The corporate health and safety adviser assists with the appropriate development and presentation of such training in order to provide consistency and

compliance with the duties and legal responsibilities. A recent development has been the use of e. learning for subjects such as display screen equipment and fire safety. This has proved popular with staff and is convenient for those with computer access. A further benefit is easy identification of those who have received training. This e learning supplements an extensive more traditional training programme.

A training programme has been produced which is linked to the corporate health and safety action plan and corporate training budget. The following health and safety and related training was delivered between 1 April 2011 and 31 March 2012.

Training	Provider	No. of attendees
IOSH Managing Safely – mandatory for Service Managers and where appropriate Team Leaders	Jardine Lloyd	12
Health & Safety for Employees – mandatory induction for all levels of employees	Corporate H&S Adviser	27
Workstation Safety Plus – e-learning & assessment programme – mandatory for all Display Screen Equipment (DSE) users	Corporate H&S / Cardinus	429
Workstation Safety Plus – administrator training – mandatory provision for all service areas	Corporate H&S / Cardinus	49
Fire Safety Plus for all Staff e-learning package	Corporate H&S / Cardinus	353
Evac Chair – Train the Trainer – enabling in house roll out to key staff in the location of the evacuation chairs	Evac Chair	4
Construction Skills Certification Skills (CSCS) – Health & Safety Training for works operatives	Corporate H&S	32
Safety Pass Alliance (SPA) - Passport to Safety – works and property officers	Browns Health & Safety	32
Health & Safety for Market Operatives	Corporate H&S	22
Health & Safety Awareness for Councillors	Corporate H&S	22
Accident Investigation & Reporting Workshop – Waste & Recycling manager & supervisors	Corporate H&S	4
Conflict Management & Lone Worker – identified through the Lone Worker Operational Procedure	Greenfield PST	36
Work with Non Licensed Asbestos – specific to works operatives and project officers	Jason Borley – Global Environmental Consultancy Ltd	9

Training	Provider	No. of attendees
First Aid at Work Certificate – either to fulfil site or job role needs	British Red Cross	3
First Aid – refresher training to maintain the first aid at work certificate		3

The following training is available on a needs basis:

- Drugs & Drug Paraphernalia Awareness
- Alcohol Awareness
- Asbestos Awareness Management

Corporate health and safety works closely with the learning and development adviser in HR&OD to develop and maintain a comprehensive health and safety and wellbeing programme of training. The training web pages on the intranet will be developed further to ensure that service managers and employees have access to corporate training courses.

The training programme is also supported by significant on the job and job specific training within service areas and in particular where training needs are identified as part of the risk assessment process.

4. ACCIDENT/INCIDENT RECORDING AND REPORTING

All service areas hold an accident book and service managers are required to investigate record and report accidents in accordance with the council's Accident Investigation and Reporting Procedure. Copies of all accident reports are provided to the corporate health & safety adviser and recorded.

The following table gives a numerical breakdown of completed accident report forms received. These figures include staff and the public but do not include numbers for the leisure centres.

	2010/11	2011/2012
Waste & Recycling	25	14
Works Team	14	15
Art Centres	20	26
All Other service areas	50	29
Total	109	84

Matters of note from the table:

Waste & Recycling indicates there has been a decrease in the numbers of accidents reported. Sixty-three percent of these accidents (which did not cause injuries) were connected with driving. This accident category is new for 2011 so there are no previous figures for comparison.

Waste and Recycling have recently updated the near miss accident/incident reporting procedure. As a result, it is anticipated that the number of reports from this service area will increase due to the inclusion of near miss reports

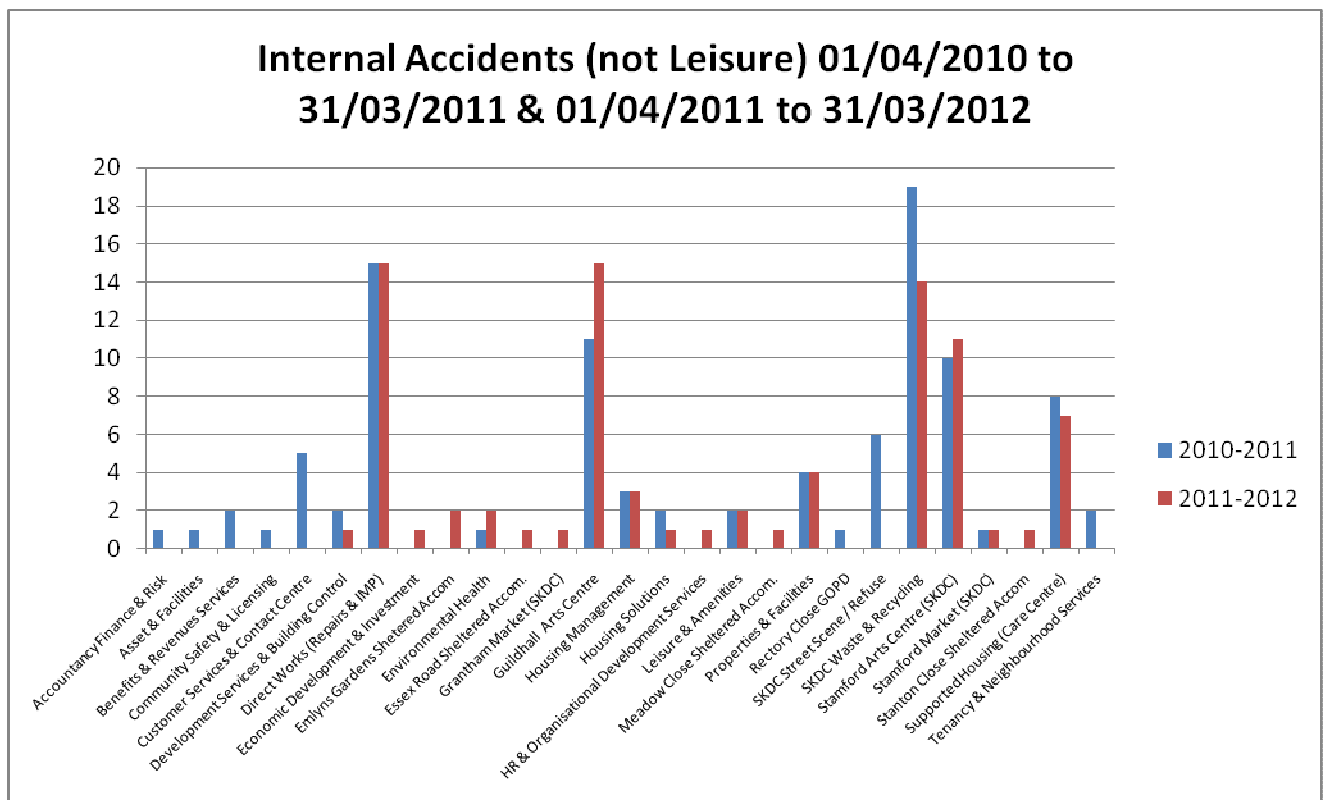
Works Team (Property & Facilities) confirms very similar numbers to the previous year. Most reports this year relate to manual handling leading to musculoskeletal issues. Focus within the Works Team during 2011/12 was around asbestos and work at height and the team have been working to further develop and review their risk assessments and associated safe systems of work. The provision of specific refresher manual handling training is planned for 2012/13.

Art Centres have shown a small increase in numbers reported with the majority of these involving slips and trips to members of the public. The art centres have wide and varied activities and visitor types including children’s events. None of the accident reports involving members of the public required reporting to HSE under the RIDDOR requirements. During 2011/12 there was a combined throughput of approximately 800,000 public for the Guildhall and Stamford Art Centres. When considering the throughput and activities against the number of accident reports this is an extremely low percentage.

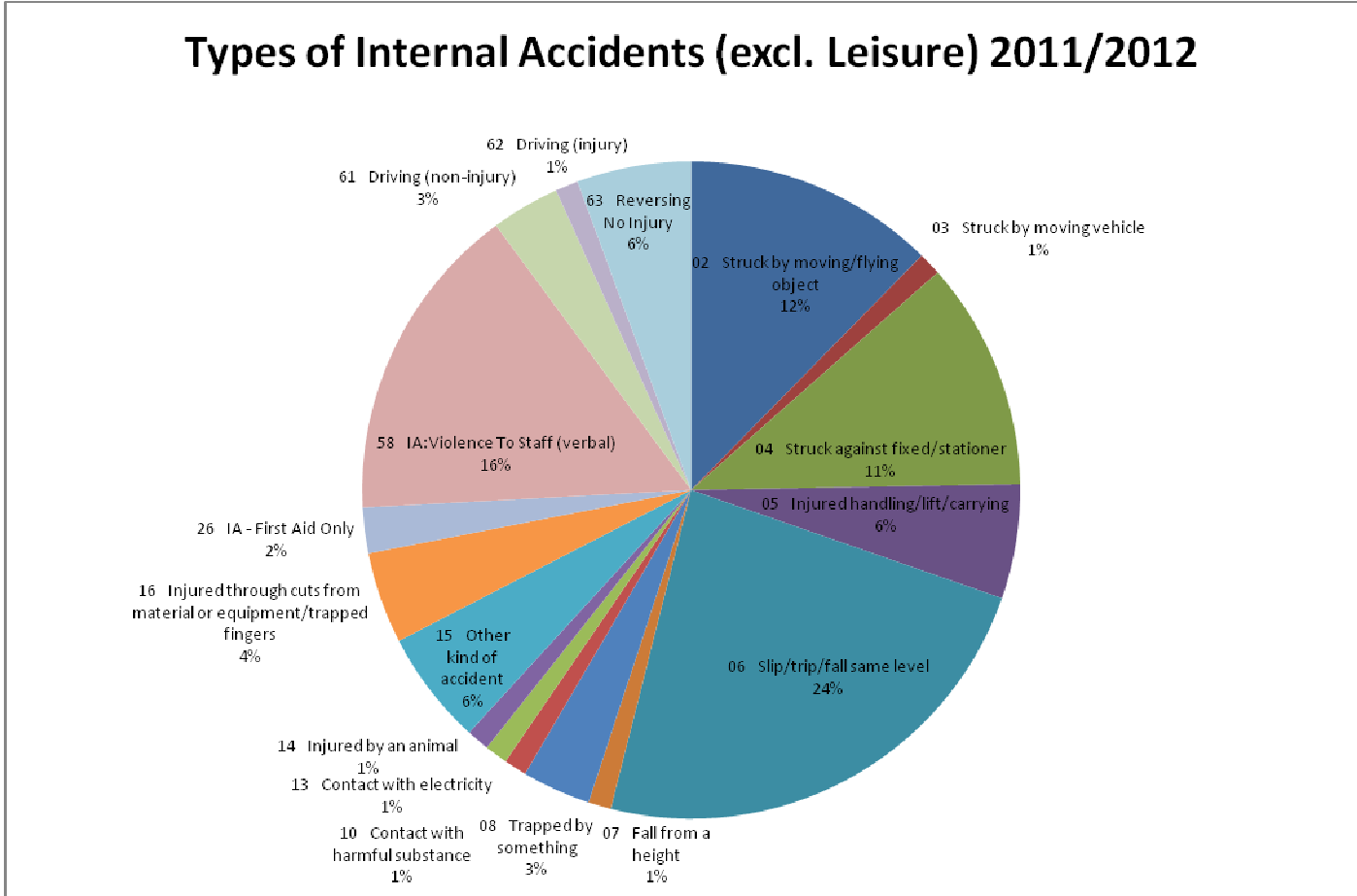
This will be an area of focus for 2012/13 identifying any further measures that can be taken in the public areas to reduce slips and trips.

Some areas of council activity are intrinsically of a higher risk nature due to the work carried out. We are working closely with these areas to drive further improvement in health and safety performance. To assess continued improvement measures have been developed. These are identified in the forward plan.

The following chart summarises the accidents involving staff and members of the public by service area/ premises.



The following chart identifies the types of accidents by category from the 2011/12 total of 84 completed accident reports.



The types of accidents are as expected within a diverse work environment with members of the public accidents impacting on a number of categories. The slip/trip/fall same level category is the largest area of public accidents associated with public areas such as the art centres and sheltered accommodation.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

These regulations require the reporting of certain specified accidents, ill health and dangerous occurrences. They previously covered:

- Fatalities and major injuries
- Incapacity to work for more than 3 days
- Specified diseases
- Dangerous occurrences

The numbers of RIDDOR notifications made to the enforcing authority were as follows:

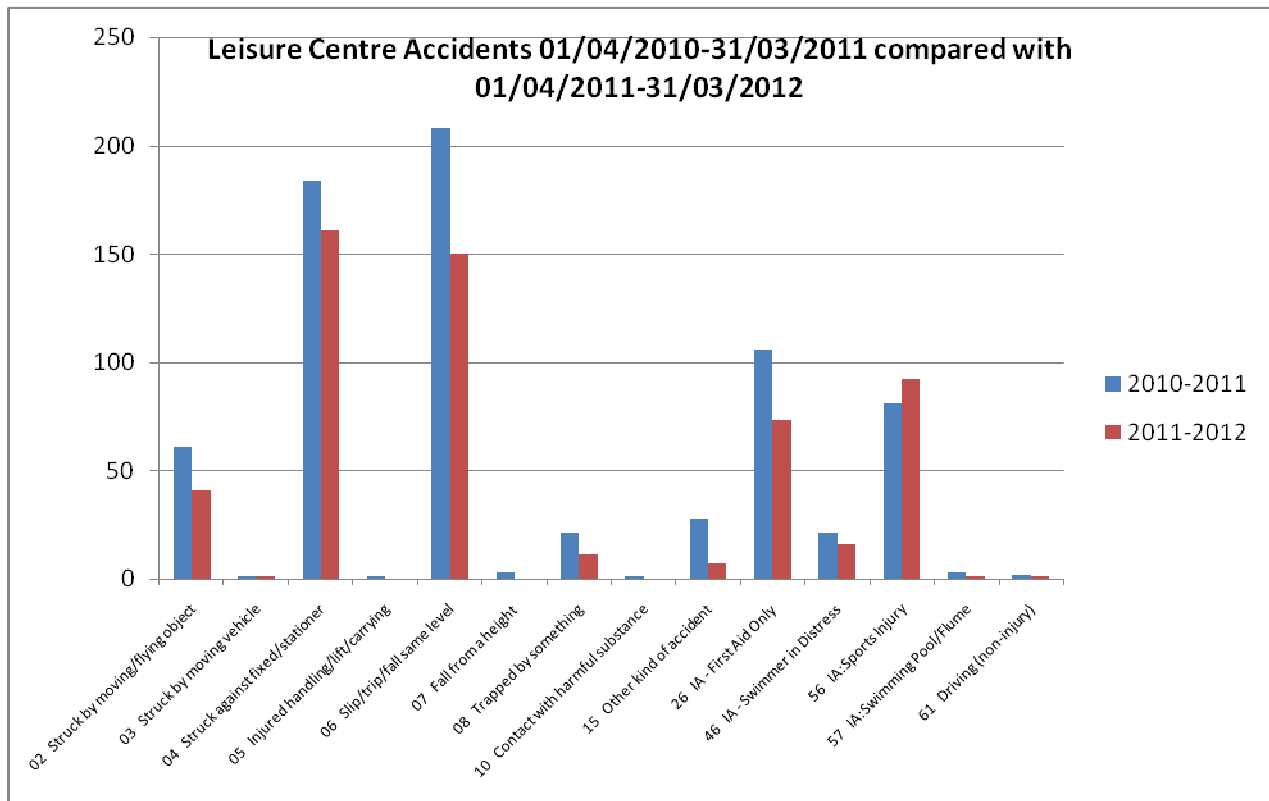
Type	2010/2011	2011/2012
Fatality	0	0
Major Injury	0	0
Over 3 day	1	3
Member of Public To Hospital	3	3
Total	4	6

The criteria for reporting accidents under RIDDOR changed on 6th April 2012. The over-three-day reporting requirement for people injured at work changed to injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury. It is anticipated that the number of RIDDOR notifications will fall in 2012/13 as a result of the changes.

Leisure Centres

The leisure centres (Grantham Meres, Stamford, Bourne and The Deepings) are under contract to Leisure Connection and consequently responsibility for the management of health and safety lies with that company. As part of the client monitoring arrangements, the council receives copies of all completed accident reports from each centre. The accidents are assessed, monitored and where appropriate discussed with the site management prior to recording.

The following are the total numbers of accidents for all four leisure centres.



As can be seen from the graph above there was a decrease in the number of accidents reported throughout the incident categories except for sports injuries. In total there were 560 accidents reported for 2011/12 compared to 682 for the previous year 2010/11. Seven of the accidents were reported by Leisure Connection to the HSE under RIDDOR. The numbers of accidents are an extremely low percentage based upon throughput for the leisure centres. As an indication the throughput for all four sites for 2011/12 was 755,644 when compared to the total number of accidents for that year of 560 (0.072%), which confirms the extremely low percentage.

In addition the contractor, Leisure Connection maintains their own accident records and carries out analysis of total accidents together with compiling company statistics.

A health and safety audit of the 4 leisure centres by the corporate health and safety adviser forms part of the forward plan for corporate health and safety for 2012/13.

5. PROGRESS TOWARDS ACHIEVING HEALTH & SAFETY GOALS

During 2011 the Corporate Health and Safety Action Plan was reviewed, developed and endorsed through the Management Team. The action plan forms the focus point for proactive health and safety and delivery is in the main through the corporate health and safety adviser.

Update of the Corporate Health & Safety Action Plan 2011/12

The majority of planned activities were completed during the year. A number of events in addition to planned activities were managed during the year including planning for the Olympic Torch Relay, Diamond Jubilee celebrations and the Gravity Fields Festival.

- 1. *Health & Safety Audits* – All health and safety self audits have been returned.**
- 2. Review the Corporate Health and Safety Policy – completed and distributed**
- 3. *Risk Assessments* – completed.**
- 4. *Health & Safety Training* – develop and deliver health & safety workshops in order to provide refresher and increased awareness to all existing staff - **in 2012/13 plan**. Secure an additional IOSH Managing Safely training session to capture new service managers and relevant team leaders - **complete**. Review, update and deliver a Health & Safety training session for the Management Team and Cabinet - **in 2012/13 plan**. Develop and deliver basic health and safety awareness sessions for councillors - **completed****
- 5. *Asbestos* – review management arrangements within the Property & Facilities service areas – **completed**.**
- 6. *Contractors* –**completed****

7. *Unacceptable Behaviour* – **completed**

8. *Fire Safety at Work* – Review arrangements .Set up arrangements for the delivery of the on-line basic fire safety awareness to all staff – **completed. Draft Policy prepared and awaiting approval.**

9. *Display Screen Equipment (DSE)* – **completed**

10. *Lone Working* –**completed**

11. *Waste & Recycling* – continue the review and monitoring of this key service area, oversee the work of the service area health and safety co-ordinator and guide as appropriate – **ongoing with regular input from corp. health and safety**

Advisory Audit

This was carried out, in order to gain an overall assessment of a number of key areas of health and safety namely asbestos, lone working and fire safety. The assessment was focussed on specific areas. The outcome of the review was extremely positive with no matters of significance identified. Any minor matters were addressed through the Corporate H&S action plan and directly with service management. Any future audits of services will include legionnaires disease control where relevant, to assess the comprehensive training and control arrangements that are in place.

6. FORWARD PLAN 2012/13

The corporate health and safety action plan outlines the work activity for 2012/13. This has been developed with input from the Health & Safety Group and the Management Team. Recent focus has been on the review and updating of existing policies, procedures and systems of work together with an ongoing commitment to the delivery of general and service specific training. Whilst this approach helps to keep the organisation on track further improvements to performance are only likely if effective health and safety management is placed at the heart of the operating culture. A review of the experience of others organisation's approaches to developing positive health and safety cultures will be carried out during the year to learn from best practice. In addition opportunities to embed the management of health and safety issues will be considered as part of the delivery of key corporate programmes and initiatives such as Unlocking our Potential and plans to enhance staff wellbeing.

The following table contains the key elements of the 2012/13 action plan

Actions	Lead	Start date	Completion date
<i>Waste & Recycling - focus on managing out risks associated with waste collection as part of round review project.</i>	Pat Swinton	May 2012	December 2012
<i>Workplace Transport – review existing arrangements and further develop the corporate</i>	David Price	September 2012	December 2012

Actions	Lead	Start date	Completion date
workplace transport policy			
Risk Assessments – incorporate of the health & safety risk assessments into the Council’s risk management database.	Helen Kettle	September 2012	December 2012
Fire Safety Policy – complete approval.	Helen Kettle	September 2012	September 2012
<i>Event management planning</i> – Continue to provide technical health and safety support and guidance for event safety including Gravity Fields Festival 2012 Mid Lent Fairs 2013	David Mather, Susie McCahon	On going	On going during the year
Arts Centres Review both Grantham and Stamford art centres in order to develop and update where appropriate action plans	Graham Burley	September 2012	January 2013
Evaluate the benefit of using health and safety tools such as Health and Safety Laboratory ‘Climate safety tool’ to engage directly with all SKDC employees on health and safety.	David Price	August 2012	October 2012
Training			
Manual Handling training for waste and repairs teams	Pat Swinton Liz Banner Helen Kettle	On going	On going with review October 2012
Needle- stick Training for front line staff	Pat Swinton	September 2012	October 2012
Health & safety refresher training workshops for existing employees	Helen Kettle	September 2012	Ongoing & review March 2013
Fire safety – specific training for fire check staff- 1 per service	Helen Kettle	September 2012	October 2012
General – health and safety topics delivered through e-learning	Helen Kettle	September 2012	Ongoing with review March 2013

- **Performance Measures**

Measurement of health and safety performance will form a key part of the ongoing health and safety arrangements at the council. Depending on the

culture and performance tools adopted, a suite of measures will be identified to measure and assist in driving forward performance. In addition the following data will be assessed to provide a baseline against which to measure progress and provide opportunities to learn and revise relevant operating factors.

- A targeted reduction in accidents by 10% within waste services.
- Attendance at corporate induction health and safety training - target of 100% within 6 months of starting work (service specific health and safety induction is provided by line managers in accordance with service requirements)
- Percentage of managers and required team leaders holding IOSH managing safely qualifications
- Near miss incident reports
- Requests for advice made to corporate health and safety
- Lost time due to accidents at work notified via internal accident procedures
- Numbers of slips and trips in the arts centres
- Number of RIDDOR notifications
- Number of employers liability insurance claims
- Number of waste and recycling staff holding an NVQ level 2 in waste operations.

7. CONCLUSION

Levels of awareness and commitment in relation to the management of health and safety remain high. This is not only through the staff and management but also within the council's dealings with contractors and partners. The council has also taken a lead within a number of health and safety matters through the Lincolnshire wide health and safety related groups.

The level of input into both reactive and planned activities has further demonstrated and highlighted to staff and management the importance of health and safety and the absolute commitment of the Council in embedding an effective health and safety culture at all levels of the Council.