



CORPORATE HEALTH AND SAFETY ANNUAL REPORT

1 April 2012 to 31 March 2013

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1. INTRODUCTION

This annual report summarises South Kesteven District Council's corporate health and safety performance during the year 1 April 2012 to 31 March 2013. 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 – June 2011
- Risk Assessment Manual & Procedure – revision completed January 2013
- Unacceptable Behaviour Policy – January 2012
- Contractor Health & Safety Managers Guidance & Evaluation Procedure – June 2011
- Blood Borne Viruses (A Guide for Employees) – revised February 2013
- Bomb Threat and Suspect Package/Letter Procedure – revised February 2013

New

- Accident & Incident Guide – February 2013

Pending / Under Review

- Asbestos Management Policy – July 2010 – under review
- Lone Worker Operational Procedure – March 2011 – under review
- Fire Safety Protocol – under development (Operational procedures already in place)
- Legionella Management Protocol – under development

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 with regards to health and safety. The policies and procedures are further supported, where appropriate, by service specific arrangements and documentation and 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/review 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. Recent developments have 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.

The following health and safety and related training was delivered between 1 April 2012 and 31 March 2013.

Training	Provider	No. of attendees
Health & Safety for Employees – mandatory induction for all levels of employees	Corporate H&S Adviser	60
Workstation Safety Plus – e-learning & assessment programme – mandatory for all Display Screen Equipment (DSE) users	Corporate H&S /Cardinus	52
Fire Safety Plus for all Staff e-learning package	Corporate H&S /Cardinus	265
Fire Safety for Fire Check Staff	Chubb	36
Manual Handling Training for Trainers– Pass on the Principles (POPs)	Pristine Condition	35
Manual Handling Training	Pristine Condition	69
Work with Non Licensed Asbestos – specific to works operatives and project officers	Jason Borley – Global Environmental Consultancy	47
Needle stick Awareness and Handling	All Things Training	72
First Aid at Work Certificate – either to fulfil site or job role needs	British Red Cross	5
First Aid – refresher training to maintain the first aid at work certificate		3

The following training is available on a needs basis:

- Drugs & Alcohol Awareness
- Asbestos Awareness & Management
- Legionella Awareness & Management

Corporate health and safety works closely with the learning and development adviser in HR&OD to develop and maintain comprehensive health and safety and wellbeing training.

The training 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 and Incident Book and service managers are required to investigate, record and report accidents and incidents in accordance with the council's Accident & Incident Guide. The revised Guide was introduced to all service areas through the Health & Safety Group in March 2013 together with the reviewed Accident and Incident Book. The Guide provides clarity and explanation particularly regarding responsibility, near miss reporting, investigation procedure and RIDDOR. The Accident and Incident Book now clearly enables non-injury incidents to be recorded and also where there is injury the length of absence from work. Copies of all reports are provided to the corporate health & safety adviser for assessment and recording.

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

	2010/11	2011/12	2012/13
Waste & Recycling	25	6	26
Waste & Recycling (vehicle non injury)		8	8
Works Team	14	15	4
Art Centres	20	26	15
All Other service areas (see detailed breakdown of accidents by service areas on page 7)	50	29	57
Total	109	84	110

Matters of note from the table:

Waste & Recycling indicates a significant increase in injury related accidents although these figures are more indicative of a high risk service area. It was also found that whilst recorded there was under reporting of accidents to corporate health & safety during 2011/12. There has been an increased focus on the service area by corporate health & safety over 2012/13 with the introduction of health and safety processes including a specific process chart for accident/incidents. This will also have contributed to more accurate recording and reporting arrangements. It is anticipated with the increased level of corporate health and safety intervention over 2012/13 that accident numbers will reduce should all control measures be implemented and maintained.

This Waste & Recycling (vehicle non injury) category was introduced in 2011 and figures remain the same. The service area has completed route risk assessments and is currently introducing automatic banksman to the vehicles which should eliminate all reversing accidents and assist in reducing vehicle accidents generally.

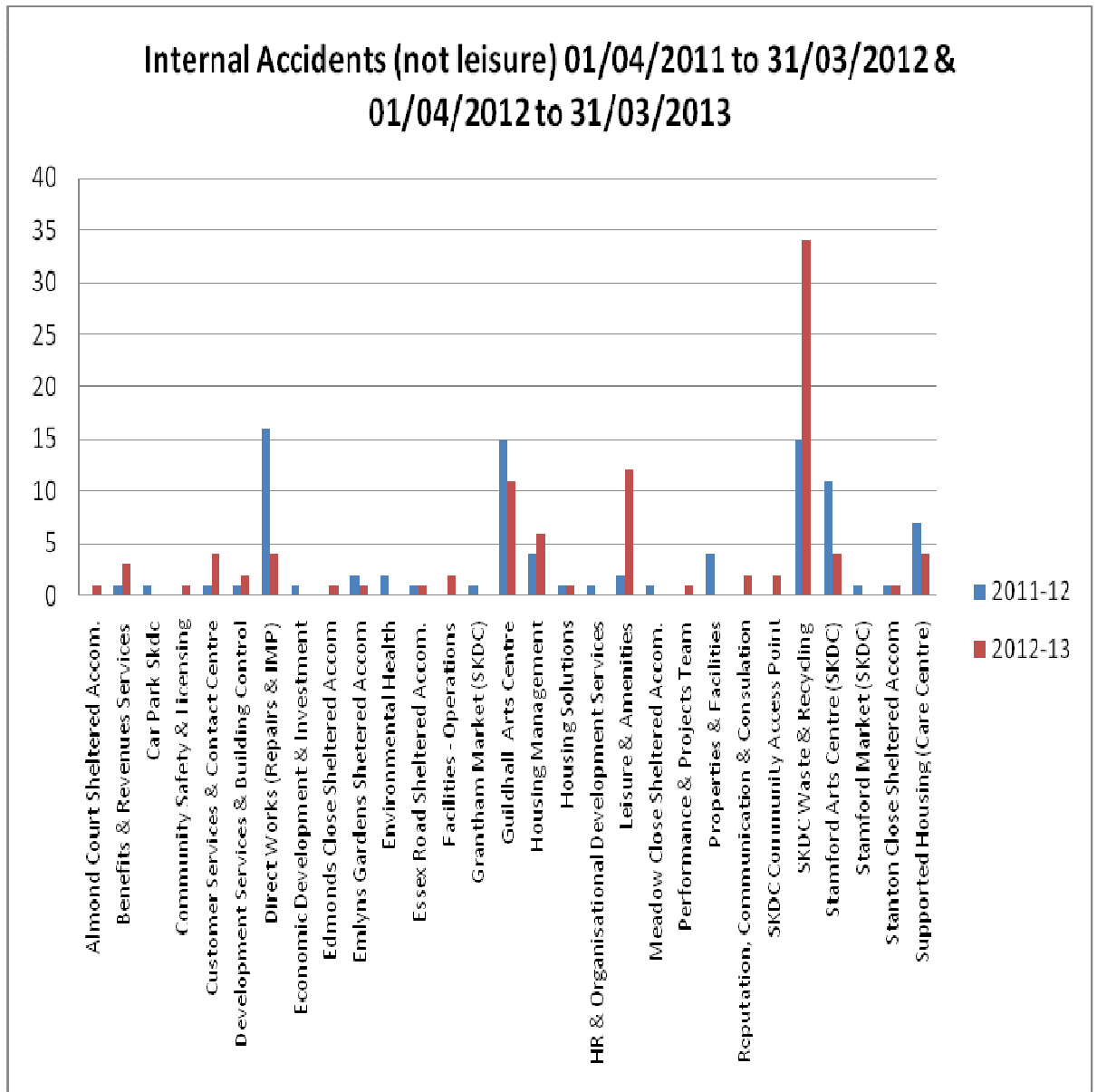
Works Team (Property Services HRA) shows a significant decrease in accident numbers from the previous 2 years. During 2012/13 Property Services HRA gave a considerable commitment in resource, time and effort which was focused on health and safety. The team have undertaken a major review of their risk assessments and safe systems of work. Monitoring arrangements are in place in order to assess both reactively and proactively health and safety of operatives who are working off site. Training has also been very focused with key employees receiving manual handling training for trainers which was a key area of accidents for 2011/12.

Art Centres have shown a good decrease in numbers reported with the majority of these involving slips, trips and falls of 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 2012/13 there was a combined throughput of around 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.

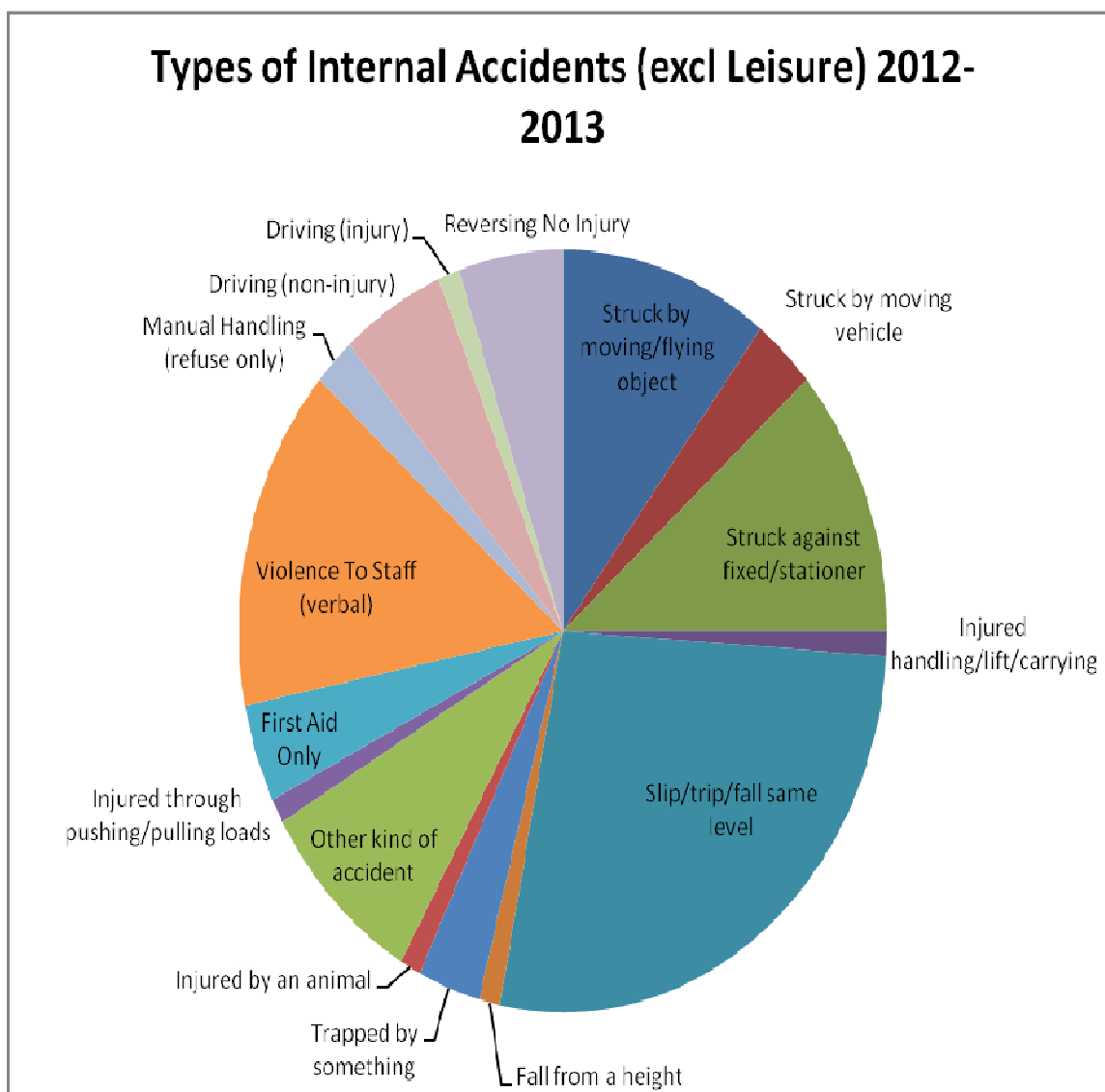
Some areas of council activity are intrinsically of a higher risk nature due to the work carried out. We are working closely with these areas to drive further improvement in health and safety performance. To assess continued improvement measures have been developed. These are identified in the forward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

Events there were a number of significant events one of which Gravity Fields had extremely large attendance and it should be noted that during the actual set up and duration of this event there were no recorded accidents.

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 2012/13 total of 110 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, parks, public open spaces.

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 criteria for reporting accidents under RIDDOR changed on 6th April 2012. The over-three-day reporting requirement for people injured whilst 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.

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

Type	2011/2012	2012/2013
Fatality	0	0
Major Injury	0	0
Over 3 day/7 day	3	3
Member of Public To Hospital	3	1
Total	6	4

Leisure Centres

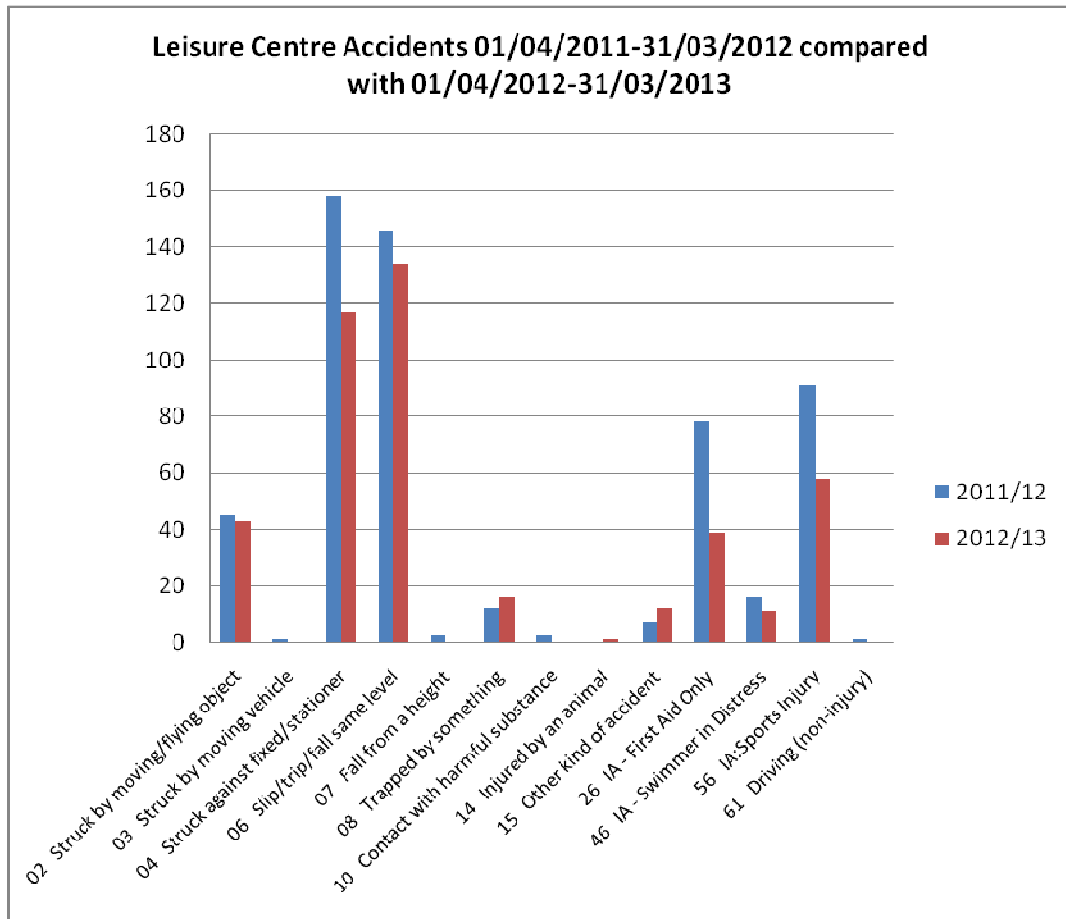
The leisure centres (Grantham Meres, Stamford, Bourne and The Deepings) are under contract to Leisure Connection and consequently responsibility for the management of health and safety lies with that company. As part of the client monitoring arrangements, the council receives copies of all completed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

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

A planned review of the future arrangements for carrying out monitoring and auditing of health and safety for the 4 leisure centres by the

corporate health & safety adviser forms part of the forward plan for corporate health and safety for 2013/14.

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



As can be seen from the graph above there were decreases in the number of accidents reported throughout the incident categories except for three areas. In total there were 435 accidents reported for 2012/13 compared to 560 for the previous year 2011/12. Four 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 approximate throughput for all four sites for 2012/13 was in excess of 750,000 when compared to the total number of accidents for this year of 435 (0.058%), which confirms the extremely low percentage.

5. HEALTH & SAFETY PROGRESS AND ACHIEVEMENTS

The corporate health & safety action plan forms the focus point for proactive health and safety and delivery is in the main through the corporate health & safety adviser.

Update of the Corporate Health & Safety Action Plan 2012/13

Key planned activities were completed during the year as follows:

1. *Waste & Recycling* —
 - review all H&S arrangements with the provision of a fully documented risk assessment manual and file of H&S processes for key arrangements such as training, monitoring, accidents/incidents etc. - **completed**
2. *Risk Assessment Manual* –
 - review the risk assessment management procedure including all generic risk assessments, – **completed and distributed**
3. *Covalent (software database)* —
 - develop a health & safety risk assessment section on covalent and input all generic risk assessments - **completed**
 - develop service areas and ensure service specific risk assessments are populated on covalent - **ongoing**
4. *Accidents & Incidents*
 - review the existing procedure and develop further guidance and clarity regarding responsibilities, near miss incidents and procedure – **guide completed and distributed**
 - review the existing accident book to include near miss records and injury absence duration and changes to RIDDOR- **completed and distributed.**
5. *Asbestos*
 - review the existing asbestos management policy to include changes to the Control of Asbestos at Work Regulations. – **completed.**
6. *Blood Borne Virus Guidance*
 - review the existing guidance - **completed**
7. *Bomb Threat/Suspicious Package Guidance*
 - review the existing guidance- **completed**

8. *Corporate Health & Safety Branding*
 - review of H&S booklets in order to provide a consistent and more engaging style and design which should be more appealing to staff and encourage – **agreed and completed**
 - review of the H&S page on the intranet to encompass the new branding – **complete although limitations of the intranet**
9. *Manual handling*
 - develop a generic manual handling assessment form and guidance – **completed and distributed**
 - assess the needs of high risk areas and develop a training programme for general and service specific delivery – **completed and delivered**
10. *Event Management Planning*
 - provide technical advice, support and guidance specifically for the Olympic Torch Relay, Gravity Fields and Mid Lent Fairs – **delivered**
11. *Property Services (HRA) & Property Development (Facilities & Assets)*
 - carry out an occupational H&S review of these high risk areas **completed, action plan being developed**
 - as part of the review undertake a cultural survey and analyse results – **completed, results as part of ongoing plan.**

6. FORWARD PLAN 2013/14

The corporate health and safety action plan outlines the work activity for 2013/14. This has been developed with input through the Health & Safety Group and the Management Team. Key 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 continuing review of the experience of other organisation's approaches to developing positive health and safety cultures will enable the authority to learn from best practice.

In addition opportunities to embed the management of health and safety 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 2013/14 action plan

Actions	Lead	Start date	Completion date
Legionella Management Protocol - develop the protocol in line with existing management procedures and legislative requirements to include training programme and delivery	Corporate H&S Adviser Project Officer (Property Services HRA)	May 2013	August 2013
Corporate H&S - review the approach undertaken in order to continue to drive forward H&S throughout all service areas incorporating third party reviews where appropriate and self service audits.	Corporate H&S Adviser	May 2013	August 2013
Health & Safety Policy -planned review to incorporate all new and revised actions undertaken	Corporate H&S Adviser	June 2013	September 2013
Training - develop a comprehensive training programme for all H&S and related training and embed this within a corporate HR plan	Corporate H&S Adviser HR&OD Service Manager	June 2013	August 2013
Cultural Survey and Service Self Assessment - roll out the cultural questionnaire and revised service self assessment to key higher concern areas and evaluate results to include an action plan and evaluation of tools to be used	Corporate H&S Adviser	July/August 2013	December 2013
Lone Worker Operational Procedure	Environmental Health	(a) July 2013	(a) July 2013

-planned review to (a) amend procedure after roll out of new devices and (b) assessment of benefits and use of the new devices	Service Manager	(b) Jan 2014	(b) Jan 2014
Fire Safety Protocol - complete the review - assess protocol in relation to existing management arrangements and procedures	Corporate H&S Adviser	August 2013	October 2013
Contractors - develop corporate standards for contractor monitoring to sit with the existing contractor evaluation and assessment guidance	Corporate H&S Adviser Property Services (HRA Manager Property Development Manager	September 2013	October 2013
Display Screen Equipment - review the on line assessment & training package against service compliance and instigate planned changes to the system	Corporate H&S Adviser Corporate H&S Technical Support Officer	October 2013	December 2013
Leisure Management Contract - carry out client led H&S audits of the contractor and 4 leisure centres	Corporate H&S Adviser Leisure & Amenities Team Leader	October 2013	December 2013
Grounds Maintenance Contract - carry out client led H&S audit	Corporate H&S Adviser Facilities Team Leader	January 2014	February 2014
Event management planning – Continue to provide technical H&S support and guidance for event safety to include training, of note Stamford Georgian Festival, mid lent fairs and Gravity	Corporate H&S Adviser Economic Development Service Manager Leisure &	On going	On going

Fields 2014	Amenities Team Leader		
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Performance Measures

Measurement of health and safety performance will form a key part of the ongoing health and safety arrangements at the council. Following the evaluation of the cultural questionnaire and assessment of the various other cultural and performance tools available, 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 all 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)
- All managers and where required team leaders to hold IOSH managing safely qualification
- Near miss incidents now more clearly recorded and enabling assessment
- Requests for advice made to corporate health and safety recorded
- Lost time due to accidents at work notified via internal accident procedures
- Monitor the number of RIDDOR notifications
- Number of employers liability insurance claims
- Numbers and results of internal H&S reviews of specific service areas and activities, particularly towards the OHSAS 18001 requirements and improving results from health and safety cultural surveys

7. CONCLUSION

Levels of awareness and commitment in relation to the management of health and safety remain high which is of particular note within the initial evaluation of the cultural questionnaires completed as part of the occupational H&S review of Property Services (HRA) and Property Development (Facilities & assets) . The use of a review undertaken to a recognised national H&S standard such OHSAS 18001 of the council's high risk service areas has demonstrated strong H&S management and staff awareness above legal minimums, showing in a number of areas exemplary standards. Our approach is also applicable in our management of external contractors ensuring the H&S standards required and promoted are part of the normal procurement arrangements. The council continues to take a lead with 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.

END OF REPORT