



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

# Corporate Health and Safety Annual Report 2019 -2020

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## INTRODUCTION

### 1.0 EXECUTIVE SUMMARY

This report provides an overview of South Kesteven District Council's Health and Safety performance during 2019/20 financial year. It identifies strengths and highlights opportunities for improvement to existing safety procedures.

The health and safety performance of the Council remains satisfactory and accident numbers have reduced in several areas. There is an open investigation following an incident which involved contractors; this is acknowledged in section 4.

The Council must continue to work towards the Health and Safety Management Model (HSG 65) with the Check and Act sections being an important feature to ensure plans and actions are suitable and appropriate.

Actions identified for the future include the ongoing work to improve the health and safety culture within SKDC and this must involve reinforcing the need for health and safety to be recognised as an integral part of business decisions and projects.

#### 1.1 The Health and Safety Management Approach

The Cabinet set the direction for health and safety and it is important that Members are involved, as health and safety responsibility is associated to all Council undertakings. The Corporate Management Team will remain responsible for ensuring sufficient time and resources, making sure these are available to the Council officers in order to fulfil health and safety responsibilities and provide staff with any additional support. Members and staff at every level retain a moral, legal and financial obligation to adhere and actively support Health and Safety.

### 2.0 CORPORATE HEALTH AND SAFETY ROLE

The Corporate Health and Safety Team role remains unchanged. It provides support, advice and guidance to all officers and Members of the Council on matters of health, safety and welfare but also to seek out and highlight for improvement any weaknesses within the Council's approach and handling of Health and Safety matters.

The Plan, Do, Check, Act cycle, which was raised in last year's report, follows the HSE (Health and Safety Executive) guidance on Management of Health and Safety; this is the next step in moving the Council towards an integrated systems accreditation.

The approach remains to support and encourage the culture change which stands a far greater chance of success if staff are included in the journey rather than simply told to comply.

## 2.1 How Health and Safety Risks aim to be controlled within the Council

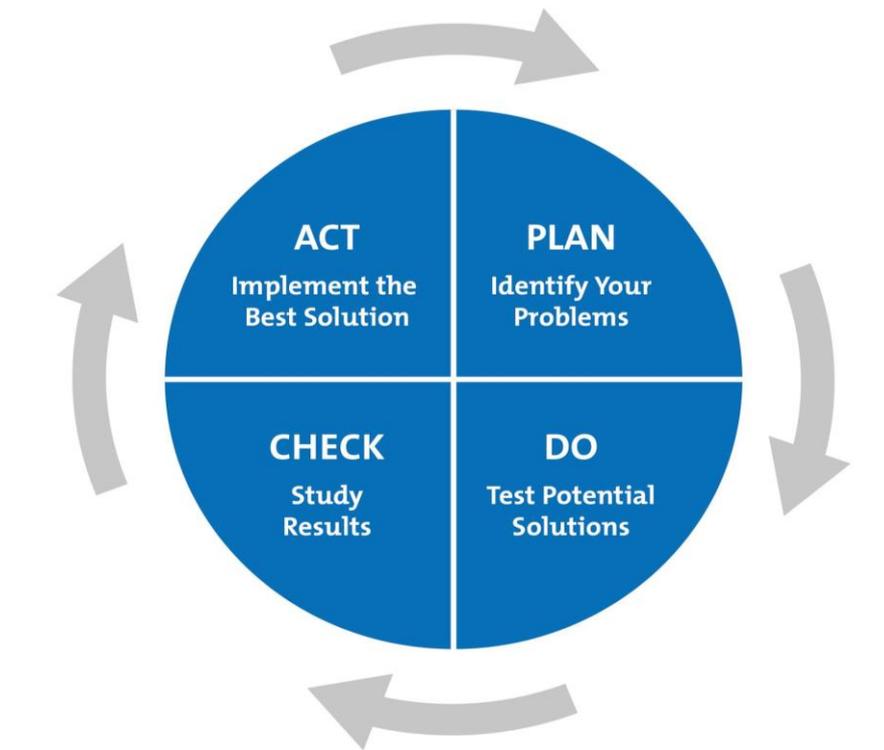


Figure 1 – Plan, Do, Check, Act

## 2.2 Plan, Do, Check, Act

- **Plan:**

Where is the authority now and where does it need to be?

- **Do:**

Assess the risk, organise the activities and ensure adequate resource.

- **Check:**

Monitor activities and processes, audit them for weakness and strengths, and promote good practice.

- **Act:**

Review findings from monitoring and audits, including lessons from accident investigation and implement actions identified.

## 2.3 Focussed Activity

The assessment of risk will always be an area of focus and is primary in providing safety assurance and continued compliance with relevant legislation in order to ensure the safety of all affected. This process

identifies the risks, which officers face, the risk posed to others by actions and the controls and procedures that need to be in place to reduce or remove that risk.

Management of fire safety throughout Council owned and operated buildings is another area that must be continually monitored and updated. A program to review and update fire risk assessments has been commissioned and is underway. Fire safety arrangements and training are in place, the danger is managed, but the potential risk to life and property require constant vigilance and scrutiny.

The need to work differently during the Covid pandemic has seen an unprecedented number of staff home working. This significant change has produced a number of challenges and opportunities that continue to be monitored and supported. In order to ensure the best possible support for services to continue long term, new guidance has been created.

## **2.4 Higher Risk Operational Areas**

By the nature of the work performed and the number of staff and vehicles deployed the Waste and DWO teams continue to be designated as higher risk areas. Both teams have high levels of control in place for their activities, but the risk and severity of incident related to their activities dictates that the work receives regular and close scrutiny to maintain the standards expected.

DWO are in the early stages of a project to reduce the risk from noise and vibration ill health related to power tool use and Corporate Health and Safety are supporting this process.

Use of contractors is an area of exposure where the Council must focus attention. The authority must increase monitoring of these activities to assure a high standard of safety and compliance, which is expected by South Kesteven District Council. The contracting of work does not discharge the Council from its duties and it must ensure that works are completed safely and this is documented. If not managed effectively there is a clear financial and reputational risk in addition to the moral obligation to ensure the safe undertaking of activities.

## **3.0 HEALTH AND SAFETY TRAINING**

Training remains essential and is a legal requirement to ensure employees work safely and provides management with a level of assurance that their teams are health and safety competent and confident in their roles. Employee training needs are identified in one to ones, as well as previously defined training required for a particular role. Both e-learning and classroom based training is provided.

As with previous years, Corporate Health and Safety organised the following training during 2019/20.

- Health and Safety – induction for new employees
- Workstation Safety Plus – mandatory training for all display screen equipment users
- Fire Safety Plus – mandatory fire safety awareness training for all new employees
- Fire Warden – refresher fire warden training needs for all Council workplace premises
- First Aid – refresher first aid training
- Trained trainers in evacuation chair use
- Conflict resolution training is provided as identified and required

Additional online training packages are being explored to further support the large number of home working staff as a result of the Covid 19 outbreak.

## **4.0 ACCIDENTS AND INCIDENTS**

Services are responsible for reporting, recording and investigating accidents and incidents that occur within their own service area and any involving the public. In significant incidents, Corporate Health and Safety may assume the lead on the investigation. The Council must identify the root cause of an incident and reduce the likelihood of reoccurrence. All health and safety incidents must be submitted to Corporate Health and Safety, who oversee a central database and provide assurance to the Council that suitable and sufficient investigations are taking place, proportionate to the level of incident.

### **4.1 Accident and Incident Trends**

The number of accidents reported across the authority has reduced again this year and shows a drop this financial year for Direct Works and Street scene, both of which are recognised higher risk areas.

Manual handling and slip, trip or fall incidents remain the main cause of incidences across the authority. There have been 18 in total for both categories. With over 600 staff employed and almost 200 of these in higher risk areas this figure does not give cause for concern. The number and type of accident must continue to be monitored and improvement sought whenever possible, however, these figures are encouraging and also support the view made last year that accident rates are accurate.

There has been a significant incident involving Council contractors. There has been a disturbance of ACM (Asbestos containing material) as a result of the works being performed on site. This incident is currently under investigation by the HSE and no conclusions can be made while this is ongoing.

### **4.2 Accident and Incident Numbers and Charts**

Chart A shows the number of reported accidents/incidents over the last 3 years for internal Council work related activities.

In Table 1 is a breakdown of the most common and significant accident types. Slip, trip and manual handling accidents have seen a small increase and there was one significant injury, which also resulted in the increase in lost person hours in Table 3.

The “other” category remains a collection of low-level incidents, which while reported do not provide serious concern. These include minor cuts, a trapped finger and a nosebleed.

## TREND IN ACCIDENTS / INCIDENTS BY SERVICE AREAS - 3 YEARS

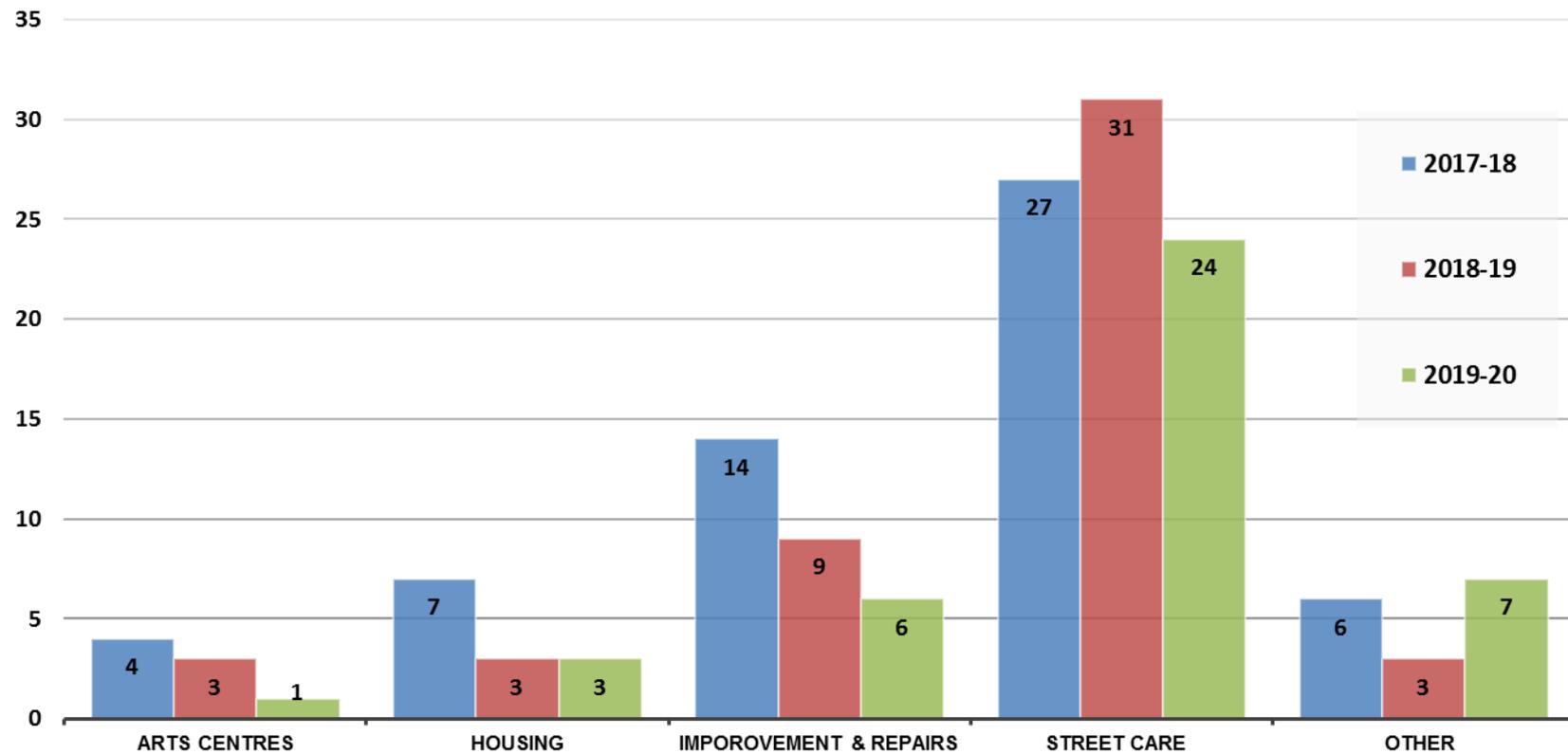


Chart A - This chart shows the accident numbers by service areas over the last 3 years

<b>CATEGORY</b>	<b>2018/19</b>	<b>% OF TOTAL</b>	<b>2019/20</b>	<b>% OF TOTAL</b>
Slips, trips and falls	4	8	11	27
Manual handling	5	10	7	17
Struck against fixed/stationary object	1	2	0	0
Struck by moving vehicle	1	2	0	0
Injured by an animal	1	2	0	0
Violence and abuse	3	6	0	0
Vehicle incidents	12	24	10	24
Serious Injury / Multiple Injury	0	0	1	2
Other	23	46	12	29
<b>TOTALS</b>	<b>50</b>		<b>41</b>	

**Table 1 - Comparison by accident type 2018/19 – 2019/20**

### 4.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

RIDDOR regulations require certain specified accidents, ill health and dangerous occurrences to be reported to the relevant enforcing authority, being the Health and Safety Executive (HSE). The Council's number of reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The Council was required to report 19 incidents this financial year. Sixteen of these are linked to the Riverside housing incident as identified in line 1 of the table below

#### RIDDOR REPORTED

ACCIDENT	REPORTED	RIDDOR TRIGGER	PERSONS AFFECTED/EXPOSED	DESCRIPTION OF INJURY	HAZARD TYPE
24-05-2019	14-11-2019	Dangerous Occurrence (x 16)	Member of Public	Disturbance of confirmed Asbestos containing material	Release of substance x 16
28-05-2019	17-06-2019	Over 7 Days	Employee	Fractured foot - Fell off curb pulling bin backwards	Manual Handling
18-06-2019	18-06-2019	Dangerous Occurrence	Member of Public	CO -Potential exposure -non confirmed	Release of substance
01-07-2019	01-07-2019	Hospital - Serious Injury (144 Days off work)	Employee	Multiple injuries : dislocation right wrist, dislocated arm and head trauma	Struck by moving vehicle

**Table 2 – Riddor summary of accidents reported**

### 4.4 Leisure Centres

The Leisure Centres at Grantham, Stamford, Bourne and The Deepings are all contracted to '1 Life' who have the operational responsibilities for health, safety and welfare for both its employees and the facilities they provide to customers. The Council's responsibilities are to monitor contract performance and the Facilities Team performs this as part of their remit. Accident and incident numbers secured by facilities are included as part of monitoring and are provided in this report for information. (See Appendix A)

## 5.0 HEALTH AND SAFETY PERFORMANCE MEASURES

A number of performance measures were previously set to identify strengths and weaknesses in systems and processes. A quarterly dashboard of performance indicators are shared with Heads of Service at the health and safety meetings specific to accidents/incidents and quarterly monitoring activities.

HEALTH AND SAFETY TARGET/PERFORMANCE INDICATOR	2017/18	2018/19	2019/20
Staff attendance at Corporate Health & Safety induction	100%	100%	100%
Number of staff RIDDOR notifications to the enforcing authority	9	3	19
Number of staff lost days as the result of accidents (based upon information received)	140	93	184.5

**Table 3 - Target Performance Indicators**

## 6.0 HEALTH AND SAFETY STRATEGY GOING FORWARD 2020-2021

The subjects identified last year and programmed in for 2020 have not changed. These topics are important to the approach of Plan, Do, Check, Act and will help the authority to meet its responsibility and duty of care.

High-risk operational areas will receive greater scrutiny as they will by their very nature present significant opportunity for incident. However, the authority must continue to proportionately apply the same policies and procedures of safety to all aspects of work. Even those believed to be low risk have the potential for harm if neglected.

The impact of Covid 19 will require additional focus in some key areas. Consideration must be given to staff who are part of the BAME community or are in the vulnerable/ extremely vulnerable

categories given the documented increased risk they face. The adaptation of buildings and increased mitigation to protect both staff and the public will also be an ongoing consideration as information and guidance continues to develop

### **6.1 Audit**

Internal and external audits, according to the level of risk and service area are conducted in order to identify strengths and weaknesses. They also assist in ensuring that actions required for improvement are implemented inside agreed time periods. Audits form a key stage of any management plan so are another constant feature. Both COSHH and standard Risk assessments will be audited in the coming year.

### **6.2 Review and provision of guidance**

The Corporate Health and Safety Team provide and maintain a range of guidance documents to support Managers and staff. All guidance is up to date and new guidance has been produced for the management of home workers. The number of current home workers constitutes a significant number of the workforce and has been made a priority.

### **6.3 Health & Safety Culture**

The health and safety culture within any organisation is extremely important as it defines how all employees will behave, operate and ultimately provide an understanding and perspective on how important health and safety really is, from the top of the organisation down to operational employees. The corporate team are working with staff at every level and Unions to encourage and develop this.

### **6.4 Risk Assessment and Control**

Risk assessments are a legal requirement and are an integral part of the identification of hazards and the controls needed to minimise or remove the likelihood of incident and injury. They have therefore been a key area of focus and will remain a constant feature.

Because of the Covid-19 pandemic, risk assessments from many service areas but specifically Waste, DWO, Housing and Environmental Health have been under constant review and are evolving to reflect national guidance and restrictions. For the wider Council, this also includes the use of buildings as the Council moves through the outbreak.

As a result, the Council's assessments have been under greater scrutiny than before and the Council has resourced and supported this process ensuring that staff at every level understand the process and where necessary are challenging areas to ensure improvement and compliance.

### **6.5 Accident and Near Miss Reporting**

Accident reporting, including incident and near miss reporting, helps the Council to identify any potential gaps in policies, training and controls ensuring the Council can learn from strengthen its responses and further reduce the chance of injury, ill health and accidents.

Accident numbers have reduced in the higher risk areas and seen only a small increase across the rest of the authority. There have been no near miss reports received this year. Near miss reports are a key tool in further reducing the number of accidents.

Recent audits on accident reporting have shown that the Council has a robust procedure in place but have highlighted a weakness in response times for accidents being investigated and reported to the Corporate Team by service areas. This is being addressed and will continue to be monitored and actioned with both internal and external review.

## **6.6 Monitoring of all Council activities**

Higher risk service areas continue to monitor their own activities on a regular basis to ensure compliance, identify good or bad practice and implement corrective actions where required. From next year, the Corporate Health and Safety Team plans to perform random spot checks on these areas for compliance and best practice.

A review into the use of lone worker devices was performed and following a change in ways of working the number of devices has been reduced without any impact on safety. This provided a saving to the Council but of more benefit is the clear demonstration that by regularly reviewing and examining how it works the Council can continue to ensure best use of resources.

## **6.7 Council's Health and Safety Policies**

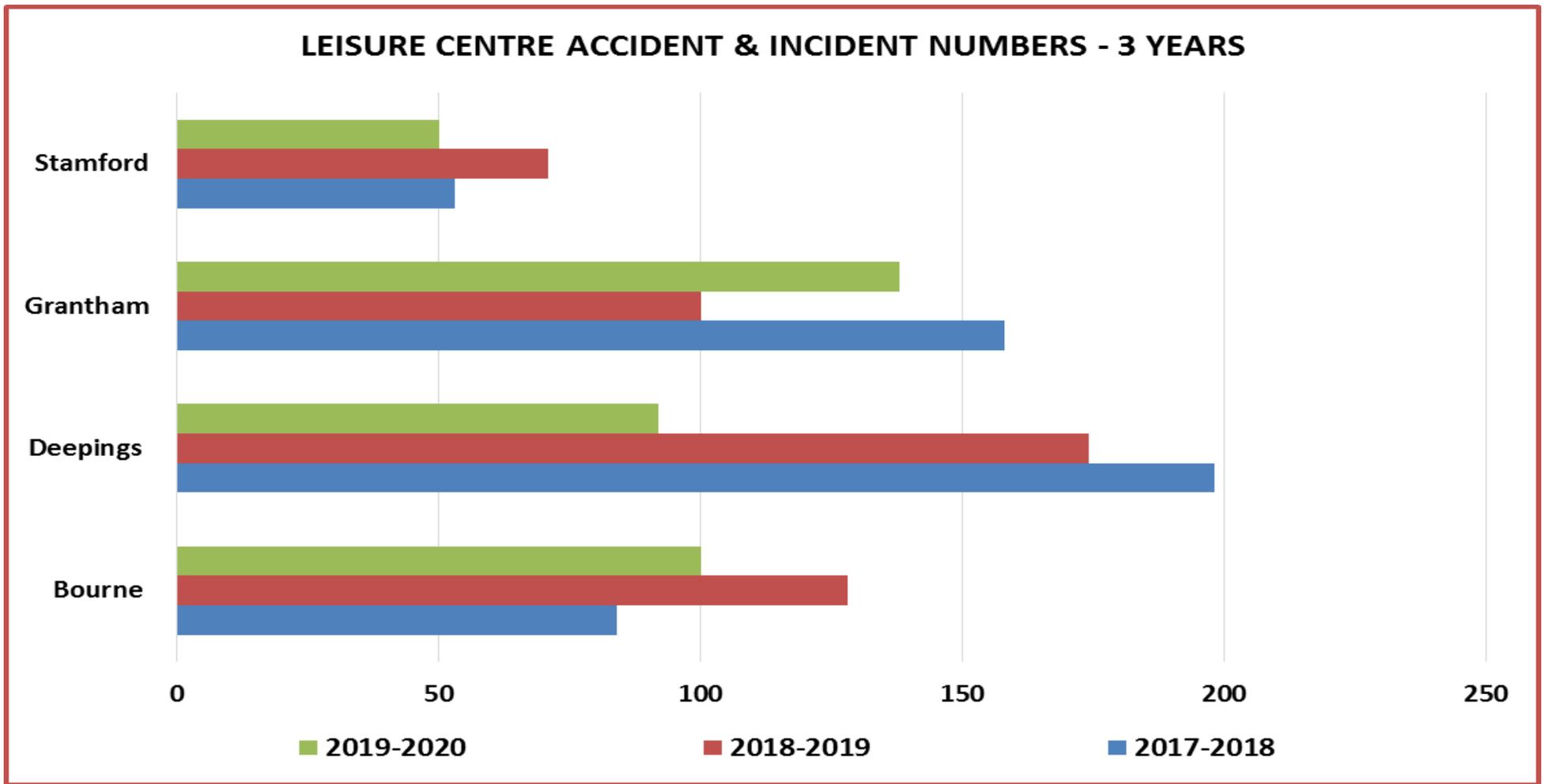
The Council's safety policies are its statement of intent. They set out the continued commitment of the organisation on matters of health and safety and to providing the time and resources necessary for the control of risk, so far as is reasonably practicable.

All policies maintained and supported by Corporate Health and Safety are up to date and will not require review until 2020/21.

## **7.0 OUTSOURCED LEISURE CENTRE ACCIDENT STATISTICS**

The chart below (CHART B) shows a direct year-on-year comparison of accident numbers for each Leisure Centre.

The centres in Bourne, Stamford and Market Deeping all saw a reduction in accident numbers (Table 4). As noted there are only 10 months of figures due to the Covid-19 outbreak closures but the numbers are still encouragingly low and consistent with previous years. The centre in Grantham saw a small increase in incidents but these are minor level incidents and again the accident rate is consistent with previous years.



**Chart B**

*(NB. Figures are only up to the end of February 2020 because Leisure Centres closed on the 17 March 2020 due to Covid-19, with all but 1 or 2 staff across the 4 sites furloughed and remain closed at the moment).*

## LEISURE CENTRE ACCIDENT RATES (OVER 5 YEARS)

Footfall per Incident 2019 - 20				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	176,591	100	1766	0.06
Deepings	251,485	92	2734	0.04
Stamford	142,577	50	2852	0.04
Grantham	598,569	138	4337	0.02
<b>Total</b>	<b>1169222</b>	<b>380</b>	<b>3077</b>	<b>0.03</b>

Footfall per Incident 2018 - 19				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	191,518	128	1496	0.07
Deepings	283,782	174	1631	0.06
Stamford	159,632	71	2248	0.04
Grantham	663,732	100	6637	0.02
<b>Total</b>	<b>1298664</b>	<b>473</b>	<b>2746</b>	<b>0.04</b>

Footfall per Incident 2017 - 18				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	182,871	84	2177	0.05
Deepings	282,721	198	1428	0.07
Stamford	156,164	53	2946	0.03
Grantham	668,745	158	4233	0.02
<b>Total</b>	<b>1290501</b>	<b>493</b>	<b>2618</b>	<b>0.04</b>

Footfall per Incident 2016 - 17				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	173404	67	2588	0.04
Deepings	257439	222	1160	0.09
Stamford	141425	79	1790	0.06
Grantham	662640	185	3582	0.03
<b>Total</b>	<b>1234908</b>	<b>553</b>	<b>2233</b>	<b>0.04</b>

Footfall per Incident 2015 - 16				
Area	Footfall	Accidents	Visitors per Accident	% Rates
Bourne	159832	110	1453	0.07
Deepings	230384	249	925	0.11
Stamford	121951	80	1524	0.07
Grantham	613686	212	2895	0.03
<b>Total</b>	<b>1125853</b>	<b>651</b>	<b>1729</b>	<b>0.06</b>

**Table 4**

*(NB. Figures are only up to the end of February 2020 because Leisure Centres closed on the 17 March 2020 due to Covid-19, with all but 1 or 2 staff across the 4 sites furloughed and remain closed at the moment).*