



CPR.24 15/16

Corporate Policy and  
Resources Committee

27<sup>th</sup> October 2015

**Subject: Corporate Health and Safety Update**

Report by:

Chief Operating Officer

Contact Officer:

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Purpose / Summary:

Summary of Performance of the Health and Safety Service throughout the Authority.

**RECOMMENDATION(S): 1) That Members support and note the Corporate health and safety report**

## IMPLICATIONS

**Legal:**

**Health and Safety at Work Act 1974 - See Risk Assessment below**

**Financial: FIN/34/16**

**None.**

**Staffing:**

**None.**

**Equality and Diversity including Human Rights:**

**Not applicable.**

**Risk Assessment:**

**Development of robust health and safety performance management systems ensures that the authority is compliant with health and safety legislation and that staff, visitors and contractor's health, safety and welfare can be assured.**

**Climate Related Risks and Opportunities:**

**None.**

**Title and Location of any Background Papers used in the preparation of this report:**

**Call in and Urgency:**

**Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?**

**Yes**

**No**

**x**

**Key Decision:**

**Yes**

**No**

**x**

## **Introduction**

This Health and Safety report is for Members, Strategic Leads, Managers and Staff. It provides the opportunity to inform Members how the Service is developing health and safety throughout the Authority to reduce accidents/incidents and ill health.

In summary, the purpose of the report is to:

1. Give members and leadership team reassurance and confidence that health, safety and welfare is being properly managed within the organisation by sharing of information on progress and delivery.
2. Provide an auditable trail of engagement with members and senior leadership that would contribute to demonstrating compliance to external enforcement agencies.
3. Maintain health, safety and welfare at the front and centre of the organisation as a corporate priority
4. Demonstrate the transparent, proactive management and control of corporate risk, legal compliance and reputation.

## **1 Background - Corporate Health and Safety**

- 1.1 The Health and Safety at Work etc., Act 1974 and regulations made under this Act aim to eliminate or reduce accidents and ill health, in a proactive rather than reactive manner. Although the responsibility for health and safety predominately rests with the employer, **all** employees have responsibilities to ensure that they comply with instructions provided by the employer.
- 1.2 Within West Lindsey the responsibility for ensuring health and safety compliance lies ultimately with the Chief Executive but is devolved down to Directors and Strategic Leads. In appropriate circumstances this may be devolved further, to other employees, who are competent in health and safety, particularly in specialist work areas.
- 1.3 West Lindsey District Council's Health and Safety Policy lays down our commitment to health and safety, including responsibilities and general arrangements. This will be supplemented by various Service procedures as deemed necessary.

## **2 Corporate Health and Safety**

- 2.1 The Health and Safety Co-ordinator's remit is to carry out the corporate health and safety function and also deal with external health and safety enforcement work.
- 2.2 Since May 2012 a cohort of Safety Champions have been in place to provide assistance and support to Strategic Leads, Team Managers, Staff and Members to ensure that health and safety responsibilities are fulfilled and embedded within the organisation.

2.4 The brand 'Keep me Safe, Keep me Well' designed and developed by staff continues to promote corporate health, safety and wellbeing.

2.5 The "Keep me Safe, Keep me Well" page on the Minerva continues to be a platform for sharing information on health and safety, risk assessments, accident investigations and inspections

### **3 Aim of Corporate Health and Safety Service**

3.1 The aim of the Service is to ensure that the Authority fulfils its statutory obligations with regard to health and safety legislation and that accidents and ill health are reduced or eliminated, to provide a safe working environment for staff, members, visitors and contractors and anyone who may be affected by our activities.

### **4 Work Plan 2014-15**

This is a summary of the work that has been carried out in the last 12 months.

#### **4.1 Policy and Procedure Reviews**

New policies devised and consulted on with Services and safety champions

Asbestos Policy

Fire Safety Policy

Reviewed the following policies and procedures in conjunction with the Safety Champions:

No Smoking Policy

Stress Management Policy

Review of the fire evacuation procedures and personal emergency evacuation plans

Loneworking procedures

#### **4.2 Safety Champions**

The Safety Champions are carrying out the following duties to assist and support the Strategic Leads and Team Managers:

- Attending quarterly meetings and providing feedback
- Carrying out quarterly workplace inspections
- Investigating accidents/ incidents as required
- Being involved in reviewing policies and procedures
- Reviewing risk assessments with Managers
- Dealing with complaints and day to day issues in Services
- Embedding health and safety throughout the Authority
- Assist the Health and safety Co-ordinator

### **Health and Safety Champions Committee**

The Safety Champions Committee meet quarterly and the Chief Operating Officer is the Chair. The cohort of Safety Champions are able to participate, share information and learn from others experience

The minutes from the meetings are posted on the Keep me Safe Keep me Well page on Minerva and copies printed and posted in sites where the staff may not always have access to the computer e.g. Trinity Arts Centre and the Depots. A core brief is prepared for feedback to team meetings.

#### **4.4 ICT Developments**

Keep Me Safe Keep Me Well site on Minerva is continually developing and the Safety Champions and Business Improvement are continuing to help to shape the page. The site contains space for the Safety Champions to:

- complete work place inspections
- input accidents
- log accident/ incident investigation information
- receive accident/incident forms directly so the Safety Champions and Strategic Leads/ team managers can carry out accident investigations

Enable Managers and Staff to:

- look at health and safety information and risk assessments
- log accidents, incidents
- share information

The risk assessment library is available for all to view and use, regular health and safety newsletters are put on the site from the Health and Safety Executive. These can be printed off for those who do not have access to the computer system.

The Essential Customer Information is also accessible on this page which contains details of customers which may pose a risk to Council staff.

#### **4.5 Health and Safety Training**

The following training has been delivered:

- Asbestos awareness
- Non-licensed work with asbestos (Operations)
- Workplace Personal safety course
- Difficult customer training
- Members Lone working presentation
- Member induction
- Manual Handling training

## 5 Accidents

All workplace accidents are recorded on Minerva and investigated by the Manager, assisted by the Safety Champions and/or the Health and Safety Co-ordinator. Those accidents reportable under Reporting of Injuries and Dangerous Occurrences Regulations are reported to the Health and Safety Executive by the Health and Safety Co-ordinator.

Accident figures are also reported through:

- The Safety Champions Group
- and the Operational Service accidents are also reported to the Lincolnshire Waste Group

### 5.1 Accident figures

Total number of accidents within the Services– April 2014- March 2015

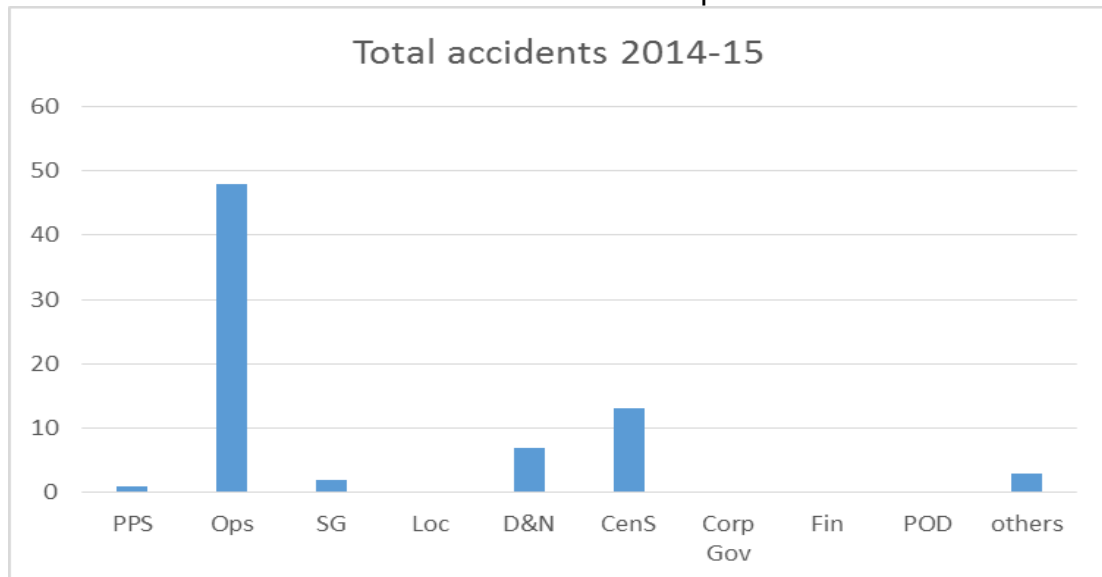
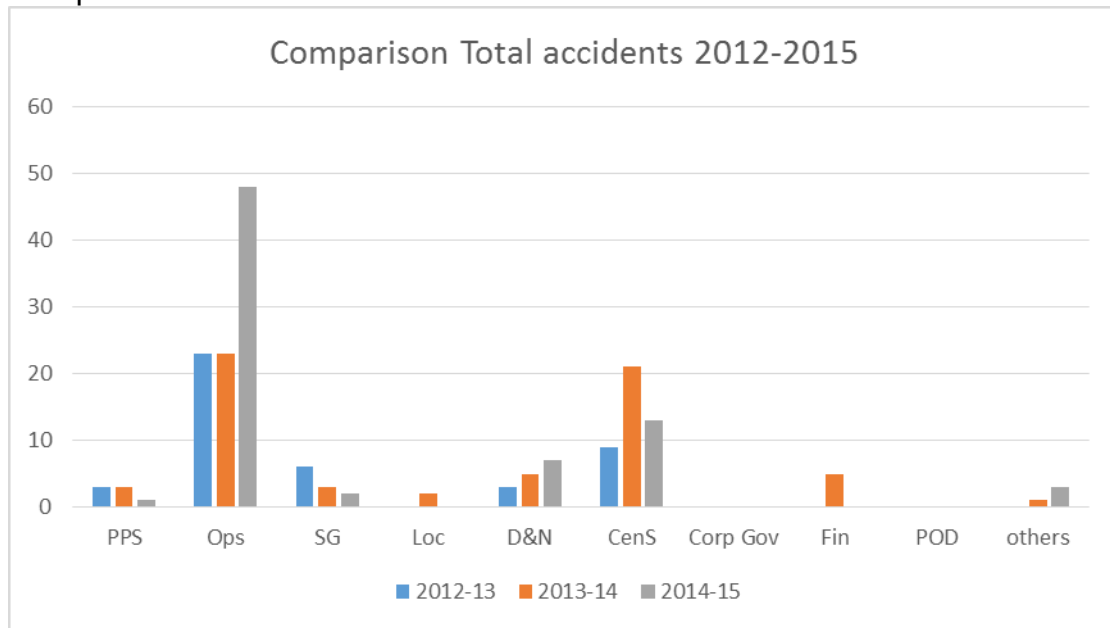


Fig 1

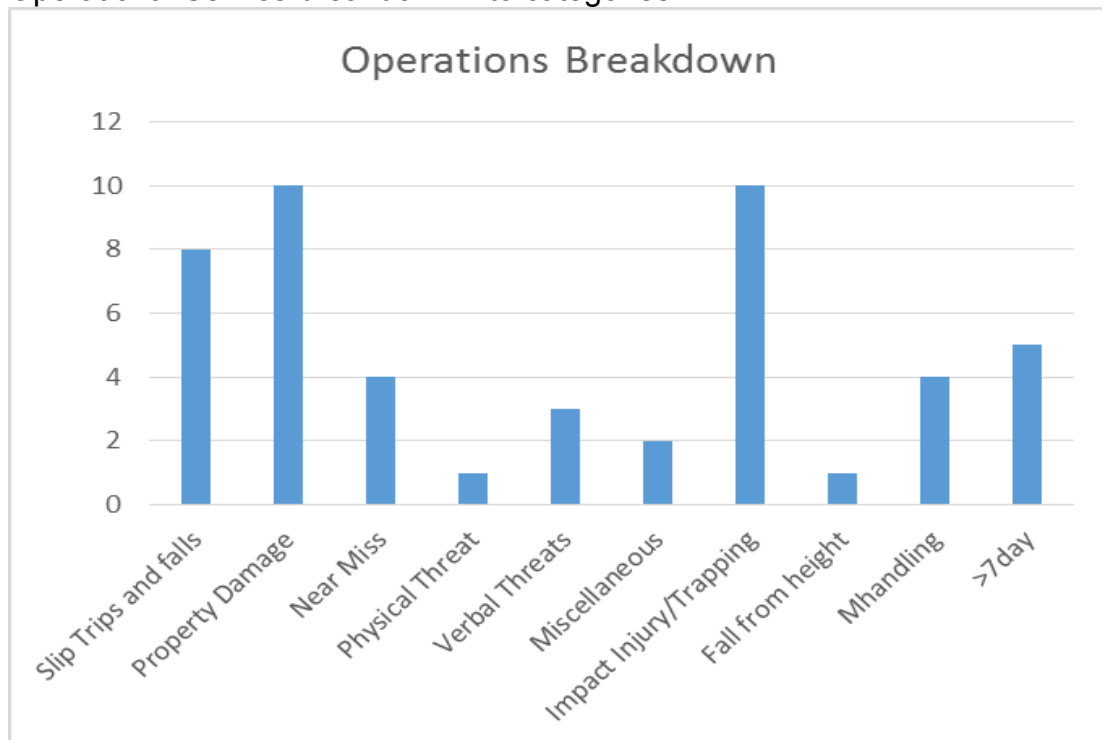
Comparison of accidents within the Services 2012-2015



**Fig 2**

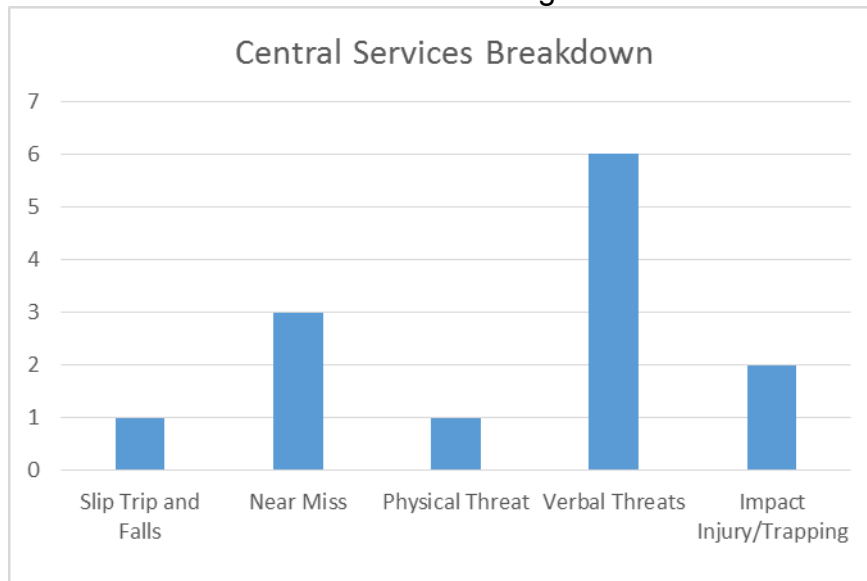
The highest number of accidents occurred in Operational Services and Central Services which have been broken down into categories (Fig 3 and 4)

Operational Service breakdown into categories



**Fig 3**

Central Services breakdown into categories

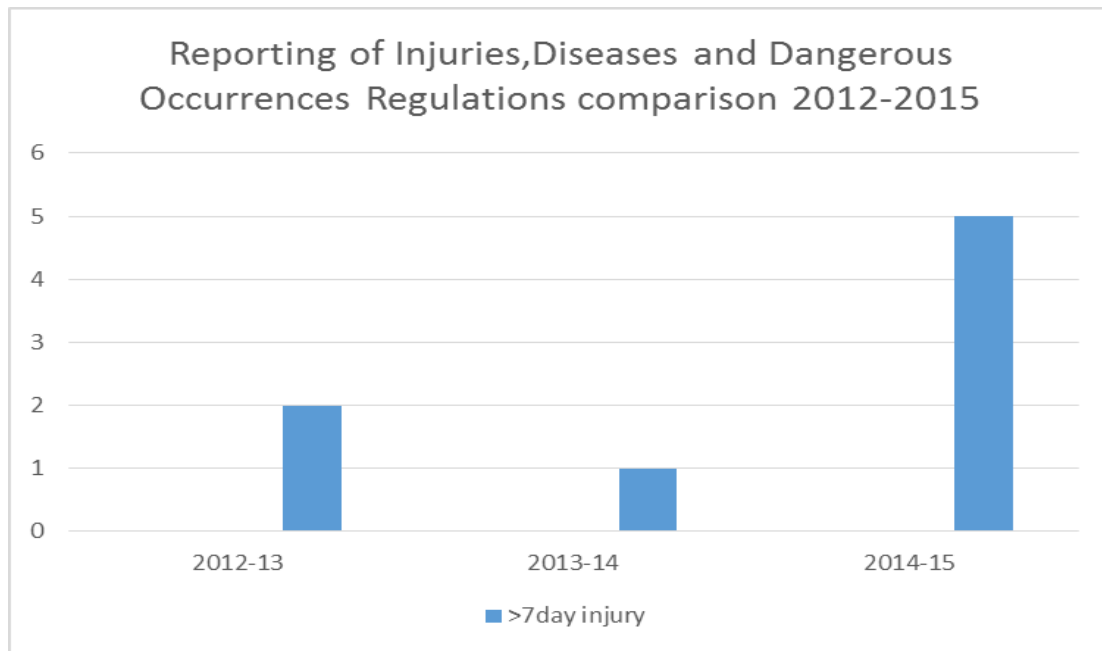


**Fig 4**

The Health and Safety Executive’s classification of accidents is defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

Fatalities	and includes death within one year of the original incident causing the injury
Specified injury	fractures, amputations, hospitalisation, etc.
Over 7 days	where the injured party is off work or not able to do their usual tasks for more than 7 days
Minor	all others
Dangerous Occurrences	incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions etc.
Diseases	certain diagnosed reportable diseases which are linked with occupational exposure to specified hazards





There has been an increase in the number of reportable injuries (>7 day injuries) in Operational Services. Accidents reported to Health and Safety Executive (HSE)

#### Accident Breakdown Comparison 2012-2015

	2012-13	2013-14	2014-15	
<b>No. of Corporate accidents/ incidents per year</b>	<b>57</b>	<b>63</b>	<b>74</b>	<b>Info includes accidents, incidents and near misses. The increased figure reflects an improved reporting mechanism which may be due to the provision of Safety Champions and improved awareness of the need to report incidents.</b>
<b>No. of Corporate accidents/ incidents resulting in time off from the workplace</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>Ideally if sufficient safe working practices and procedures are in place the number of accidents/ incidents will be minimal. All accidents/incidents are investigated and procedures, practices and training amended if necessary.</b>

#### 6. Stress

6.1 Stress figures will be reported in the POD sickness report.

6.2 A Stress Steering Group has been set up to address actions from the Stress Risk Assessments and to devise actions. The group consists of staff and union representation.

6.3 The interventions that have been implemented to try and reduce absence due to stress are as follows:

- The Stress Policy has been revised.
- Stress is on the agenda of the Safety Champion Group and Team meetings
- Staff Health and Wellbeing Programme is being developed
- Mindfulness training has been held to build on emotional resilience

#### 6.4 **I Count**

The iCount programme was a workforce health and wellbeing programme funded by LCC. The funding has been used following some of the suggestions received from staff of what they would like to see happen as part of the project. Some of the suggestions that were carried out were:

- Free fruit
- Mindfulness training
- Flu vaccinations

There is still a sum of £5900

### **7 Other Workload**

7.1 Partnership Meetings:

- External meetings with Lincolnshire Area Safety Advisors Group, Property Group and the Waste Group to share information and work on projects

7.2 Policy and Procedure review

The following policies and procedures are in need of review:

- Risk Assessment procedure
- A Driving policy is being devised

7.3 Managing Safety Champions Performance

Meetings will be held with the new Strategic Leads

Meetings with Safety Champions are held regularly to evaluate their performance against the roles and responsibilities and to get their ideas on improving the Service

## **8.0 Feedback from Safety Champions**

The Safety Champions are still able to fulfil their roles and responsibilities and some of the challenges they feel may be encountered next year are time to carry out the role, security of the building, shared working area on ground floor and dealing with difficult customers, implementing new procedures and changing attitudes. Refresher training has been organised as most of the champions have been in the role for 3 years now.

The awareness of health and safety should continue to be a priority and the excellent work of the Safety Champions be encouraged.

## **9.0 Training**

- Difficult customer training for frontline staff has been carried out
- First Aider training is ongoing with employees who have the first aider qualification renewing every 3 years
- Asbestos refresher training will be carried out annually
- Evac chair training will be ongoing
- Fire marshal training will be carried out annually
- Health and safety refresher training for Safety Champions
- Workplace personal safety course
- Scenario training with partners dealing with difficult customers
- Asbestos Awareness training
- Asbestos Non-licensed work training

## **10.0 Work Plan 2015-2016**

- 10.1 Appendix A is the work plan of activities that will be undertaken and co-ordinated by the Corporate Health and Safety Co-ordinator in the next twelve months.

## **11 Conclusion**

### **11.1 Learning from the accidents/incidents**

There had been an increase in the verbal threats against employees, this resulted in difficult customer training for front line staff. Regular meetings are now being held between staff and partners to improve the working together and sharing of information. Following accidents/near misses in Operations there has been a review of the method statements and risk assessments for a number of areas:

- Lone working
- Sandbagging/ vehicle/pedestrian separation
- Round risk assessments

- 11.2 Keep Me Safe Keep Me Well page is continually being developed. Progress has been made this year in developing the Minerva page, Keep me Safe Keep me Well as well as information being cascaded through the Safety Champions. Working with the Safety Champions to raise awareness of health and safety through the Authority and encouraging everyone to take responsibility. Good working relationships are being built with all levels of the Authority,
- 11.3 With all the changes within the Organisation, using some of the iCount funding is helping to reduce stress by giving staff the tools to improve emotional resilience.
- 11.4 Improved fire evacuation has been implemented

## **12 Recommendation**

**That Members support and note the corporate health and safety report.**

## Appendix A

### Work Plan 2015

Action	Action by	Target	Timescale
Produce work plan	Health and Safety Co-ordinator	To have a structure to work to for follow for 2015-16	Aug 2015
Stress risk assessment reviews	All services	Services to review stress risk assessments and check up to date	August 2015
Stress Steering Group	HR and HSC	To address actions of the SRA and devise an action plan	continuing
Review Health and Safety Policy, Stress Management Policy, Asbestos Policy	Health and Safety Co-ordinator	Review and check up to date	complete 2015
Performance management for Safety Champions	Health and Safety Co-ordinator	Annual Evaluation of the Safety Champions roles and responsibilities	April 2015
Development of Minerva	Business Improvement, Health and Safety Co-ordinator and Safety Champions	On-going	June 2015
Review training	Regulatory Team Manager and Health and Safety Co-ordinator	Review training that would be paid and organised by Health and safety budget	June 2015
Safety champion refresher training	Health and Safety Co-ordinator	To ensure safety champions maintain competency	May 2015