



Report Number

**Corporate Policy &
Resources Committee**

Date 22nd September 2016

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): 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/CLT/18/17

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 14.7 of the Scrutiny Procedure Rules apply?

Yes **No**

Key Decision:

Yes **No**

Executive Summary

The health and safety report is to provide members, strategic leads, managers and employees with information on how health and safety is developing.

The safety champions are a very active group assisting managers by carrying out inspections, identifying health and safety concerns, investigating accidents and assisting in providing solutions.

The chair of the group is very active, keeps the committee focussed and committed.

Accidents are recorded on Minerva and investigated by managers and assisted by the safety champion. Accidents that are reportable under RIDDOR are reported by health and safety coordinator to the HSE. (There were no reportable accidents in 2015-16)

Operational Services have seen a reduction in accidents and of those reported have shown no clear trends.

Employees have been encouraged to report incidents and near misses. A reported number of recorded verbal incidents raised the requirement for:

- Extra training for dealing with difficult and dangerous customers
- The refining of the difficult and dangerous customer procedure and register
- Developing a better working relationship with partners

Following a couple of incidents of spillage in reception spillage training and a procedure were produced.

A review of archives storage, access and manual handling (this is ongoing)

Work continues through the Lincolnshire safety advisors group around property and waste to ensure a consistent approach to health and safety.

As part of the performance management meetings are held with the safety champions and they consider the main area of concerns for the coming year could be

- Change
- Restructuring
- Effect on the authority having partners within the building

The awareness of health and safety should continue to be a priority, last year the safety champions received refresher training and continue to be very active and the excellent work of the safety champions should be encouraged and thanks be expressed to them.

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. Maintain health, safety and welfare at the front and centre of the organisation as a corporate priority
3. Demonstrate the transparent, proactive management and control of corporate risk, legal compliance and reputation.
4. Provide an auditable trail of engagement with members and senior leadership that would contribute to demonstrating compliance to external enforcement agencies.

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 2015-16

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 and procedures devised and consulted on with Services and safety champions

Driving Policy

Difficult and Dangerous Customer Procedure

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

Health and safety Policy

No Smoking Policy

Stress Management Policy

Review of the fire evacuation procedures and personal emergency evacuation plans

Lone working Policy

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

4.3 **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, dealing with local issues 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 also prepared for feedback to team meetings.

4.4 **ICT**

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 and incidents
- 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 Employees to:

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

The risk assessment and health and safety library is available for all to reference, documents can be printed off for employees who do not regularly access the site.

Difficult and Dangerous Customer procedure, and register have been improved.

4.5 **Health and Safety Training**

The following training has been delivered:

- Asbestos awareness and refreshers
- Non-licensed work with asbestos (Operations)
- Fire marshal training for employees and partners
- Difficult customer training
- Manual Handling training delivered by the Operational Services team to other Services
- Evac chair refresher training and training for partners in the building
- Safety champions IOSH managing safely refresher
- Spillage training delivered to the Customer Services Team

- Member training on Lone working

5.0 Accidents

All workplace accidents/ incidents and near misses are recorded on Minerva and investigated by the Manager, assisted by the Safety Champions and/or the Health and Safety Co-ordinator. Those accidents/ incidents 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 Lincolnshire Safety Officers 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 2015- March 2016

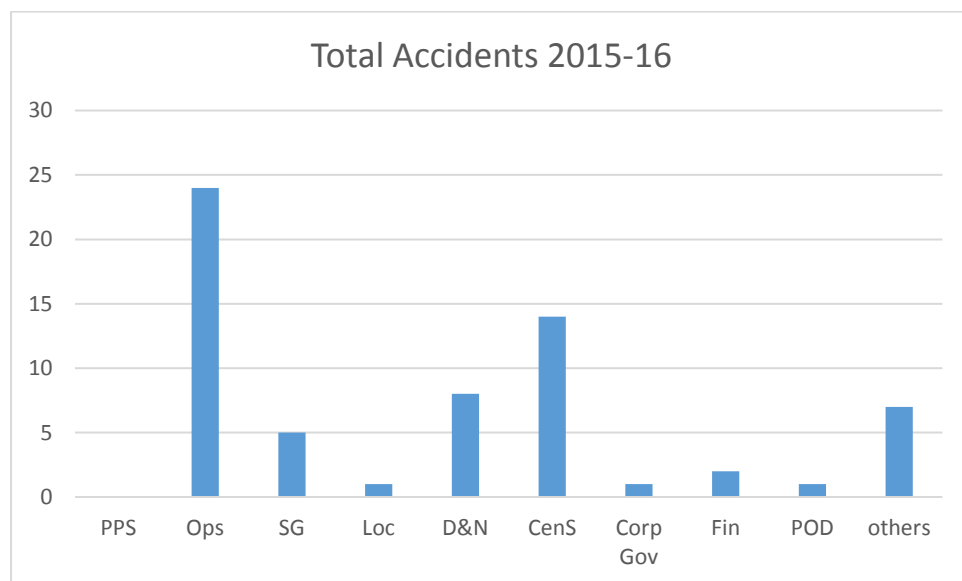


Fig 1

Comparison of accidents within the Services 2012-2016

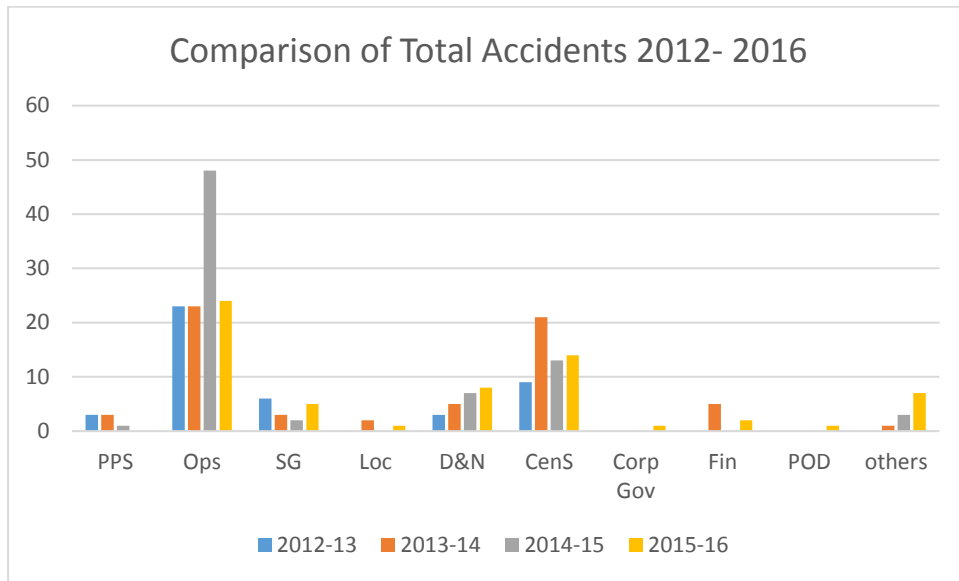


Fig 2

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

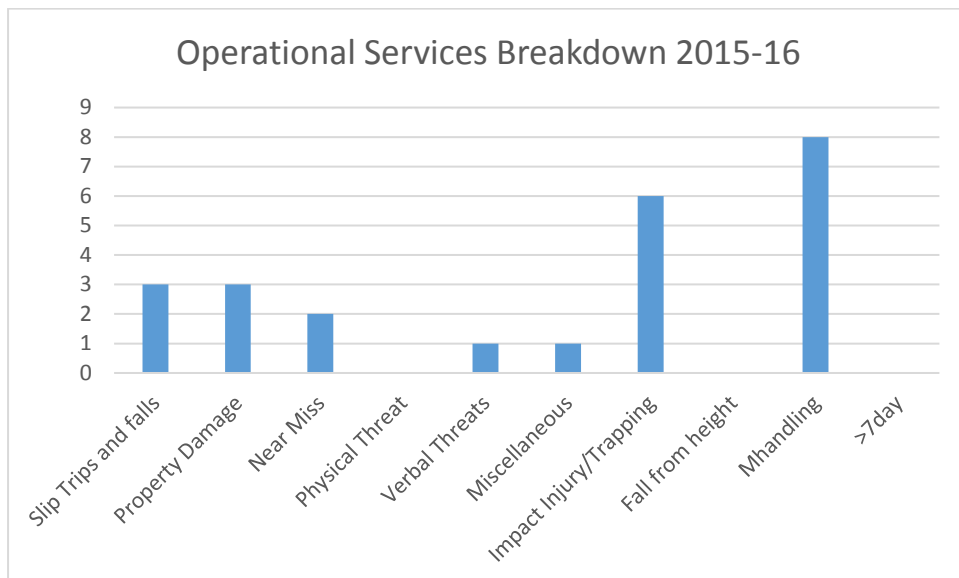


Fig 3

Central Services breakdown into categories

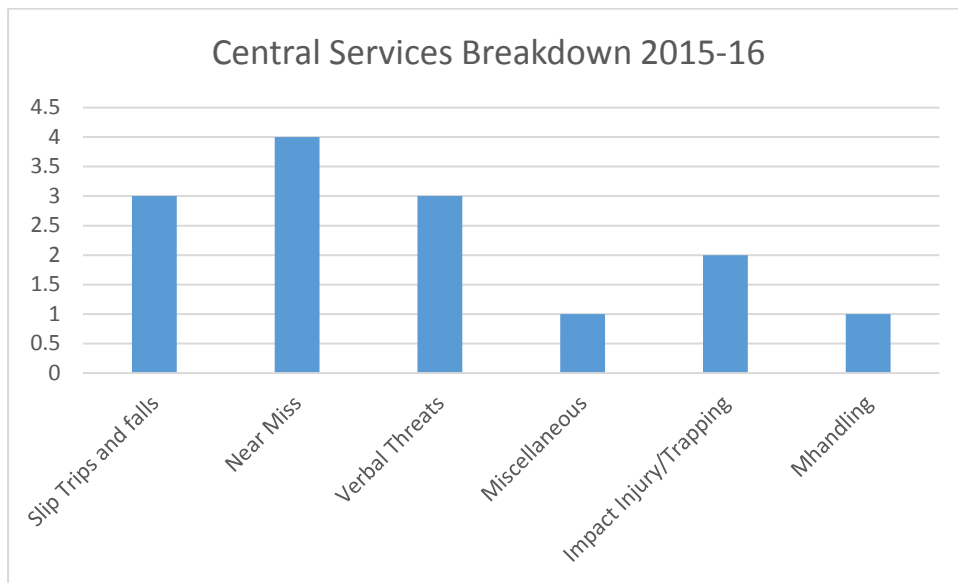


Fig 4

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

In 2015-16 there were no reportable incidents that required reporting to the Health and Safety Executive (HSE).

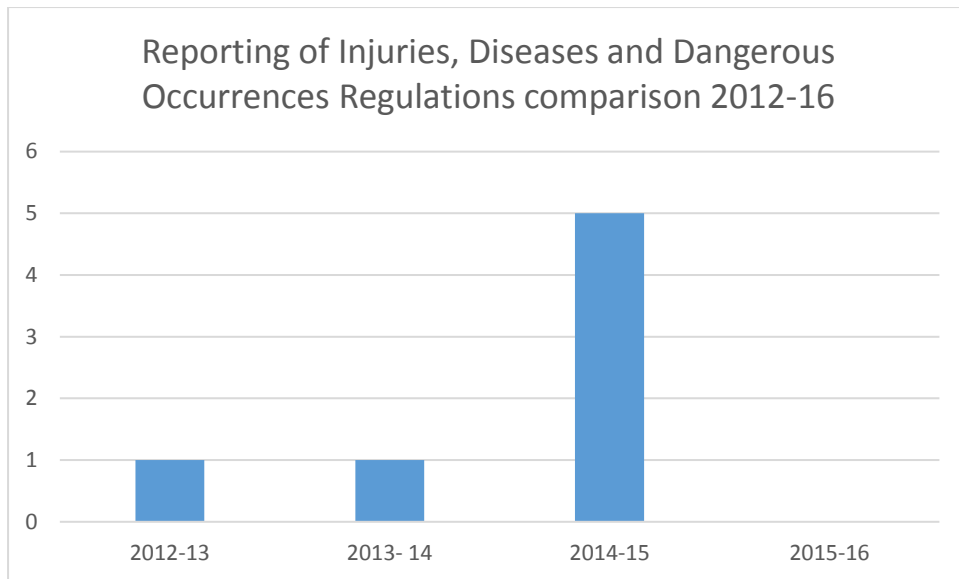


Fig 5

There have been no reportable incidents reported to Health and Safety Executive (HSE) 2015- 2016

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 employees and union representation and will meet as and when required.

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

- Revision of the Stress Policy.
- Stress risk assessments have been reviewed annually.
- Stress is on the agenda of the Safety Champion Group and Team meetings
- 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:

- Fresh fruit was given out for two months at the Guildhall, Depots Trinity Arts Centre and Market Rasen Office
- Flu vaccinations (56 people)
- Mini alternative health sessions of Indian head massage and reflexology (62 people)

- Body MOTs were carried out by the in-house health trainers at the Guildhall (47 attended), Gainsborough depot (8 attended), and Market Rasen depot (12 attended),

There is still a sum of £2500 which can be used in the coming year again the employees will be asked for their suggestions.

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 and ensure consistent approach to H/S

7.2 Policy and Procedure review

The following policies and procedures are in need of review:

- Fire Safety Policy and Asbestos Policy

7.3 Managing Safety Champions Performance

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

7.4 External Health and Safety enforcement

External Health and Safety enforcement work investigating accidents and dealing with service requests.

8.0 Feedback from Safety Champions

The awareness of health and safety should continue to be a priority and the excellent work of the Safety Champions be encouraged. The main areas for concern raised by the safety champions for the next year are considered to be:

- Change
- Restructure within the organisation and stress effects
- Change of the authority, effect partners have within the building

9.0 Training

- 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 and this also includes partners in the building
- Fire marshal training will be carried out
- Health and safety refresher training for Safety Champions
- Asbestos Awareness training
- Asbestos Non-licensed work training

10.0 Work Plan 2016-2017

- 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 Health and Safety Committee

The chair of the Health and Safety committee is now the Chief Operating Officer who is very active, focussed and committed and has recently completed the Institute of Occupational Safety and Health (IOSH) 4 day Managing Safely course

11.2 Learning from the accidents/incidents

Operational Services have seen a reduction in accidents and those reported were minor and there were no clear trends identified.

The increase in the number of verbal incidents raised requirement for:

- extra training on dealing with difficult customers
- Refinement of the difficult and dangerous customer procedure
- developing a better working relationships with the partners in the building.

A number of spillages in reception required:

- A spillage procedure and training to be developed

Trinity arts centre are working with the anti-social behaviour team following incidents in the vicinity of the centre.

An audit of the chairs in the authority is being carried out following two incidents involving chairs.

A review on archives storage, access, manual handling and disposal of documents has begun with teams working together, although this work is not yet complete.

- 11.3 Improved fire evacuation has been implemented and work continues on the out of hours fire evacuation.
- 11.4 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 and with partners,

12 Recommendation

That P&R support and note the corporate health and safety report.

Appendix A

Work Plan 2016

Action	Action by	Target	Timescale
Produce work plan	Health and Safety Co-ordinator	To have a structure to work to for follow for 2016-17	Aug 2016
Stress risk assessment reviews	All services	Services to review stress risk assessments and check up to date	August 2016
Stress Steering Group	HR and HSC	To address actions of the SRA and devise an action plan	Continuing as and when
Review, Fire Policy Asbestos Policy	Health and Safety Co-ordinator	Review and check up to date	complete 2016
Performance management for Safety Champions	Health and Safety Co-ordinator	Annual Evaluation of the Safety Champions roles and responsibilities	April 2016
Development of Minerva	Business Improvement, Health and Safety Co-ordinator and Safety Champions	On-going	ongoing
Review training	Regulatory Team Manager and Health and Safety Co-ordinator	Review training that would be paid and organised by Health and safety budget	March 2017
Further training: 1.Workplace Personal Safety Training 2. DSE training	Health and Safety Co-ordinator	1.Provide employees with skills to ensure their safety 2. Training for Safety champions to enable them to carry out assessments	1.May 2016 2.December 2016

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