



**Corporate Policy and
Resources Committee**

27 July 2017

Subject: Annual Health and Safety Report

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 Health and Safety Report

IMPLICATIONS

Legal: Health and Safety at Work etc., Act 1974 and associated legislation

Financial : FIN/19/18 None

Staffing :

Equality and Diversity including Human Rights :
NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

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 :

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

*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

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 four reportable accidents in 2016 -17)

Operational Services have seen an increase in recorded accidents this year and of those reported have shown no clear trends. Training is continually improving and work on the Round Risk Assessments.

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

- Further work on the difficult and dangerous customer procedure and register
- Continuing the development of working with partners in the building
- Extra training for those using the interview rooms and the use of the panic button and procedure

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

- Demands
- Change and managing change
- Due to the above concerns that health and safety may not get the consideration it requires

With the concerns the safety champions have raised the Safety Champion group remains important. The awareness of health and safety should continue to be a priority, and the safety champions carry on being very active.

Employees have been appreciative of:

- the new chairs which improves comfort whilst at work
- the initiatives such as the flu vaccinations and the fresh fruit in January

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 Safety Champions provide assistance and support to Strategic Leads, Team Managers, Employees and Members to ensure that health and safety responsibilities are fulfilled and embedded within the organisation.

- 2.3 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

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 2016-17

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

5 Policy and Procedure Reviews

New policies and procedures devised and consulted on with Services and safety champions

Reviewed the following policies and procedures:

- Health and safety Policy
- Fire evacuation procedures
- Personal emergency evacuation plans
- The bomb procedure and the suspicious packages procedure

6 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

Three safety champions resigned from the group due to work commitments and now recruited three new champions. The areas are Operational Services, Trinity Arts Centre and Building Control. Those who resigned have been thanked for their work carried out whilst being a safety champion.

6.1 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, deal with local issues share information and learn from others experience and come up with solutions.

The minutes of 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. This ensure that health and safety has clear lines of communication.

Regular reports are taken to Senior Leadership Team on health and safety and the opportunities to discuss.

6.2 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 accidents, information and risk assessments
- log and review 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 and sharing documents.

The Difficult and Dangerous Customer procedure, and register have been improved and this is reviewed regularly.

7 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
- Manual Handling training delivered by the Operational Services team to other Services as required

- Evac chair refresher training and training for Employees, Partners and Directors who attend out of hours meetings.
- Project Griffin and suspicious package training from the Counter Terrorism unit to raise awareness. They also commented on the bomb procedure.

8 Accidents

All workplace accidents/ incidents, near misses and verbal/violent 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 (RIDDOR) 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 (Health and Safety) Waste and Refuse Forum.

At the moment we have difficulty comparing accident records as the Authorities all record them differently, however this is something the group are investigating.

8.1 Accident figures

Total number of accidents within the Services– April 2016- March 2017

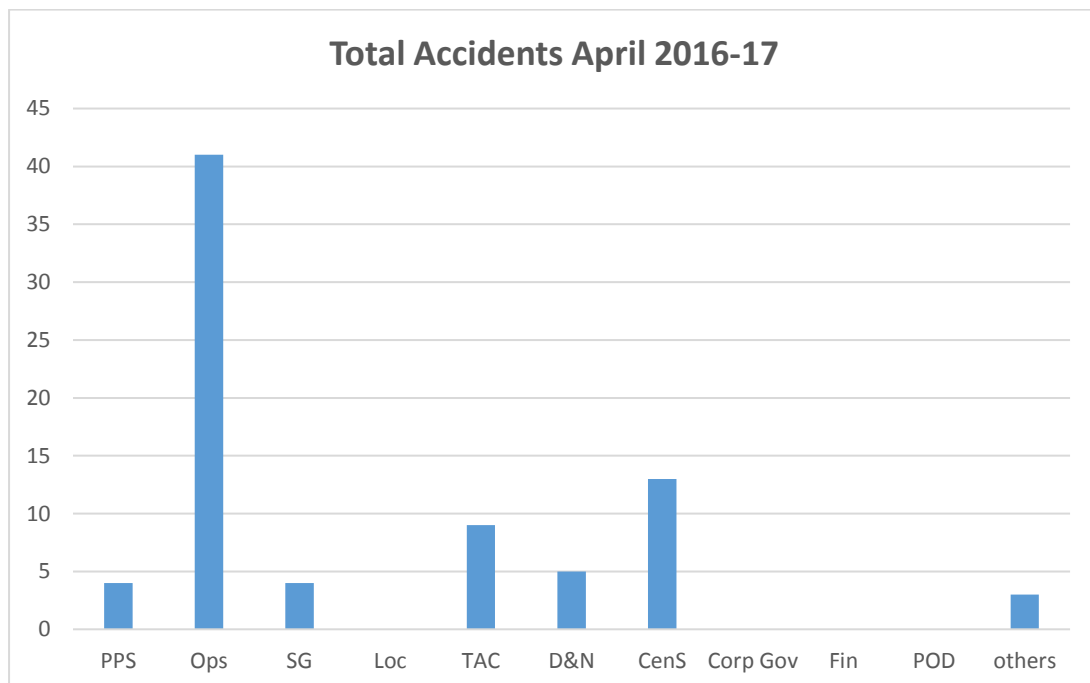


Fig 1

Comparison of accidents within the Services 2012-2017

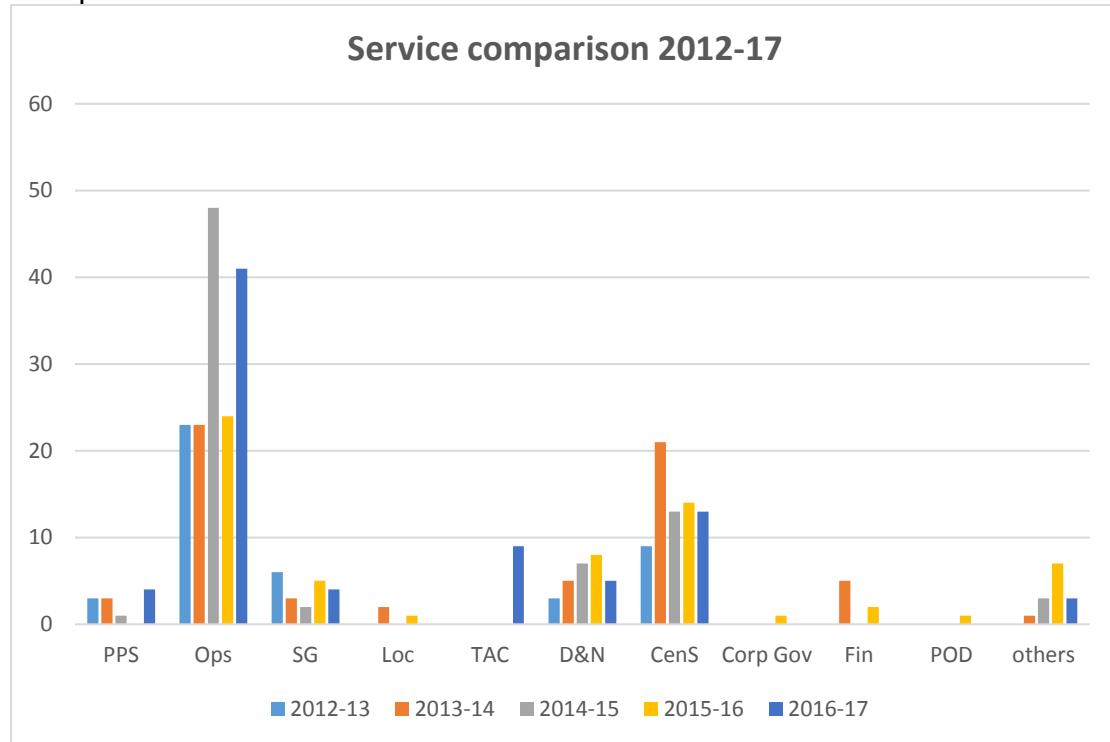


Fig 2

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

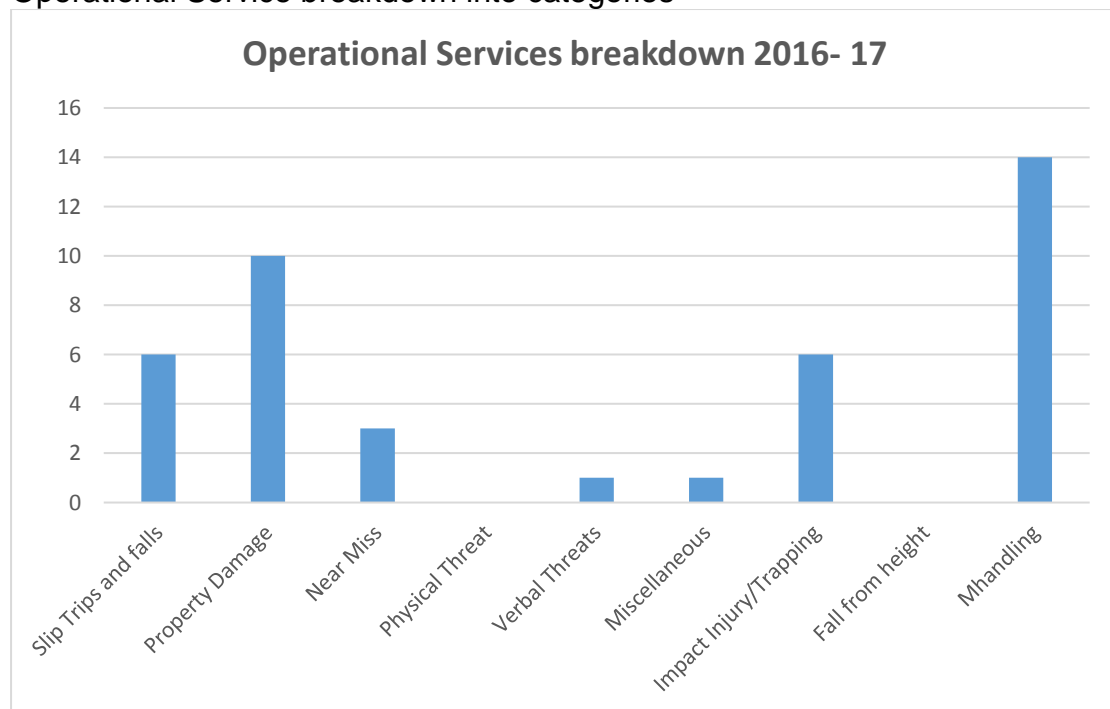


Fig 3

Central Services breakdown into categories

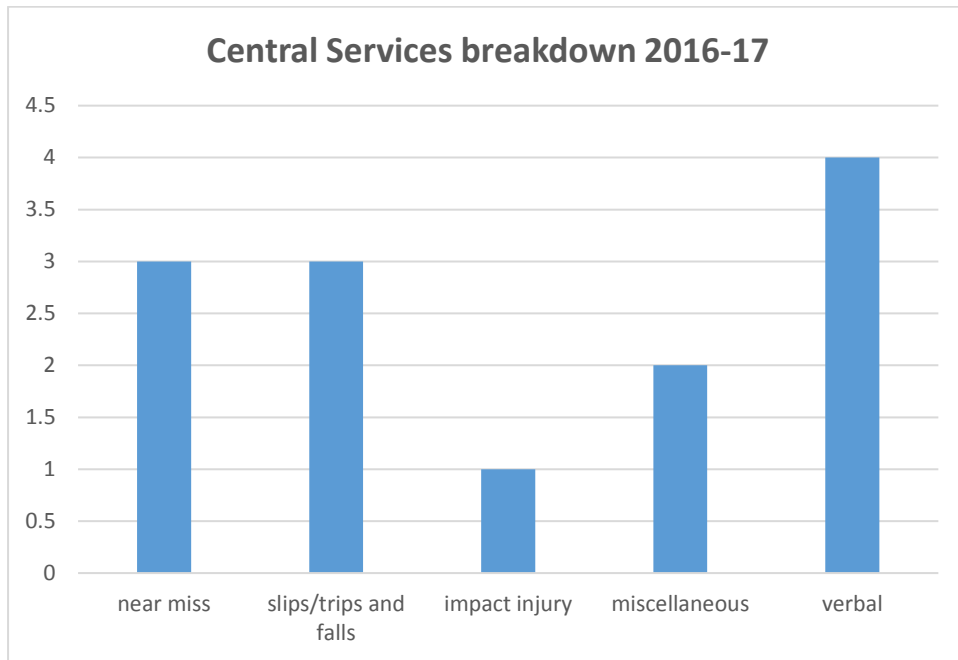


Fig 4

The Health and Safety Executive's classification of accidents is defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

In 2016-17 there were four reportable incidents that required reporting to the Health and Safety Executive (HSE). They were all over seven day injuries in Operational Services

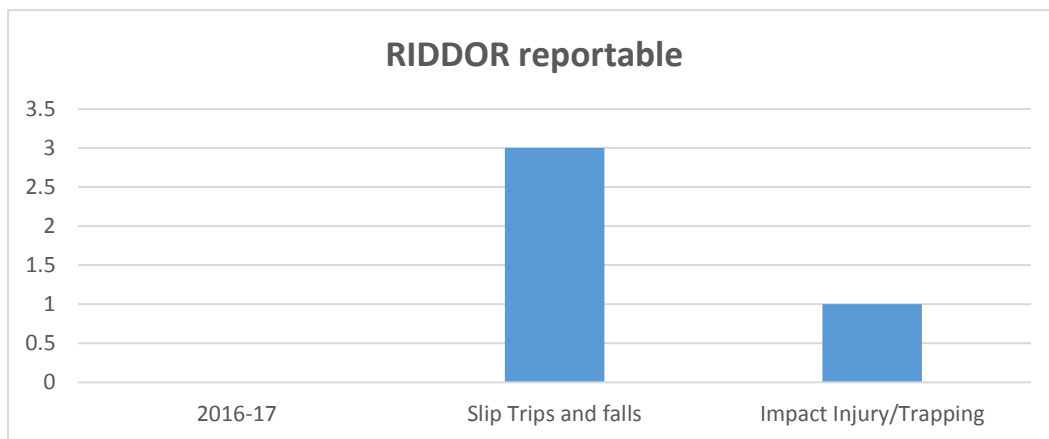


Fig 5

9 Stress

9.1 Stress figures are reported in the POD sickness report.

9.2 The interventions that have been implemented to try and reduce stress are as follows:

- Stress risk assessments being reviewed annually.
- Stress is on the agenda of the Safety Champion Group and Team meetings.
- Any individual stress risk assessments carried out have actions devised and are reviewed.

10 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:

This continued to be used

- Fresh fruit was given out for the month of January at the Guildhall, Depots Trinity Arts Centre and Market Rasen Office
- Flu vaccinations (60)
- Embracing Change courses

The iCount budget has now been all used. Employees have appreciated the health and wellbeing initiatives.

11 Other Workload

11.1 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

The Lincolnshire (Health and Safety) Waste and Refuse Forum is a very active group are being used for consultation in the production of guidance for the Waste 24 in conjunction with Health and Safety Executive (HSE) and Waste Industry Safety and Health (WISH)

11.2 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

11.3 External Health and Safety enforcement

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

12 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:

- Demands

- Change and managing change
- Due to the above concerns that health and safety may not get the consideration it requires

Following previous feedback from the safety Champions a Christmas quiz was devised as another way of raising health and safety awareness, and communication around hydration, stairclimbing, street safety, difficult customers and stress awareness using the TV screens.

13 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 and Directors in the building
- Fire marshal training will be carried out
- Asbestos Awareness training
- Asbestos Non-licensed work training

14 Work Plan 2017-2018

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

15 Conclusion

15.1 Health and Safety Committee

The chair of the Health and Safety committee is the Chief Operating Officer who is very active, focussed and committed and has recently completed the Institution of Occupational Safety and Health Managing Safely four day course.

15.2 Learning from the accidents/incidents

Operational Services have seen an increase in the number of accidents recorded this year. The Service has now:

- A standardised accident reporting procedure
- Continual training which is improving
- retraining is carried out, and
- providing alternative training where required.
- Monitoring is carried out regularly using the HSE/WISH monitoring system.

The increase in the number of verbal incidents through the Services 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.
- Training in the operation of the panic system in the interview rooms.
- Trinity arts centre working with the anti-social behaviour team following incidents in the vicinity of the centre.

15.3 An audit of the chairs in the authority was carried out following two incidents involving chairs and new chairs have been purchased for the meeting rooms and the workstations. A number of employees have expressed good comments about the comfort of the new chairs

15.4 Improved fire evacuation has been implemented and work continues on the out of hours fire evacuation.

15.5 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.

16 Recommendation

That Members support and note the Health and Safety Report

Appendix A

Work Plan 2017-18

Action	Action by	Target	Timescale
Produce work plan	Health and Safety Co-ordinator	To have a structure to work to for follow for 2017-18	Aug 2017
Stress risk assessment reviews	All services	Services to review stress risk assessments and check up to date	August 2017
Stress Steering Group	HR and HSC	To address actions of the SRA and devise an action plan	Continuing as and when
	Health and Safety Co-ordinator	Review and check up to date	complete 2017
Performance management for Safety Champions	Health and Safety Co-ordinator	Annual Evaluation of the Safety Champions roles and responsibilities	April 2017
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: Diffusing situation training when dealing with difficult customers	Health and Safety Co-ordinator	Provide employees with skills to ensure their safety	August 2017