



**Corporate Policy and
Resources Committee**

20 September 2018

Subject: Annual Corporate Health and Safety Report

Report by:

Executive Director of Operations

Contact Officer:

Emma Redwood
People and Organisational Development Manager
Telephone 01427 676591
Emma.redwood@west-lindsey.gov.uk

Purpose / Summary:

Summary of Performance of the Corporate 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 etc., Act 1974 and associated legislation

Financial : FIN/108/19/TJB

None from this report.

Staffing :

Equality and Diversity including Human Rights :

None.

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:

None.

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 with information on how corporate health and safety is developing within West Lindsey District Council.

It is the duty of management to ensure that all processes and procedures of work are designed and maintained, to prioritise the health and safety of our employees and visitors/contractors whilst working in or visiting our premises.

We continually strive to improve the health and safety culture at WLDC, so that we progressively improve protection for our own employees, clients, visitors and contractors.

The new Health and Safety coordinator joined the council in November 2017, now working closely with the safety champions and managers across the council.

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 three reportable accidents in 2017 -18)

Employees throughout the council have been encouraged to report all incidents and near misses.

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.

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, Management Team and Staff. It provides the opportunity to inform Members how the corporate 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 management team reassurance 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 Head of paid service, but is devolved down to all managers. 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. The Health and Safety coordinator provides day to day advice on the subject to staff of all levels of the council. Advising managerial staff via various reporting mechanisms on how to control risks identified and how to comply with legislation.
- 2.2 Safety Champions provide assistance and support to managers, employees and members to ensure that health and safety responsibilities are fulfilled and embedded within the organisation.

2.3 The Corporate Health and Safety page on the Minerva continues to be a platform for sharing information on health and safety, risk assessments, accident investigations and inspections and is accessible for all levels of staff to view. The page is also used to communicate important Health and Safety information and updates.

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 2017-18

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

During the year there was one change of resources to note, with the Health and Safety coordinator leaving in July 2017, and the new Health and Safety coordinator starting in November 2017.

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 – on the forward plan
- Accident and Incident reporting and recording procedure
- Fire risk assessments carried out at all WLDC sites.

6 Safety Champions

The Safety Champions are carrying out the following duties to assist and support the 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

One safety champion resigned from the group due to work commitments. There are now ten remaining safety champions across all sectors of the council. 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 Head of paid service 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 corporate Health and Safety 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 ensures that health and safety has clear lines of communication.

Regular reports are taken to management team on health and safety and the opportunities to discuss.

6.2 ICT

The corporate Health and Safety site on Minerva is continually developing and the Safety Champions 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 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:

- Passing on the principles – Manual Handling train the trainer
- Manual Handling training delivered by the Operational Services team to other Services as required
- Evac chair key trainer course
- Accident Investigation training
- Risk assessment training

The following training is booked but not yet delivered:

- Fire marshal training for employees and partners
- First aid at work

8 Accidents

All workplace accidents/ incidents, near misses and verbal/violent incidents 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
- 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.

Where appropriate, accidents are investigated with findings and recommendations communicated to responsible managers for them to take action to prevent a reoccurrence.

Near Miss reporting

In most Council Services there has been a reluctance for employees and managers to capture and document near misses. Near miss reporting is vitally important to preventing more serious accidents from happening in the future. Managers may be addressing near misses and making sure that the working environment is safe, but few are documented.

The Health and Safety coordinator will work with Services to encourage a culture of Near Miss reporting.

8.1 Accident figures

Total number of accidents within the Services– April 2017- March 2018

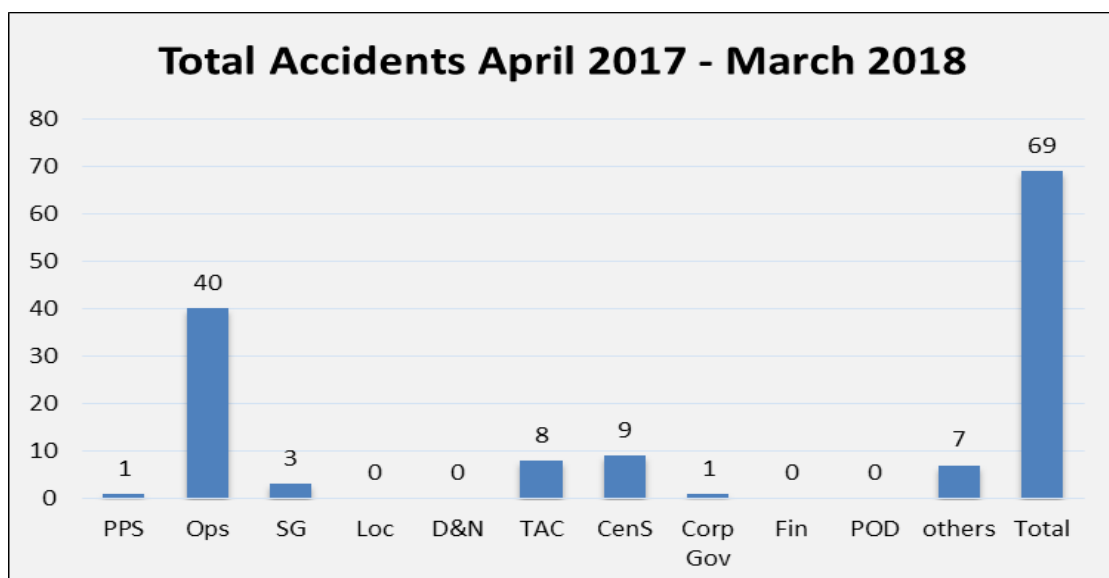


Fig 1

Comparison of yearly accident totals 2012-2018

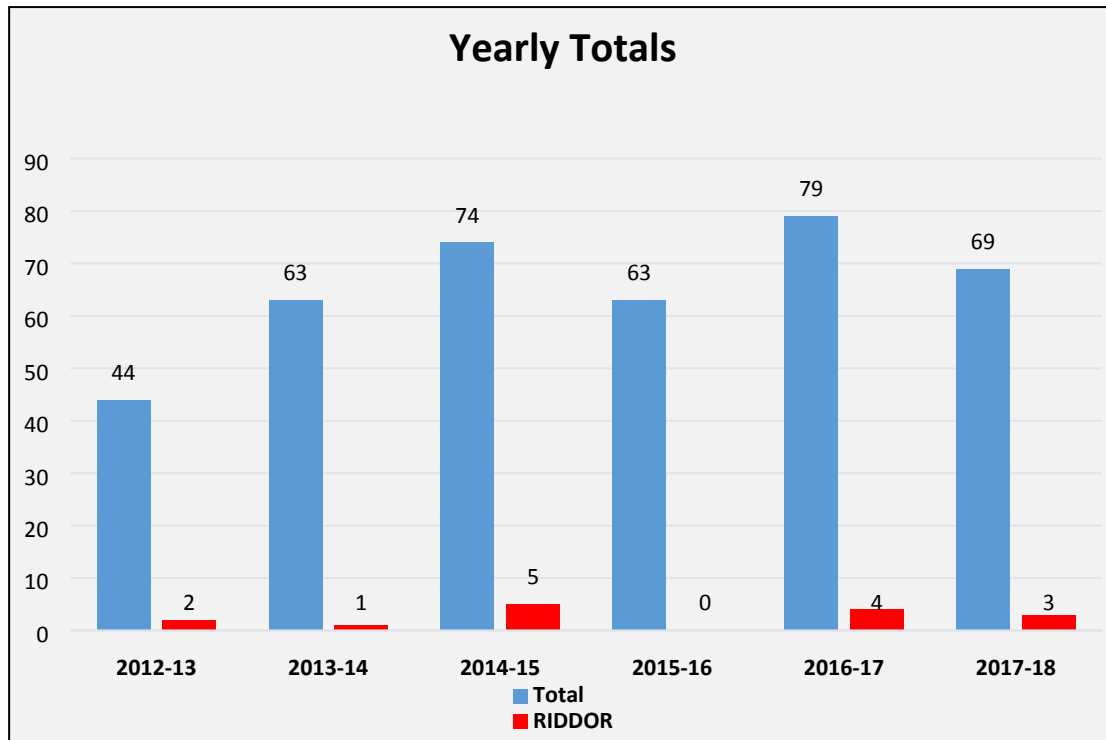


Fig 2

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

Operational Service breakdown into categories

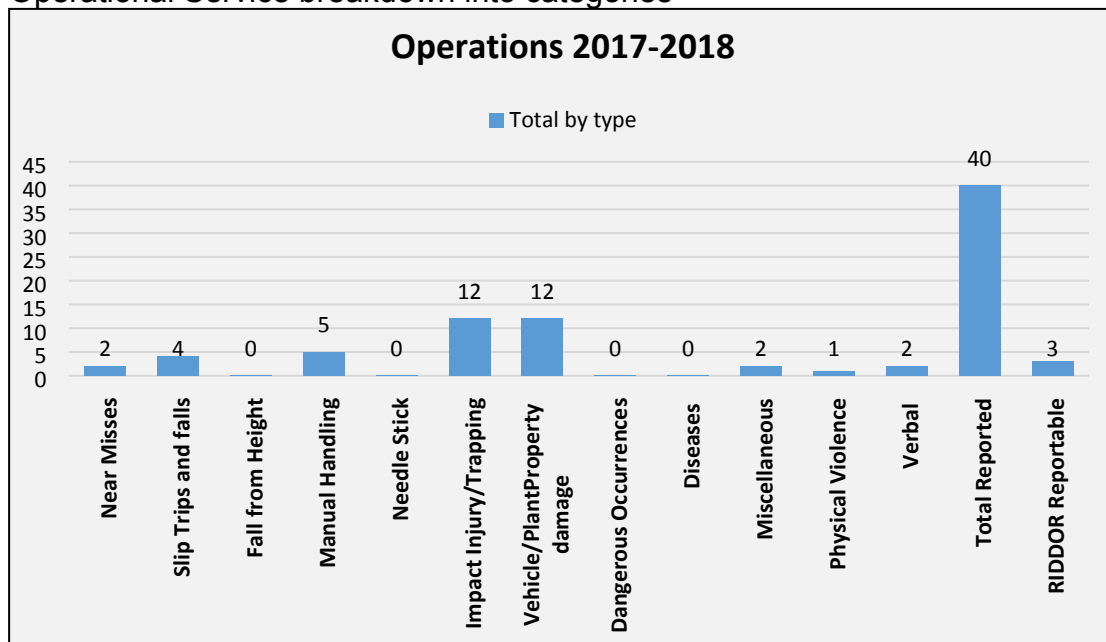


Fig 3

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

In 2017-18 there were three reportable incidents that required reporting to the Health and Safety Executive (HSE). They were all over seven day injuries in Operational Services

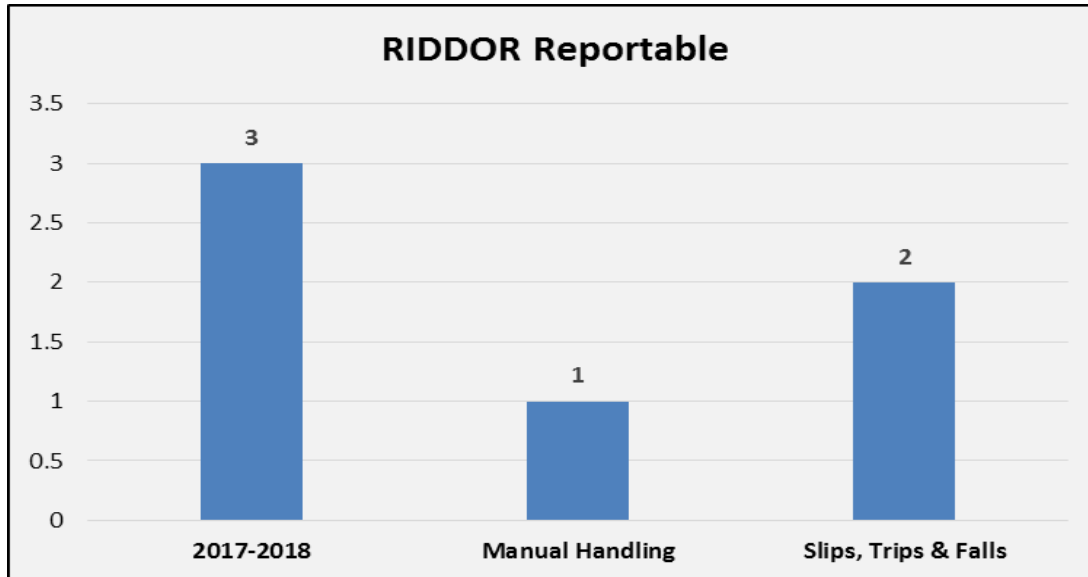


Fig 4

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 Other Workload

10.1 External Meetings:

- Lincolnshire Area Safety Advisors Group, to share information, work on projects and ensure consistent approach to H/S
- Lincolnshire Area Health and Safety Waste Group, again to share information, work on projects and ensure consistent approach to H/S
- IOSH branch meetings, as a member of IOSH the Health and Safety coordinator is able to attend events and presentations from road safety to occupational hygiene and waste, working at height to legal updates. There is also the opportunity to share information and best practices.

10.2 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 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

Following previous feedback from the safety Champions the TV screens will be used as a way of raising health and safety awareness, and communication.

12 Work Plan 2018-2019

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.

13 Conclusion

The 2017 annual health and safety report shows that the Council continues to provide a healthy and safe environment for its employees and service users. It is therefore planned to continue this work to allow the Council's safety culture to continue to develop as the actions taken embed fully so that managers and employees are supported in taking responsibility for and giving priority to the health and safety of themselves and others.

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.

Appendix A

Work Plan 2018-19

Action	Action by	Target	Timescale
Produce work plan	Health and Safety Co-ordinator	To have a structure to work to or follow for 2018-19	Aug 2018
Stress risk assessment reviews	All services	Services to review stress risk assessments and check up to date	ongoing
Review, Fire policy & Asbestos policy	Health and Safety Co-ordinator	Review and check up to date	complete 2018
Performance management for Safety Champions	Health and Safety Co-ordinator	Annual Evaluation of the Safety Champions roles and responsibilities	Sept 2018
Development of Minerva	Health and Safety Co-ordinator and Safety Champions	On-going	ongoing
Review training	POD Manager and Health and Safety Co-ordinator	Review training that would be paid and organised by Health and safety budget	ongoing
Further training: Diffusing situation training when dealing with difficult customers	Health and Safety Co-ordinator	Provide employees with skills to ensure their safety	Dec 2018