

CABINET – 6TH JULY 2017

Report of the Head of Strategic Support Lead Member: Councillor James Poland

Part A

ITEM 10 ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2016-17

Purpose of Report

To inform Cabinet and provide a public record of the Council's health and safety performance.

Recommendation

That the Cabinet note the Council's health and safety performance over the preceding year as set out in Part B of this report.

Reason

It is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents for public bodies to publish an annual report on health and safety performance. The Management of Health and Safety at Work regulations 1999 require all employers to review their health and safety management system. Since 2015 The Council has employed BS OHSAS 18001: "Occupational Health & Safety Management Systems" as its base system for managing health and safety.

Policy Justification and Previous Decisions

Extract from the Council's Corporate Health and Safety Policy: "Members of the Cabinet and other elected members shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems."

This report also supports the following themes in the Corporate Plan:

1. Every Resident Matters by ensuring that our all of our sites and services, are safe to use for all residents.
2. Delivering Excellent Services by continuously looking for ways to deliver services more efficiently by reducing the costs of accidents, insurance claims and streamlining our arrangements for complying with health and safety law.

Implementation Timetable including Future Decisions and Scrutiny

Following Cabinet consideration it is intended that the report will be published on the Council's web site every year.

Report Implications

The following implications have been identified for this report.

Financial Implications

The decisions in this report and continuing health and safety activities can be accommodated within existing budgets.

Risk Management

There are no specific risks associated with this decision.

Equality and Diversity

It is concluded that this report is not relevant to equality. There is no way in which people will experience discrimination or a different outcome because this is not a policy in its own right but a report on performance against policies such as the Corporate Health and Safety Policy or operational safety plans which do have an equality impact assessment. Therefore an equality impact assessment has not been carried out.

Key Decision: No

Background Papers: None

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Part B

BACKGROUND

1. This is the second annual report on health and safety performance at Charnwood Borough Council and covers the period April 2016 – March 2017.
2. The Council manages a wide portfolio of services for a diverse borough of more than 160,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this we have implemented a safety management system that involves all staff and considers our partners and service users as well. We retain specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. The penalties for failure to comply with health and safety legislation have increased dramatically since sentencing guidelines were reviewed in February 2016. There has been more than one instance in 2017 where an employer has been fined a million pounds or more, even where someone was not seriously hurt. In one recent case the employer was a local authority.

HOW WE MANAGE HEALTH AND SAFETY AT CHARNWOOD

5. The Chief Executive has final responsibility and chairs the Corporate Health and Safety Committee. This includes Strategic Directors and Trade Union Health and Safety Representatives, supported by professional advice from the Corporate Health and Safety Officer.
6. This body sets out the policies, roles and responsibilities for the whole Council and receives reports based on *BSI Occupational Health and Safety Assessment System 18001*. This internationally-recognised standard provides objective criteria against which we can judge our performance:
 1. POLICY: Sets out the management system
 2. PLANNING: Hazards, risk assessments and controls
 3. IMPLEMENTATION: Roles and responsibilities, procedures
 4. CHECKING: Monitor and measure performance
 5. REVIEW: Review the management system
6. Additionally, there is a Risk Management Group (RMG) of specialist staff that reports quarterly to the Corporate Management Team (CMT), which includes all Heads of Service, on health and safety activities plus accidents, insurance claims and strategic risks.
7. Heads of Service are responsible for the risks created by their respective services and managers are then charged with the practical work of assessing risks and putting safety measures in place, including monitoring the performance of contractors.

8. Landlord Services retains a second health and safety professional to manage their policies, risk assessments and training due to the wide range of risks present in their work.

PERFORMANCE REPORT 2015-16

9. This report is based on the five stages of the *OHSAS 18001* safety management system.

POLICY: the management system, our aims and policies

10. A corporate policy, approved by Cabinet, is in force for the whole Council. It describes the general organisation and responsibilities for health and safety of everyone from Elected Members to front-line staff. This is then reviewed annually by the Corporate Health and Safety Committee.
11. Service areas that manage specific sites or activities are then responsible for drafting local policies, or management systems, for specific risks, such as open spaces or Loughborough Market. We also make a point of identifying where services do *not* need to produce separate plans because their risks can be managed as part of day-to-day business.
12. New management plans that were developed last year included asbestos and legionella in general Council buildings; inspection of open spaces; memorial stones and lone working/personal safety in several services

PLANNING: risk assessments, legal compliance and objectives

13. The standardised risk assessment templates introduced in 2015 are now in use across the Council so examples of good practice can be more easily shared between services to improve safety and ensure consistency.
14. Periodic reviews of each service allow us to check risk assessments and procedures are in date and complete, with any issues reported to the Corporate Health and Safety Committee.
15. The Council uses specialists where necessary to ensure it fully assesses and controls the risks from fire, asbestos and legionella. A fresh cycle fire risk assessments was completed for general Council buildings including Southfields, Woodgate Chambers, business units, the Museum and Carillon.
16. Last year's report to Cabinet included a target of completing 350 computer work station assessments using our new on line form. There have now been more than 380 completed.
17. A Law Register is maintained and reviewed every 6 months to provide an accessible record of all of the health and safety acts/regulations that apply to the Council's activities.

18. In January 2017 the Corporate Health and Safety Committee adopted a set of objectives as part of its “core management system” for health and safety. Performance against these will be reported on every 6 months, commencing July 2017 and will be included in further reports to Cabinet. The objectives are as follows.

- Policy signed and in date
- Annual safety report delivered to Cabinet.
- Committee meetings occur on time (six-monthly).
- Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).
- No enforcement action.
- Target of no more than 3 RIDDOR reportable injuries to staff per annum.
- All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.
- OHSAS 18001 review of each service area completed at least every 2 years.
- No action rated “medium” or above from any review outstanding for 2 successive H&S Committee meetings.

IMPLEMENTATION: competence; consultation, controls and emergencies

19. STAFF TRAINING

Competent people are a vital component of our safety management system. In 2016-17 there were over 225 attendees at courses on the following subjects:

Asbestos	Legionella
Challenging behaviour and personal safety	Managing safely
Electrical installations	Manual handling
Fire alarms	Personal safety
First aid	Noise & vibration
Half day safety induction (delivered to all new starters)	Sharps awareness, needle-sticks & biological hazards
Ladder Inspection	Site safety
	Tower scaffolds

20. There are also periodic “toolbox talks” for front-line staff as well as reference materials, templates and guidance available on the Council’s intranet at “Health and Safety at Charnwood” and team sites.

21. For major public events run by the Council such as Loughborough Fair we continue to produce operational and emergency plans involving all emergency services, County highways and key contractors. The Fair is always preceded by a table-top emergency exercise. For public events run by other organisations where there may be significant risks we host ‘safety advisory groups’ to support public safety and delivery of the event.

CHECKING: monitoring; investigation and audit

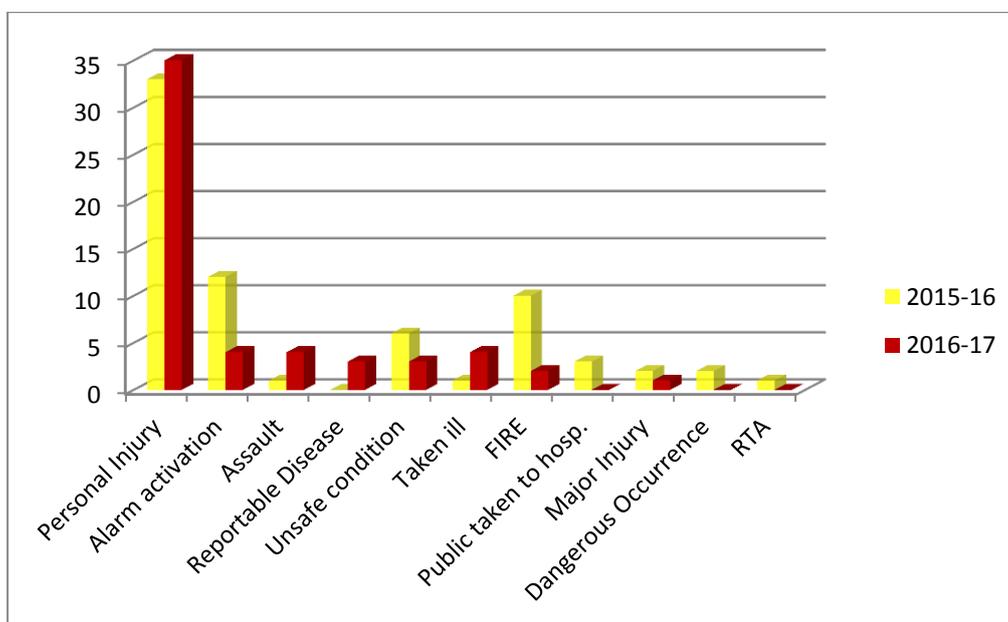
22. Lagging/reactive monitoring

The on-line accident reporting system, introduced in 2015, has been bedded down. This now sits in our system as part of three reporting streams, the other two being insurance (personal injury claims and property-only damage) and the Corporate Warning Register (abuse and assault). Information from these is compared and reviewed by officers in the Audit & Risk team.

23. There were 56 accidents and incidents reported in 2016-17.

- In 2014-15 there were 47 reports.
- In 2015-16 there were 76 reports

Types of accidents and incidents were reported.

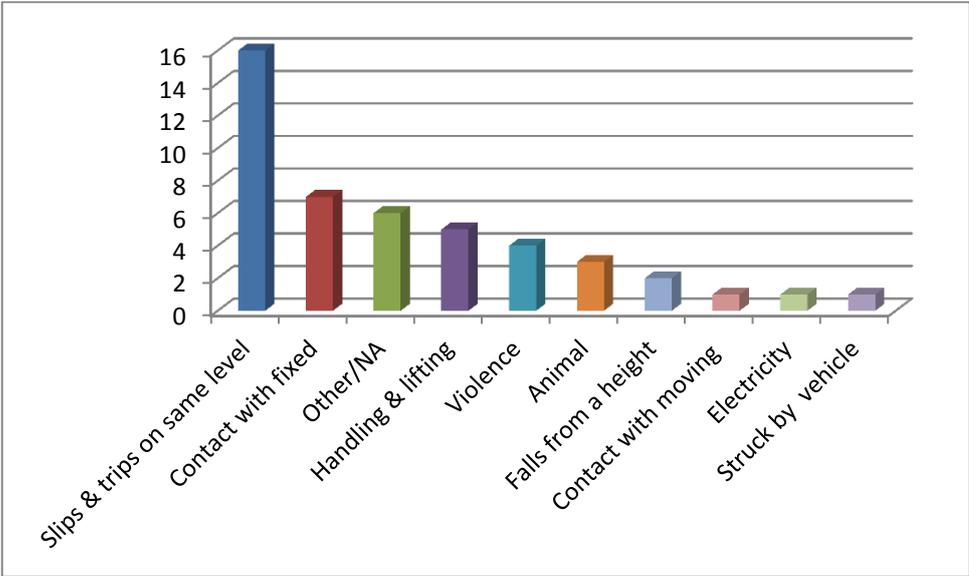


Health and Safety Officer's observations: There may be some under-reporting of minor injuries and unsafe conditions but there is no reason to suppose this is greater than last year. The key reasons for the lower total are that there were only two fires reported this year, compared to ten last year. These were in a shed and a bin. There were no reported fires in any residential property. A programme of improvements in fire alarms in sheltered housing produced zero alarm activations resulting in fire service attendance, compared to eleven last year.

24. Six injuries or instances of ill-health were reported to the HSE:

- Three instances of a reportable disease to staff were identified as part of a health review of staff at risk of Hand-Arm Vibration syndrome.
- Three injuries to contractors: one fractured wrist sustained in a sports activity and two "over 7 day" injuries - one assault of a security officer and a litter picker who struck his leg on a stationary vehicle.

25. Causes of accidents. The following table uses the HSE’s standard classifications for causes of injury.



26. Injured or involved parties:

	2015-16		2016-17	
	Count	Percentage	Count	Percentage
Staff	36	47%	25	45%
Tenant	23	30%	1	2%
Public	12	16%	20	36%
Contractor	3	4%	5	9%
Market trader or local business	2	3%	0	0%
Performers on stage	0	0%	4	7%
Not known	0	0%	1	2%

In 2015-16 almost all reports (21) involving tenants were fires in general flats or alarm activation in sheltered flats. There were only two personal injuries.

There were more reports involving members of the public but unlike last year none was severe enough to be reportable; these include 2 reports where a passer-by fell outside our premises and 4 where someone was taken ill with a pre-existing condition.

27. Enforcing agencies: The Council was visited by the Health and Safety Executive on two occasions in 2016:

- Review of waste and recycling. This is a priority area for the HSE due to the hazardous nature of some of the work and they inspect local authorities approximately every 5 years. For the third occasion since 2006 they were satisfied with both operational safety and our monitoring of contractors.
- Following the reports of Hand-Arm Vibration syndrome, an Improvement Notice was issued to the Council to reduce the risk to Housing Repairs operatives. Health surveillance is now in place along with awareness training and new equipment.

28. Leading/proactive monitoring:
Contract monitoring officers continue to conduct regular joint safety inspections with key contractors for waste collection, street cleansing and open spaces to ensure standards are being met. For waste collection this was reviewed by an HSE Inspector and found to be satisfactory (see above).
29. Site managers are responsible for statutory checks for asbestos, fire and legionella safety. All sites were examined in 2016-17 and fully comply with the requirements of our risk assessments and HSE Approved Codes of Practice.

MANAGEMENT REVIEW of performance and continual improvement.

30. Audit/review: The first cycle of safety reviews for each service using the OHSAS 18001 criteria was completed in 2016. The Audit & Risk team then looked at fire safety and legionella in social housing, personal safety and road risk.
31. A second cycle of reviews of individual services, agreed with the Corporate Health and Safety Committee, has now commenced. These will be risk-based and focus on specific areas within each service where there are significant hazards due to the nature of their activities.
32. Further plans to improve health and safety in 2017-18 are:
- A new health monitoring regime for staff exposed to hazards such as asbestos, noise or vibration.
 - Roll out new technology to ensure the safety of staff visiting homes and businesses on their own or when travelling around the borough.
 - Training for fleet drivers and possibly awareness sessions for staff that use their own vehicles.