

POLICY DEVELOPMENT GROUP – 5 NOVEMBER 2018

ADDITIONAL PAPER

ITEM 7 - 2018/19 QUARTER 2 PERFORMANCE MANAGEMENT REPORT

HEALTH AND SAFETY INFORMATION – QUARTER 2 2018/19

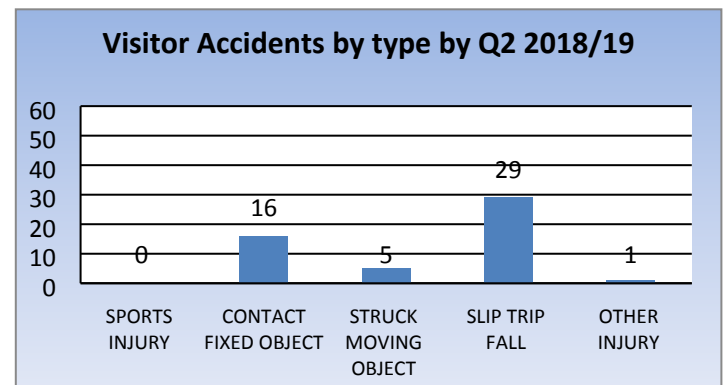
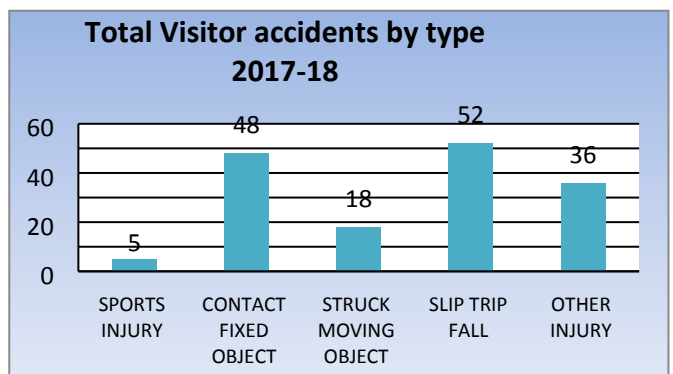
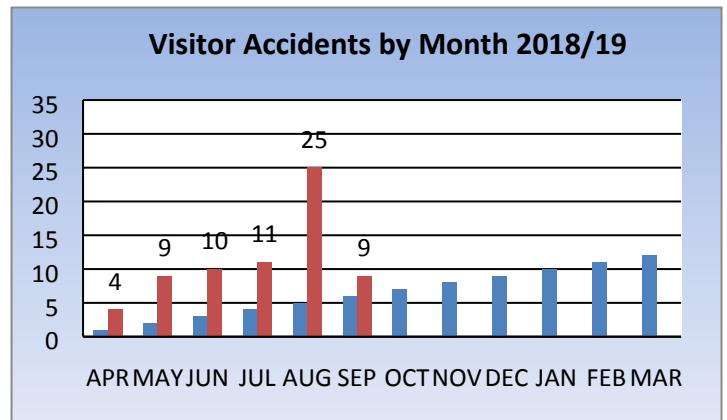
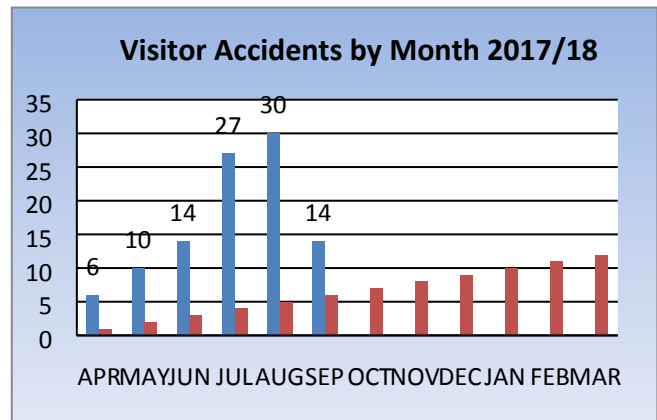
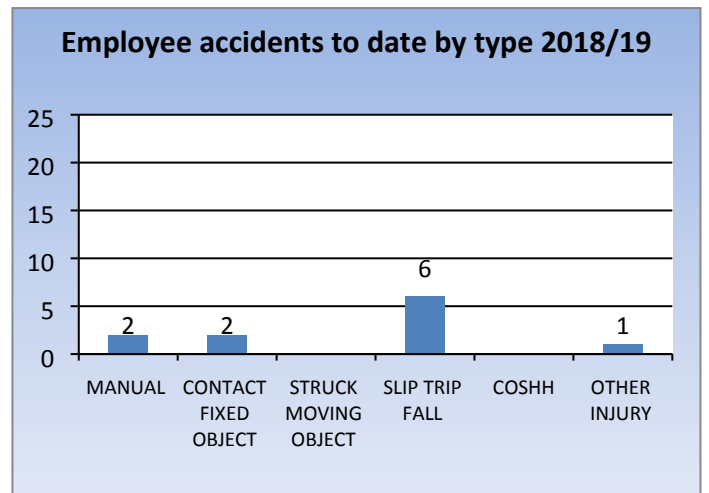
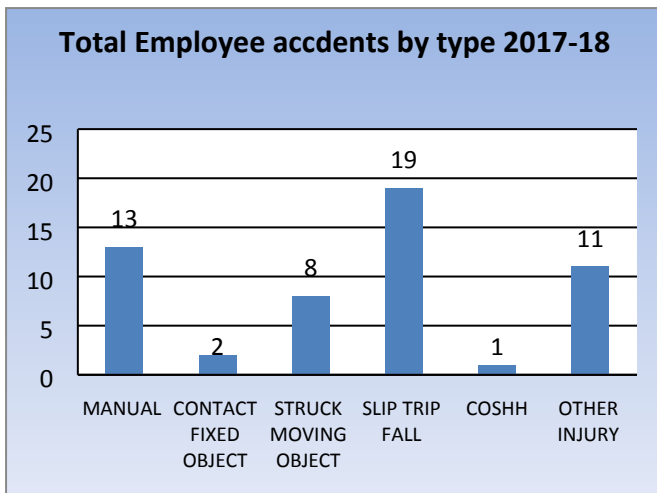
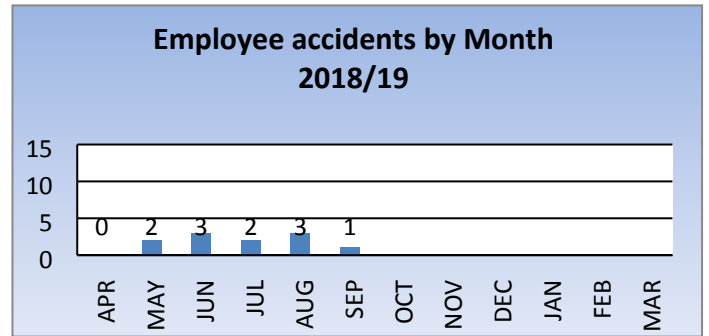
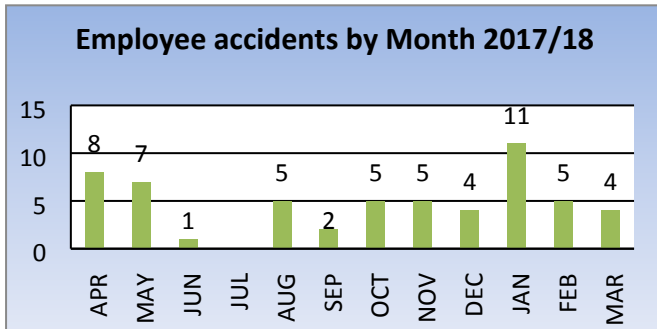
Background / Context

We have a formal Health and Safety Policy in place which is reviewed annually by the Corporate Leadership Team (CLT). Health and Safety information and data is discussed quarterly at CLT and in regular joint meetings with the trade unions to seek to embed a culture where our work environments are as safe as they can be for our employees, contractors and visitors. We are currently developing targets for health and safety in the authority and these will be incorporated into the quarterly performance reports in the future. We record and monitor accidents and near misses to ensure we challenge and change procedures and working methods to reduce the likelihood of future reoccurrences. This report provides an initial update for members on the Health and Safety activities in 2018/19 and developments during quarter 2.

- **Accidents** - there were six accidents in the quarter including one which was reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), making a total of eleven accidents for the year to date compared with twenty-three last year and twenty-six and twenty-eight in previous years. We also had one near miss reported. As the majority of accidents historically have occurred in the Refuse and Recycling service, a concerted effort has been made recently to educate the team in safety while trying to reduce the absence figures.
The majority of accidents (six) were due to slips trips and falls the second highest accident rate was manual handling accidents and contact with fixed objects with a single other injury being a dog bite. There have been sixty-eight visitor accidents in 2018/19, twenty-nine of these were due to slip accidents which mainly occurred in August during the highest footfall at Hood Park Lido in memory.
- **Training** – So far this year seventy-five employees have attended internal Health and safety training courses, with thirty-five attending basic safety and induction training. Corporate Leadership Team have recently attended the accredited Institute of Occupational Health and Safety (IOSH) “Leading Safely” programme. Council offices fire warden training was conducted earlier this month when twenty-one employees attended. The programme of training continues.
- **Annual on line Display Screen Equipment Assessments (DSE)** - a programme of on-line DSE assessments commenced in October. Last year were completed by over 87% of those questioned – we are aiming for a higher take up rate this year.
- **Joint Union / Management Safety Committees** The Safety Officer has attended safety meetings with the Leisure and Refuse & Recycling services, and is working closely with the Housing repairs team helping raise their standards. These three work areas are the highest risk areas for the Council due to the nature, size, and complexity of the operations and equipment involved.

- **Legionella** Stringent procedures continue to provide positive results in the first half of the year, with no reports of any bacterial ingress. Regular testing takes place, the regime includes the main Council Offices, Leisure Centres, sheltered housing schemes and sports pavilions throughout the district.
- **Interview rooms and reception area** – the security of reception and interview room has been reviewed following incidents earlier this year. During training for the reception team the alarms were activated to find the emergency procedures were satisfactory. A programme of improvements are now being reviewed.
- **Portable appliance testing** – This year all portable appliances held within the Authority will be tested during December.
- **Fire** A fire evacuation practice took place at the Council Offices in October and was completed smoothly with no issues. Tests and evacuations regularly take place in other council-controlled buildings.
- **Risk assessments** - To ensure full legal compliance, management must ensure we have suitable and sufficient risk assessments for any task they expect their staff to perform and to communicate safe systems of work to those who are at risk. Over the years a suite of 4960 risk assessments have been completed for work activities across the organisation. The key risk assessments are reviewed annually. To ensure consistency we use an on line template supplied by Solution Host, a specialist Health and Safety software provider.

Incidents during the first half of 2018/9



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