

**AGENDA ITEM NO. 8**

**Staff Committee**

<b>Date</b>	<b>10 June 2019</b>
<b>Title</b>	<b>Corporate Health &amp; Safety Annual Report 2018/19</b>

**1. PURPOSE/SUMMARY**

To provide the Staff Committee with an overview of the Council's Corporate Health & Safety Annual Report 2018/19.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council's health and safety performance during the period April 2018 – March 2019.

The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance) and a review of the progress with the Health and Safety Action Plan.

**2. KEY ISSUES**

Through proactive and robust health and safety codes of practice and procedures, the Council has seen continued performance in health and safety, with key areas such as:

- The total number of work-related injuries remains low with 19 recorded during the year.
- There was one 'reportable accident' which required reporting to the Health and Safety Executive (HSE).
- The total number of lost days through work-related injuries was 26 days.
- The ongoing delivery of the Council's health and safety training programme, with 106 staff receiving corporate health and safety training.
- A programme continues to review/update Council health and safety Codes of Practice, to ensure they are suitable and sufficient for use.
- Progress of the Health and Safety Action Plan (to 31 March 2019) and a summary of the work planned for 2019/20.

**3. RECOMMENDATION(S)**

That Staff Committee:

- Note the Council's performance within this report for the 2018/19.

<b>Wards Affected</b>	All
<b>Forward Plan Reference No.</b> (if applicable)	N/A
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<b>Background Paper(s)</b>	N/A

# Corporate Health and Safety Annual Report

2018/2019



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# Corporate Health and Safety Annual Report

**2018/2019**

## **1. EXECUTIVE SUMMARY**

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2018/19 and of its intentions with regard to health and safety for the year 2019/20. It demonstrates that Fenland District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 350 employees (full, part-time and casual) which equates to 271.93 full time equivalent employees in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continues with East Cambridgeshire District Council in providing support for health and safety and emergency planning functions.

### **1.1 Progress against the Health and Safety Action Plan 2018/19**

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2018/19, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.99 compared to 4.19 for the previous year.
- Health and Safety training was delivered to a total of 106 staff.
- Audits were completed for six services/teams to assess their compliance with legal and Council requirements.
- A Health Surveillance programme continues to be provided to staff identified through a risk assessment basis.
- A summary of actions planned for 2019/20 is listed in Section 5 of this report.

## **2. KEY ACTIVITIES**

### **2.1 Codes of Practice (COP) Review**

A key part of the function of Corporate Health and Safety is the provision of codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing COP review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

- Control of Substances Hazardous to Health (COSHH)
- Misuse of Alcohol and Drugs at Work Policy
- Fire Safety
- Noise at Work
- Driving at Work
- Electrical Safety.

## 2.2 Training

Health and safety training needs are identified in a number of ways including springboards, regular one to ones, team meetings and through the Council's Health and Safety Panel. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees. The following health and safety training was delivered during the year.

Course Type	Numbers Trained	Comment
Conflict Management	13	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Fire Warden	15	Knowledge of fire precautions, practical use of fire extinguishers and methods for evacuating staff in the event of a fire.
Use of Evacuation Chairs	12	Knowledge and practical use of emergency evacuation chairs for removing disabled persons from buildings in an emergency.
Manual Handling	18	Training in correct manual handling techniques to reduce risks of an injury.
Stress Management	11	Knowledge in the causes of stress in the workplace, how to assess the risks and the control measures to use.
Telephone Bomb Threats	20	Training in dealing/responding to telephone bomb threats.
First Aid at Work (3 days)	3	Competence to become a qualified First Aider.
Emergency First Aid at Work (1 day)	4	First aid training for low risk environments e.g. business centres.
AED Defibrillator	10	Training in the use of defibrillator to restart a person's heart.

Training is also supported by on the job training within all service areas, but in particular at the higher risk BASE site and the Wisbech Port. Training at the BASE is delivered in a number of ways including 'Tool Box Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training and reversing assistant training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## 2.3 Health and Safety Emergencies

### 2.3.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained as Fire Wardens. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six monthly no-notice fire evacuation drill to test response and procedures.

### 2.3.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Fenland Hall and the BASE, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres and the Wisbech Shop, staff are trained in Emergency First Aid at Work, which is a one day training course with re-qualification every three years.

In addition to the above training, annual re-refresher first aid training is provided.

#### Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	6	-
BASE	5	2
Business Centres	2 (Boathouse)	1 (Boathouse) 1 (South Fens)
Shop (Wisbech)	-	1

## 2.4 Meetings of Health and Safety Groups

The Council has in place two health and safety groups to ensure that there is a corporate approach to relevant issues. The Health and Safety Panel meets quarterly which is chaired by a Corporate Director, and comprises the Head of Human Resources, Health and Safety / Emergency Planning Manager, and 10 workplace "health and safety champions" including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

The BASE Health and Safety Group deals more directly with issues relating to the BASE and meets on a quarterly basis.

## 2.5 Occupational Health

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on two yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The table below shows a breakdown of the teams that health surveillance is provided to, which will commence again in July 2019.

<b>Team</b>	<b>Notes</b>
CCTV	Night workers
Refuse & Cleansing	Fleet Drivers
Marine Services	Task Related
Street Scene	Fleet Drivers
BASE Vehicle Workshop	Task Related
Others	Fleet Drivers



### 3. PERFORMANCE

#### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Benchmark Hunts DC 2017/18**	Benchmark Cambs City 2017/18**
Contact with machinery	0	2	0	0	0	1	0
Struck by moving object	3	7(1*)	3	0	2	8	2
Strike by moving vehicle	4(1*)	2	3	0	1	1	0
Strike against Fixed object	6(1*)	3	3	1	3	6	2
Slip, trip, fall same level	9	5(1*)	5(1*)	8	6(1*)	9	8
Lifting & handling injuries	2	5(1*)	8	3	4	4	6
Injured by an animal	0	0	1	2	0	6	0
Fall from height	1	0	0	0	0	0	0
Physical Assault	0	0	0	1	0	0	0
Contact with electricity	0	1	1	1	0	1	0
Burns/scalds	0	2	0	0	0	1	0
Contact with hazardous substance	1	0	0	0	0	0	0
All other kinds & unspecified	4	4	2	3	3	20	6
<b>Total</b>	<b>30(2*)</b>	<b>31(3*)</b>	<b>26(1*)</b>	<b>19</b>	<b>19(1*)</b>	<b>57(3*)</b>	<b>24(3*)</b>
<b>Incident Rate per 100 FTE employees</b>	7.5	9.4	7.9	4.19	6.99	9.9 **Data not unavailable for 2018/19	**Data not unavailable for 2018/19

\*RIDDORS (reportable injuries)

Key points to consider from the figures presented in the above table are:

- The total number of accidents has remained low over the past year with a total of 19 accidents recorded. The largest cause of accidents were “slips/trips” with six recorded, followed by “manual handling” with 4 incidents recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent), and shows a slight increase to 6.99 compared with 4.19 for the previous year.

### 3.2 Accident Totals by Service

Corporately the number of accidents reported by employees and agency staff within each service is set out in the following table:

Service	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19
Communities, Environment Leisure & Planning	24	26	23	17	15
Growth & Infrastructure	3	4	0	0	1
Policy & Governance	0	1	2	1	0
People, Finance & Customer	3	0	1	1	3
<b>Total</b>	<b>30</b>	<b>31</b>	<b>26</b>	<b>19</b>	<b>19</b>

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 15 reported accidents during the year.

### 3.3 Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees

Type	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Hunts DC 2017/18**	Cambs City 2017/18**
RIDDOR Accidents	2	3	1	0	1	3	3

*\*\*Data not unavailable for 2018/19*

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). There was one accident (over seven day injury) involving a member of staff that was reportable to the HSE during the year as a result of a slip/trip.

Where RIDDOR accidents due occur they are subject to an internal investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 The number of employee working days lost due to accidents

Type	Annual Total 2014/15	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19
Number of work -related days lost	55	122	402	11.5	26

The number of days absent from work as a result of an accident whilst at work has shown a slight increase over the past year to 26 days (although it remains low), this was for one member of staff as a result of slip/trip/fall.

### 3.5 Accidents involving Members of the Public

Type	2014/15	2015/16	2016/17	2017/18	2018/19	Hunts DC 2017/18**	Cambs City 2017/18**
Public	3	4(1*)	1*	0	3(2*)	23	4

\*RIDDOR      \*\*Data not unavailable for 2018/19

Injuries involving members of the public have remained low over the past few years; with three recorded during the past year, two of which were 'reportable' to the HSE. Over the past five years, the majority of these injuries predominately involve slips and trips occurring on Council properties or land. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

### 3.6 Work Related Ill-Health Days Lost

Lost working time statistics through ill health are gathered and produced separately via the Human Resources team.

### 3.7 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past five years. Slips, trips and falls' followed by 'manual handling' injuries are the biggest contributors to our accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

#### **4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2019**

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2018/19 and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

#### **5. HEALTH AND SAFETY ACTIONS FOR 2019/20**




In 2019/20 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with East Cambridgeshire District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2019/20 is provided below:

- Supporting the HSE 'Helping Great Britain Work Well' strategy.
- Revision of the Corporate Health and Safety Policy.
- Revision of the Council's Contractor Management Code of Practice.
- Production of a Slips Trips and Falls Code of Practice.
- Delivery of a corporate health and safety training programme.
- Development of a Health and Safety training course for Elected Members.
- Coordinate delivery of a health surveillance programme across the Council.
- Development of e-learning health and safety training courses.
- Undertake audits/inspections of individual services/teams/buildings.
- Update intranet based health and safety information for staff use.

## Appendix 1 - Health and Safety Action Plan for 2018/19

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2019)			
Action	Progress	Status	Target Date
Development and delivery of a Telephone Bomb Threat training course for all Customer Access staff	Training course developed and delivered to Customer Access staff. Training will continue to be delivered during 2019/20 to new staff as required.	Completed.	December 2018
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year, refer to Section 2 of this report for further details.	Completed	Ongoing
Undertake audits in line with the Council's health and safety audit programme.	Audits were completed for: <ul style="list-style-type: none"> <li>Housing &amp; Community Support</li> <li>Refuse &amp; Cleansing</li> <li>ARP</li> <li>Policy &amp; Governance</li> <li>Customer Access</li> <li>Communications &amp; Reprographics</li> </ul>	Completed	Ongoing
Review and update the Council's code of practice on Control of Substances Hazardous to Health (COSHH).	Revised COSHH code of practice guidance introduced including risk assessment template.	Completed.	March 2019
Review and update the Council's on Misuse Alcohol and Drugs at Work Policy.	Revised Policy fully revised and updated which includes support for staff but also incorporates 'Cause Testing' for alcohol and drugs at whilst at work.	Completed and will be formally implemented in June 2019.	June 2019
Review and update the Council's code of practice on Fire Safety.	Revised Fire Safety code of practice guidance introduced to comply with legislation requirements.	Completed.	February 2019

### Progress Against Action Plan (to March 2019)

Action	Progress	Status	Target Date
Review and update the Council's Driving at Work code of practice and procedures.	Revised guidance/procedures introduced for staff who drive at work, covers commercial vehicle drivers and other staff who drive on council business e.g. attending meeting, training courses etc.	Completed.	Jan 2019
Review and update the Council's code of practice on Noise at Work.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2018
Development of an Electrical Safety code of practice.	Draft document produced which details roles and responsibilities, legislation requirements and testing periods for electrical installations and equipment.	Completed.	March 2019
Update and improve intranet based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing