



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
31 JULY 2018**

CORPORATE HEALTH AND SAFETY

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on corporate health and safety activity from 1 April to 30 June 2018 (quarter 1).
- 1.2 To show progress with the health and safety action plan for 2018/19 (attached as **APPENDIX 1** to this report).

2. RECOMMENDATIONS

- (i) that accident and incident statistics for quarter one be noted;
- (ii) that progress with the health and safety action plan (**APPENDIX 1**) be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 There were four reported accidents and one near miss during quarter one:
 - A child was taken to hospital after injuring her toes and losing a toenail whilst playing with the sand collector in the play site in Promenade Park. The equipment was checked by a maintenance officer who found it to be in full working order with no faults.
 - A Police officer was hurt as they left the Council offices when they hit their elbow on the door keep. The keep was rounded off to prevent a similar type accident re-occurring.
 - A member of staff received a cut to the knee when they tripped over whilst working off site: no further action was taken.
 - A member of staff received two cuts and grazing to their right hand when using the filing cabinets in the basement: no further action was taken.
 - A near miss occurred when a member of staff was exiting a kitchen with a tray of hot drinks when another member of staff with a sack barrow collided with the kitchen door. The matter was reported to facilities to see if anything could be done.
- 3.2 There have been no incidents of unacceptable behaviour reported during quarter 1.

- 3.3 Progress with the health and safety action plan for 2018 / 19 can be seen in **APPENDIX 1**.
- 3.4 Following the legionella audit last year, the Corporate Leadership Team agreed an action plan to improve the management of this risk. The Council's contractor has given a commitment to update all the legionella risk assessments and the drawn schematics of the Council's buildings showing the water facilities.

4. CONCLUSION

- 4.1 There have been no significant increases in the number of accidents or the seriousness of accidents.
- 4.2 Work on the action plan for 2018-19 has begun. Procedures have been reviewed to ensure that they are up to date and as a reminder to staff.

5. IMPACT ON CORPORATE GOALS

- 5.1 Managing health and safety well helps protect the workforce and wider community who may be affected by the Council's activities ensuring that communities stay safe and healthy.

6. IMPLICATIONS

- (i) **Impact on Customers** – Good health and safety management reduces the number of accidents and injuries to both customers and employees alike. Reduced staff absence resulting from work related injuries or ill health ensures a better service is provided to customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Poor management of health and safety can lead to accidents, injuries, occupational ill health or dangerous occurrences. This may result in avoidable sickness absence and these incidents may be investigated by the Health and Safety Executive (HSE). This could result in prosecution with fines or custodial sentences and an award of costs if found guilty by the courts. In addition the HSE has adopted a "Fee for Fault" policy in which it recharges the cost of investigations if liability is identified. Civil claims by individuals could lead to significant pay outs which in turn could lead to increased insurance premiums. It can also lead to poor publicity, reputational damage and impacts on staff morale.
- (iv) **Impact on Resources (financial)** – No additional resources required, however, by managing health and safety, there should be less impact on financial resources as identified in (iii) above.
- (v) **Impact of Resources (human)** – No additional resources are required, however, by preventing accidents and ill health, there should be less impact on human resources.

- (vi) **Impact on the Environment** – Good health and safety management of the workplace, for example, management of asbestos and legionella, helps provide a safer and healthier environment in which to live and work.

Background Papers: accident and incident data (data protected)

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