



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
27 NOVEMBER 2018**

CORPORATE HEALTH AND SAFETY

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on corporate health and safety activity from 1 July to 30 September 2018 (quarter two).
- 1.2 To show progress with the health and safety action plan for 2018 / 19.

2. RECOMMENDATIONS

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

3. SUMMARY OF KEY ISSUES

- 3.1 There were five reported accidents and one near miss during the quarter.
 - Staff - Cut to the thumb (Customers).
 - Staff - Tick bite (Parks).
 - Member of the public - Missed footing in stairwell within the Council's offices. A member of staff went to support the falling person and injured themselves in the process.
 - Member of the public – During the dismantling process following a food and drink event, a driver collided with a tree and a member of the public in an adjacent tent was injured and was admitted to hospital. This incident was reported to the Health and Safety Executive (HSE). The Police are investigating.
 - Staff – Near miss (Housing): a member of staff had her trouser leg ripped by a dog whilst doing a site visit, however, no injury was sustained.
- 3.2 There have been 13 incidents of unacceptable behaviour this quarter, this is a significant increase in reported numbers (last quarter, there were no reported incidents and usually there are only one or two reported incidents). The number of incidents in each service area is as follows:-

- Eight in Customer Services (including Revenues and Benefits);
- Two in Environmental Health;
- One in Housing;
- One in Planning;
- One in Waste (contractor).

3.2.1 This upward trend will be closely monitored and action taken if required.

3.3 Progress with the health and safety action plan for 2018 / 19 can be seen in **APPENDIX 1**. Items that have been progressed during this quarter are highlighted in bold type. It is worth noting the following.

- Following the departure of two first aiders, new designated first aiders will need to be appointed. Waiting to see the outcome of the restructure during phase one before training and appointing first aiders.
- All risk assessments were to be reviewed during the year, however, new risk assessments should be written in line with the new structures. For phase one, this could be done before the end of the financial year, however, for phase two, this work would need to be taken forward to the next year financial year.

4. CONCLUSION

4.1 There is no significant increase in the number of accidents, although there has been one serious accident at a food and drinks festival which is under investigation. There is a significant increase in the number of unacceptable behaviour reports which will be monitored and follow up action taken if required.

4.2 Work on the action plan for 2018-19 is progressing. Procedures have been reviewed to ensure that they are up to date and as a reminder to staff. It is prudent to leave some actions until phase one of the restructure is completed whilst other work will need to be completed following phase two of the restructure.

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

- 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.
- 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: None.

Enquiries to: Gill Gibson, Health and Safety Adviser, (Tel: 01621 875813).