



## **REPORT of DIRECTOR OF RESOURCES**

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**to  
FINANCE AND CORPORATE SERVICES COMMITTEE  
29 JANUARY 2019**

### **CORPORATE HEALTH AND SAFETY**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To provide an update on corporate health and safety activity from 1 October to 31 December 2018 (quarter three).
- 1.2 To show progress with the health and safety action plan for 2018 / 19.
- 1.3 To identify health and safety requirements as phase one and two of the future model restructure are implemented.

#### **2. RECOMMENDATIONS**

- (i) that the accident and incident statistics for the quarter be noted;
- (ii) that progress with the health and safety action plan be noted;
- (iii) that the action required to replace staff with health and safety responsibilities as they leave the organisation be noted.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 There were seven reported accident during the quarter.
  - Staff (x two) – cuts and stings whilst off site: protective footwear has been purchased.
  - Staff (x three) – falls from steps, two occurred on site, the other off site.
  - Member – fall from faulty chair: facilities checked chairs, removed defective ones and are now monitoring chairs on a regular basis.
  - Staff – bruising to back following collision with door lock: door lock has been removed as not required.
- 3.2 There have been five incidents of unacceptable behaviour. This is less than the last quarter, but still higher than normal. The number of incidents in each service area is as follows:
  - Two in Customers and Community

- One in waste (contractor)
  - One in Housing
  - One referred by external agency
- 3.2.1 This upward trend is being monitored and action taken following reports. The trade union, UNISON, is publicising its [End Violence at work charter](#). The Council currently meets all the requirements of the charter and will look at the opportunities for including this as part of any future procured / commissioned service.
- 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.
- 3.4 Following the implementation of phase one, several staff with health and safety responsibilities have left or will be leaving the organisation and replacements will need to be nominated and trained. Staff will need to be appointed to the following roles:
- first aiders;
  - fire marshals;
  - display screen equipment assessors; and
  - legionella duty holders.
- 3.5 As further staff with health and safety responsibilities leave or take up new roles within the organisation, including during phase two of the restructure, any gaps will need to be identified and new staff appointed as necessary.

#### **4. CONCLUSION**

- 4.1 The number of unacceptable behaviour reports remains high, this upward trend is being monitored and procedures followed when incidents are reported.
- 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.
- 4.3 Replacements will need to be identified and trained to replace staff with health and safety responsibilities as they leave the organisation.

#### **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: None.

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