



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
16 APRIL 2019**

CORPORATE HEALTH AND SAFETY

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on corporate health and safety activity from 1 January to 31 March 2019 (Quarter Four).
- 1.2 To show progress with the Health and Safety Action Plan for 2018 / 19, attached at **APPENDIX 1** to this report..
- 1.3 To identify a Health and Safety Action Plan for 2019 / 20, attached at **APPENDIX 2** to this report.

2. RECOMMENDATIONS

- (i) That accident and incident statistics for the quarter be noted;
- (ii) That progress with the Health and Safety Action Plan 2018 / 19 (**APPENDIX 1**); and
- (iii) That the Health and Safety Action Plan for 2019 / 20 (**APPENDIX 2**) is agreed.

3. SUMMARY OF KEY ISSUES

- 3.1 There were five accidents and one near miss reported accident during the quarter.
 - Staff – Three accidents and one near miss involving trips and falls: reminder to staff about tripping and falling hazards.
 - Staff – Two staff hurt when moving objects: no further action.
- 3.2 There have been two incidents of unacceptable behaviour. During the past year, there has been a significant increase in the number of incidents being reported, however, this quarter, the number of incidents has fallen to previous levels. Number of incidents and service area affected:
 - two in Customer Services.

- 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 The Health and Safety Executive (HSE) has asked for information pertaining to the Council's management of Hand Arm Vibration (HAV) within the Parks Department. Information has been supplied to the HSE and awaiting to hear from them.
- 3.5 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;
 - display screen equipment assessors; and
 - legionella duty holders.
- 3.5.1 The fire procedure has been updated and fire marshals have been identified for all fire zones based on current seating plans. If there are further organisational moves, the fire procedure will be updated accordingly.
- 3.5.2 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 has fallen compared to previous quarters this year.
- 4.2 Some work identified in the Health and Safety Action Plan for 2018 / 19 has been completed. Some work, such as the review of risk assessments and training requirements, has been rolled over to the 2019 / 20 Action Plan (**APPENDIX 2**) to take account of the future model. This will ensure that the management of health and safety reflects the new organisational structure.

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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