



## **REPORT of DIRECTOR OF SERVICE DELIVERY**

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**to  
PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE  
28 NOVEMBER 2019**

### **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 2019 (quarter two).
- 1.2 To show progress with the health and safety action plan for 2019-20.

#### **2. RECOMMENDATIONS**

- (i) That the accident and incident statistics for the quarter are considered;
- (ii) That progress with the health and safety action plan 2019/20 is considered; and,
- (iii) That information pertaining to corporate health and safety matters is considered.

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

- 3.1 There were three accidents and one near miss reported during the quarter.
  - Staff – one accident and one near miss: an apprentice sprained his back whilst loading sand bags onto a vehicle and another member of staff had a near miss when he tripped on the stairs at the Council's offices.
  - Members of the public – two accidents: a child fell whilst playing in the Valley area in Promenade Park and an adult fell whilst walking through Longfields.

Following both incidents, staff checked the areas in question to identify if any remedial measures were required.

- 3.2 There has been six incidents of unacceptable behaviour reported in quarter 2 in contrast to quarter 1 when there was only one reported incident. Five were reported by Customer service staff and one via Environmental Health following intelligence from Social Services. Conflict resolution training is being arranged: a provider has been found, training dates to be confirmed.
- 3.3 Progress with the health and safety action plan for 2019-20 can be seen in **APPENDIX 1**. Progress during quarter 2 has been highlighted for ease of reference.

- 3.4 The Health and Safety Executive (HSE) has contacted the Council as it wants to visit the depot in Promenade Park, possibly following a complaint it has received. Matt Wilson, the Countryside and Coast Manager, is in the process of arranging a time and date with the HSE Inspector. Members will be informed of the outcome of this visit.
- 3.5 A health and safety consultant has been contracted to undertake a review of our direct labour force on the 5 November 2019. This review was arranged prior to the notification of the HSE visit as part of general review before the 2020 summer season. The consultant will be able to identify any gaps in the Council's management of health and safety in this service area and to make recommendations for improvement. Members will be informed of the outcome of this review.
- 3.6 Following the departure of staff with health and safety responsibilities during the transition period, namely first aiders and display screen assessors, replacements have not yet been nominated or training taken place. This is now becoming a priority to ensure that the Council can fulfil its health and safety obligations.
- 3.7 The health and safety advisor visited the waste transfer site in September to undertake an audit following a request from a member of staff. There were a few issues that need addressing and a report was sent to the staff member responsible for the site as well as relevant managers to ensure these matters are addressed.

#### **4. CONCLUSION**

- 4.1 There has been a significant increase in the number of incidents of unacceptable behaviour reported by the Customers team, however, this may be due to better reporting by staff. Conflict resolution training is currently being organized to enable staff to deal with difficult situations.
- 4.2 Limited progress has been made in relation to the health and safety action plan for 2019-20.
- 4.3 A visit is being arranged with the HSE to look at the depot in Promenade Park. Proactive work is being undertaken with a health and safety consultant to undertake a review of our direct labour force.

#### **5. IMPACT ON THEMATIC STRATEGIES**

- 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 remain strong and resilient.

#### **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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