



REPORT of DIRECTOR OF SERVICE DELIVERY

to
**PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE
27 FEBRUARY 2020**

CORPORATE HEALTH AND SAFETY (Q3)

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on corporate health and safety activity from 1 October to 31 December 2019 (quarter three).
- 1.2 To show progress with the health and safety action plan for 2019-20.

2. RECOMMENDATIONS

It is recommended that the following is noted:-

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

3. SUMMARY OF KEY ISSUES

- 3.1 There were 4 accidents and 2 near misses reported during the quarter.
 - Parks - 3 accidents: an apprentice sprained his back whilst loading sand bags onto a vehicle; a staff member fell on wet matting whilst litter picking and bumped their head on a metal bin; a staff member cut their leg when they walked into a stationary vehicle.
 - Other areas – 1 accident and 1 near miss: staff member cut their hand. Although the accident happened at work, it was not a work-related accident as the cut was sustained on something not provided by the Council. Another member of staff had a near miss when he tripped on stairs.
 - Member of the public – 1 near miss: involved a child on play equipment due to a protruding screw. This caused damage to clothing, insurance claim for the damage. Action was taken to deal with the protruding screw.
- 3.2 There has been 5 incidents of unacceptable behaviour reported in quarter 3. Three were reported by Customer Service staff; 1 was an agency referral via Environmental Health following intelligence from Social Services; and 1 was reported by Planning Enforcement.

- 3.3 Progress with the health and safety action plan for 2019-20 can be seen in **APPENDIX 1**. There has been virtually no progress during quarter 3 except the conflict management training for Customer Solutions staff has now taken place.
- 3.4 The Health and Safety Executive (HSE) visited Promenade Park, specifically the Parks Team Depot. Advice was given in relation to traffic movements within the depot, both vehicular and pedestrian. The body of the report indicating the material breaches has been reproduced in **APPENDIX 2**. As requested, evidence of action and compliance has been forwarded to the HSE. The HSE inspector has revisited the Parks Depot and confirmed all matters have been rectified as required. As fault was found, the HSE have charged a fee (intervention fee, not a fine) at a cost of £400, which is based on officer time recovery.
- 3.5 Prior to the Health and Safety Executive visit managers commissioned a health and safety consultant to undertake a review of our direct labour force in early November 2019. The consultant identified several recommendations which are being actioned as required.
- 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.

4. CONCLUSION

- 4.1 Whilst very limited progress has been made in relation to the health and safety action plan for 2019-20, officers continue to proactively monitor health and safety targeting specific areas as required as evidenced by the audit for the Parks Team. An officer working group meets on a regular basis to discuss identified issues and as capacity and stability resumes the Action Plan will be revisited.
- 4.2 Following the visit by an HSE inspector, works have been completed to improve traffic movements within the depot at Promenade Park. The HSE have confirmed all matters have been addressed to their satisfaction
- 4.3 Following a health and safety audit requested by service managers and conducted by an external consultant, many of the recommendations regarding the parks Team have been implemented and any outstanding measures are being attended to.

5. IMPACT ON STRATEGIC THEMES

- 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); HSE correspondence; and consultant’s health and safety report

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