



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

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to  
**PERFORMANCE GOVERNANCE AND AUDIT COMMITTEE**  
**25 JUNE 2020**

### **CORPORATE HEALTH AND SAFETY - QUARTER 4**

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

- 1.1 To provide an update on corporate health and safety activity from 1 January to 31 March 2020 (quarter 4).
- 1.2 To show progress with the health and safety action plan for 2019-20.
- 1.3 To seek approval for the 2020-21 Health and Safety Action Plan.

#### **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;
- (iii) information pertaining to corporate health and safety matters; and the
- (iv) health and safety action plan for 2020-21 is approved.

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

- 3.1 There were 5 accidents reported during the quarter.
  - Parks - 1 accident: a staff member slipped on wet matting whilst litter picking and bumped their head.
  - Office Kitchens – 2 accidents: a staff member burnt their hand on a cup that should not have been put in the microwave due to the metallic handle – this cup has been removed; a staff member bumped their head on a cupboard door – a notice has been put up.
  - WCs – 1 accident: a cleaner bumped their head when leaning forward, ice was applied.
  - Member of the public – 1 accident: an external trainer fell in the Council Chamber due to the changes in floor levels.
- 3.2 There have been 4 incidents of unacceptable behaviour reported this quarter. Customer Services reported 2 incidents and there have been 2 referrals from other agencies (1 from the Police and 1 from the Department of Work and Pensions).

- 3.3 Progress with the health and safety action plan for 2019-20 can be seen in **APPENDIX 1**. Progress during quarter 4 has been highlighted in bold.
- 3.4 The health and safety report for quarter 3 advised that the Health and Safety Executive (HSE) visited Promenade Park following a complaint. The HSE inspector gave advice in relation to traffic movements within the depot, both vehicular and pedestrian. Recommendations have been implemented: the HSE inspector has since revisited the Parks Depot and closed the case. As fault was found, the HSE has charged a fee for this intervention.
- 3.5 Following the departure of staff with health and safety responsibilities during the transition period, namely first aiders and display screen assessors, training has not yet taken place to fill the gaps. This is now a priority to ensure that the Council can fulfil its health and safety obligations: training is currently on hold due to the Coronavirus outbreak and will be resumed when possible.

#### **4. CONCLUSION**

- 4.1 Accidents, near misses and incidents of unacceptable behaviour remain constant. Customer Service staff have received conflict management / diffusing aggression training as most reported incidents come from this service area.
- 4.2 Actions on the Health and Safety action plan for 2019-20, particularly in relation to risk assessments and training, remain outstanding. This work will be taken forward to the 2020-21 action plan.
- 4.3 Following the visit by an HSE inspector, works have been completed to improve traffic movements within the depot at Promenade Park and a fee paid for this intervention.
- 4.4 A Health and Safety action plan for 2020-21 has been drafted, see **APPENDIX 2**.

#### **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:**

**Enquiries to:** Gill Gibson, health and safety adviser, telephone 01621 875 813,  
[gill.gibson@maldon.gov.uk](mailto:gill.gibson@maldon.gov.uk)