



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
25 JULY 2017**

CORPORATE HEALTH AND SAFETY

1. PURPOSE OF THE REPORT

- 1.1 To provide an update on corporate health and safety activity from 1 April to 30 June 2017 (quarter one).
- 1.2 To show progress with the health and safety action plan for 2017 / 18.

2. RECOMMENDATIONS

- (i) that accident and incident statistics for quarter four to be noted;
- (ii) that progress with the health and safety action plan for 2017 / 18 be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 There were ten accidents during quarter one:
 - A member of the public fell in the new extension to the car park at the Council's offices in Princes Road. Previously, two members of staff and another member of the public have fallen in the new extension: awaiting quotes for improvements and budget approval.
 - A member of the public fell over in the overflow car park.
 - A member of staff hurt their toe as a swivel chair ran over it.
 - A member of staff hurt their head on a column as they bent over.
 - Two members of staff and a member of the public in the TIC received cuts to fingers from various stationery items.
 - A member of staff was hurt off site when a duck flew into her.
 - A member of the Park's Team was hurt when a spanner hit him in the face whilst changing a blade on a lawn mower.

None of the accidents needed to be reported to the Health and Safety Executive (HSE). None of the accidents require follow up action apart from the accidents in the new car park extension where improvements are required to prevent further falls.

3.2 Four incidents of unacceptable behaviour have been reported during quarter one involving staff in Waste, Planning, Anti-social behaviour and one referral from Social Services.

3.3 Progress with the health and safety action plan for 2017 / 18 can be seen in **APPENDIX 1**.

4. CONCLUSION

4.1 There have been no significant increases in the number of accidents or the seriousness of accidents. Due to the number of accidents in the new car park extension, improvement measures are required to prevent further falls.

4.2 The last three quarters have shown an increase in the number of unacceptable behaviour incidents. Conflict management training has been organised targeting new members of staff or those who have not had this type of training previously.

4.3 Work on the action plan for 2017 / 18 has begun. Procedures have been reviewed and updated to reflect changes in corporate arrangements and changes in legislation.

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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