



## **REPORT of DIRECTOR OF RESOURCES**

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**to  
FINANCE AND CORPORATE SERVICES COMMITTEE  
30 JANUARY 2018**

### **CORPORATE HEALTH AND SAFETY**

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

- 1.1 To provide an update on corporate health and safety activity from 1 October 2017 to 31 December 2017 (Quarter Three).
- 1.2 To show progress with the health and safety action plan for 2017 / 18.

#### **2. RECOMMENDATIONS**

- (i) that Members review and comment upon the accident and incident statistics for the quarter;
- (ii) that Members review and comment upon progress with the Health and Safety Action Plan for 2017 / 18.

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

3.1 There were three accidents and three near misses during this quarter.

##### **3.2 Accidents**

- A member of the public fell over outside West Maldon Community Centre: this is the third fall in recent months. The Council is looking to see if any improvements can be made to prevent similar falls.
- A member of staff hurt their foot on building materials being stored in the planning office: these materials were removed.
- A member of staff fell in the reception area, near the public toilets. Although there were no obvious reasons for the fall, similar falls have occurred in this area. This situation will be monitored.

3.2.1 None of the accidents needed to be reported to the Health and Safety Executive (HSE).

### 3.3 **Near Misses**

- There have been two near misses in the Council Chamber where visitors have tripped due to the changes in floor level, but no injuries were sustained.
- A delivery vehicle reversed into a lamp post.

3.4 There were five incidents of unacceptable behaviour reported during this quarter involving staff in Planning Services, Customer Services and Waste teams.

3.5 Progress against the Health and Safety Action Plan for 2017 / 18 can be seen in **APPENDIX 1**, progress during this quarter has been emboldened.

3.6 Following the visit in July 2017 by a Health and Safety Executive (HSE) Officer on an intelligence gathering exercise in relation to Hand Arm Vibration (HAV), the Council has been advised that a follow-up visit would be taking place in January 2018. At the time of preparing this report this visit had not taken place.

3.7 A fire safety audit was undertaken on 18 October 2017 by an external consultant. An action plan is in place and all actions will be implemented by the 31 March 2018.

## 4. **CONCLUSION**

4.1 There were a low number of accidents and near misses during this quarter, some requiring follow-up action. The number of unacceptable behaviour incidents remains fairly constant with one more incident of unacceptable behaviour compared to Quarters One and Two. Conflict management training was delivered in July 2017 which will assist officers when dealing with difficult behaviour.

4.2 Work on the Health and Safety Action Plan for 2017 / 18 is progressing. Procedures have been reviewed to ensure they are up to date and to spread awareness of the Council's procedures.

4.3 Following the Fire Safety audit, officers are implementing actions from the action plan and all actions will be implemented by the 31 March 2018.

## 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 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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