

Report of the Interim Deputy Chief Executive

ANNUAL HEALTH AND SAFETY PROGRESS REPORT 2017/181. Purpose of report

To provide the Committee with a progress report relating to several key areas of work conducted by the Health and Safety Section. This is in accordance with the Council's duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees.

2. Background

The Health and Safety Section have a planned work programme that is driven by either statutory requirements and/or a requirement to develop best practice. The Section also has responsibilities for responding to unplanned events which may relate to accidents, emergencies and assistance required from any section within the Council, etc.

3. Detail

This report considers:

- Accident report
- Fire safety
- Grenfell Tower
- Training
- Evac chair maintenance
- Water safety assessments
- Eyesight tests
- Hearing tests
- Housing repairs seminar
- COSHH assessments
- HAVS testing.

Further details are given in the appendix.

4. Financial Implications

Costs are contained within existing budgets unless otherwise stated.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

Accident Report**Statistical Analysis**

The accident data below is for the calendar year (January – December) up to 2006. From 2006/07 the data is produced for the financial year.

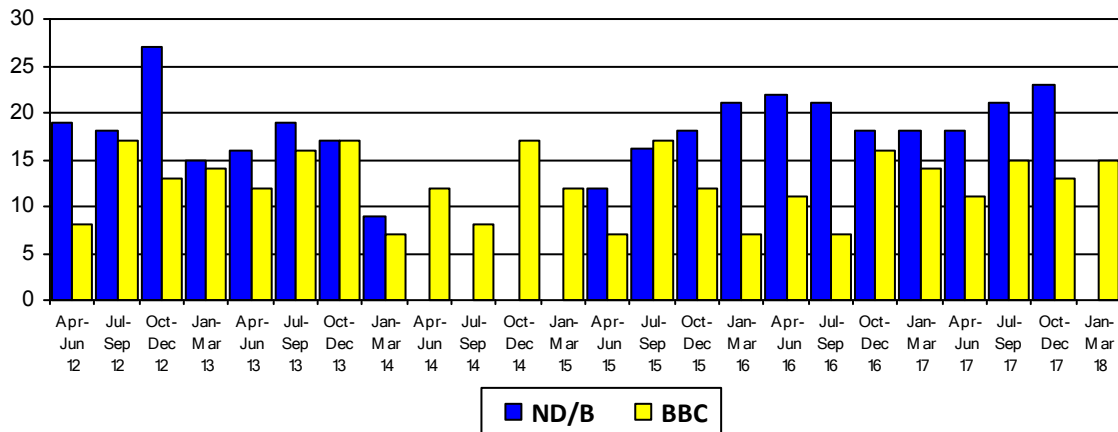
Year	Reportable Accidents		Near-Miss
	Actual number of accidents	Actual number of Reportables	
2000	93	14	
2001	108	19	
2002	111	15	
2003	108	14	
2004	102	14	
2005	90	14	
2006/7	83	13	
2007/8	78	14	1
2008/9	77	13	7
2009/10	74	12	7
2010/11	73	11	0
2011/12	61	8	4
2012/13	53	7	2
2013/14	50	7	1
2014/15	46	6	0
2015/16	43	8	2
2016/17	33	5	4
2017/18	29	4	5

An analysis of the causation of accidents is attached below

1. Total Number of Accidents

The following graph shows the total number of accidents per three-months between Districts and Boroughs within the East Midlands region and the Council (BBC) until 2014. From April 2015 the comparison is made with data provided by Nottinghamshire Districts and Boroughs (Notts D/B).

**Total Number of Accidents
(Comparison per 1,000 employees)**



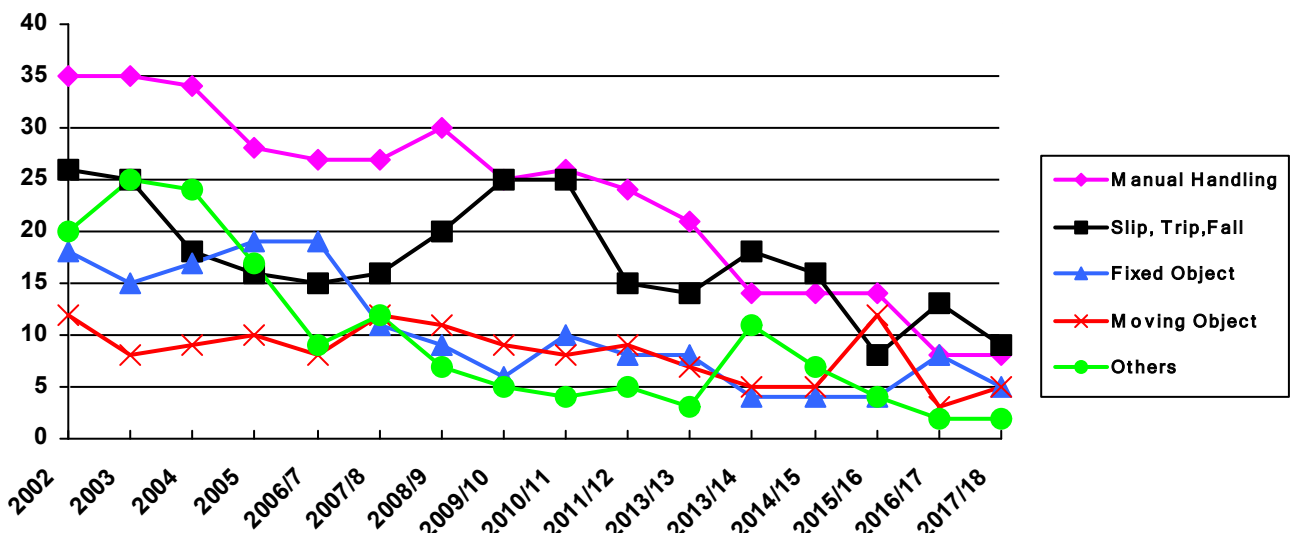
Total Accident Categories

The graph below identifies the categories for the total number of accidents most commonly recorded during 2017/18. The largest number of accidents related to slips, trips and falls (9) which represents 31% of all accidents recorded and is a decrease when compared with the same period in 2016/17.

Manual handling injuries (8) increased by one which represents 28% of all accidents. Those for striking a fixed object and being struck by a moving object both recorded five injuries and accounted for 17% each. Injuries from striking a fixed object were mainly due to walking into street furniture, gate posts or items within the office environment and are an increase from the previous corresponding period.

The “others” (2) have decreased slightly and mainly related to insect strings.

Total Accident Categories 2017/18



2. Reportable Accidents

There were four “over seven-day reportable injuries” during this reporting period and the highest proportion of reportable accidents reported to the Health and Safety Executive via the Reportable of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) was for slips, trips and falls and mirrors the total number of accidents recorded. One reportable accident was recorded for manual handling. The following chart identifies the categories of injury, gender and the age group of employees.

	Male	Female	16-21	22-30	31-40	41-50	51-60	61-69
Manual Handling	1					1		
Slips, Trips and Falls	2	1		1		2		
Striking a Fixed Object								
Struck by a Moving Object								
Others								

3. Violence at Work

Physical

No physical attacks were reported within this reporting period.

Verbal

Verbal abuse is either encountered face-to-face or via a telephone conversation. There were 14 incidents reported by the Divisions below. These issues are either resolved through discussions with the resident or by Legal Services involvement.

<u>Revs & Bens</u>	<u>Housing</u>	<u>Planning</u>	<u>Communities</u>	<u>Env</u>	<u>Property Services</u>	<u>Environmental Health/ Public Protection</u>
1	8	1	0	0	3	1

4. Lost Working Days

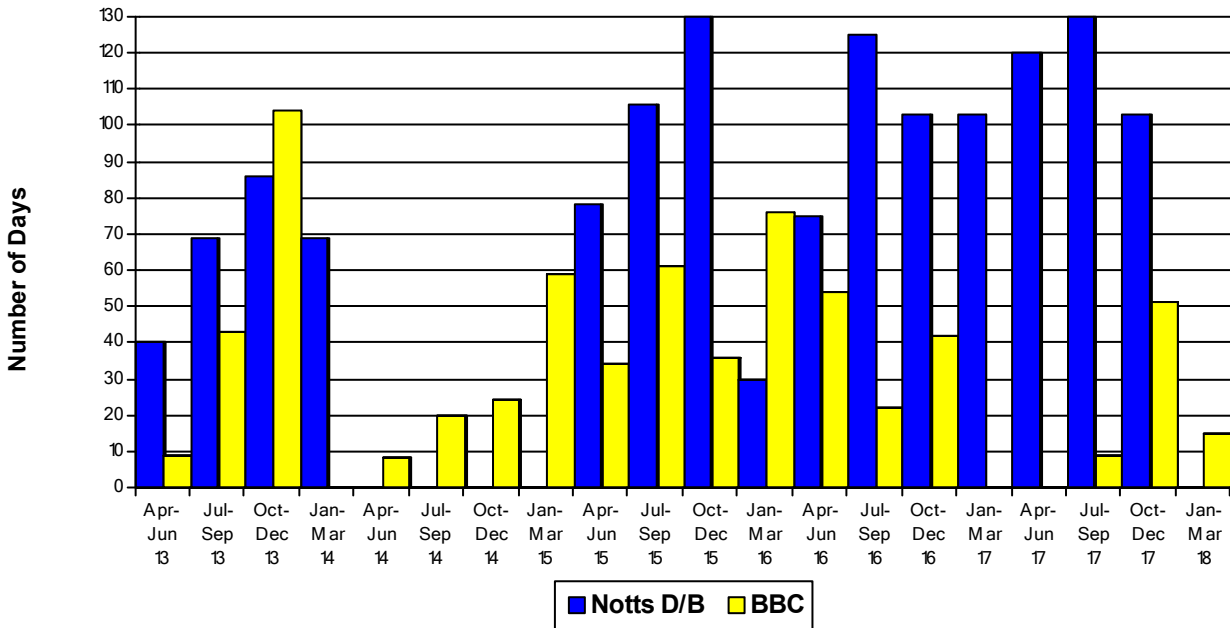
The following graph shows the number of working days lost from reportable accidents per three-months between Districts and Boroughs within the East Midlands. The space for BBC during Jan – Mar 2014 is due to no lost time days being recorded. From April 2015 the comparison is made with data provided by Nottinghamshire Districts and Boroughs (Notts D/B).

The graph shows that 75 days were lost as a result of injuries sustained for the period April 2017 – March 2018. This is a significant decrease when compared with 118 working days lost during the same period in 2016/17. The greatest number of days lost were due to an employee reaching sideways to remove a litter bin instead of standing at the front of the bin to withdraw it.

Note: the blank spaces from January – June 2017 identifies that no lost days were recorded for the Council.

In addition to the above, the total number of days lost due to stress, depression, anxiety was 1096 for 01 April – 30 September 2017 and 1186 days were lost for the second period of the year 01 October 2017 – 31 March 2018. This gives a total loss of 2282 days which is a significant increase from 1075.5 for 01 April – 31 March 2017.

Reportable Lost Working Days



5. Near-Miss

A near-miss is an incident which has not resulted in a personal injury or property damage. Five were reported between 01 April 2017 and 31 March 2018. The first event was due to a strong concentration of bleach being left in a sink in order to clean cloths instead of using new, a toolbox talk was provided.

The second event identified a very slippery walkway due to algae, the path was cleaned.

The third was due to a loose dog showing its teeth at an employee, the resident was spoken too.

The fourth was with regards to how the chairs were arranged/interaction with the public in front of the Citizen’s Advice counter. The furniture was rearranged.

The fifth was due to the small demountable gritter falling off the back of a pickup after the vehicle had gone over a speed hump. It was identified back at the Garage at Kimberley Depot that the gritter hadn't been secured properly whilst it was in the Garage prior to being taken out for the gritting operation. A toolbox talk was undertaken on how to securely fit the demountable gritter body to the pickup.

6. Transport Incidents

The table below relates to vehicle incidents per six-months. Incidents involving a vehicle being stationary, broken-in, unfounded allegation, etc. have not been included.

The Transport and Stores Manager investigates each accident in order to try and identify the root cause, which in certain cases has resulted in the driver attending a driver training course with an external agency.

Date	Vehicle Incidents	Forward Related	Reversing Related	Cause Other	At Fault	Not at Fault	Banksman Used	Banksman Not Used	Banksman N/A
Apr-Sep 15	19 (23%)	7 (37%)	5 (26%)	7 (37%)	13 (68%)	6 (32%)	5 (26%)	5 (26%)	9 (48%)
Oct-Mar 16	27 (32%)	14 (52%)	10 (37%)	3 (11%)	17 (63%)	10 (37%)	4 (15%)	5 (18%)	18 (67%)
Apr-Sep 16	18 (21%)	11 (61%)	6 (33%)	1 (6%)	14 (78%)	4 (22%)	6 (33%)	2 (11%)	10 (56%)
Oct-Mar 17	19 (22%)	9 (47%)	6 (31%)	4 (21%)	14 (74%)	5 (26%)	3 (16%)	2 (10%)	14 (74%)
Apr-Sep 17	10 (12%)	5 (50%)	4 (40%)	1 (10%)	9 (90%)	1 (10%)	1 (10%)	3 (30%)	6 (60%)
Oct-Mar 18	17 (18%)	8 (47%)	7 (41%)	2 (12%)	13 (76%)	2 (12%)	3 (18%)	5 (29%)	9 (53%)

Section identification from the categories above for Oct-Mar 2018

Refuse	11	5	5	1	8	1	3	4	4
Street Cleansing	4	2	2		4			1	3
Grounds Maintenance	1		1		1				1
Housing	1			1		1			1

Note: in the “at-fault” category there was two other reasons listed.

1. Fire Safety

Fire Safety Inspections

Nottinghamshire Fire and Rescue Service stated that they wish to conduct fire safety inspections at a number of the Council's premises during 2017/18. Arrangements were made for three properties to be audited in April 2018.

Internal Electrical Cupboards

A programme of works at Retirement Living Schemes has been completed for the fitting of intumescent seals within electrical cupboard doors, which are generally located adjacent to the flat front door on internal corridors. In cases where these cupboard doors are distorted to an extent that the fitment of a seal will be ineffective, new door and frame units has been fitted. Intumescent expanding sealant has also been applied where electrical cabling accesses the meter through the brickwork.

Scooter Stores

From best practice meetings held quarterly with Nottinghamshire Fire and Rescue Service all attendees from various councils and housing associations were advised to be aware of the possibility of disabled scooters catching fire particularly during charging.

Following a number of changes to existing scooter stores during the reporting period 2016/17, three stand-alone misting systems has now been purchased and installed.

Freezers and Hoarding

It has been identified that a number of Retirement Living Schemes have acquired a number of freezers, some full of food which was generally out of date or wrapped in clingfilm. In addition, in a number of store rooms and/or within stairwell various items have accumulated. All of these areas have been cleared and the freezers disposed of. It is thought that these items have been provided by residents or their families.

Fire Zone Notices

A process of checking all of the buildings that the Council has a responsibility for has begun to ensure that fire zonal plans are in place. Those that haven't will receive a plan provided by the health and safety section. This entails visiting the site and making a detailed drawing of the site and recreating it electronically so that it can be displayed at the main entrance.

Roof Spaces

A process of checking Retirement Living Schemes roof spaces has been conducted. This requires loft hatches to be moved above the communal corridors and a visual look at the fire-break walls and for damage from maintenance work. In addition, a random selection of resident's roof spaces was viewed for the same reason.

The above process is not a detailed inspection of the roof spaces, but an observation to ascertain an appreciation.

Independent Inspections

From a “Best Practice Fire” meeting held by Nottinghamshire Fire and Rescue Service and Bestwood Lodge it was raised that independent audits of buildings for fire resilience may be advisable. Ventro Ltd was asked to inspect two general housing blocks of flats and Lawrence Avenue and the Spinney Retirement Living Schemes. After a number of teething problems with the reports, they identified a number of issues in particular damage to walls and fire break walls from maintenance. A change of approach was undertaken, instead of inspecting all properties and then requiring a report for each, it was decided to appoint A&G Ltd to inspect and repair one property at a time. This provided a better use of fund and ensured defects were repaired at the point of notice. These inspections go beyond the requirement of fire risk assessments require by the Regulatory Reform (Fire Safety) Order.

These independent inspections were instigated prior to the Grenfell Tower fire which is evidence of the proactive stance taken by this Council.

2. Grenfell Tower Incident

A fire took place at the Grenfell high rise block of flats in the Borough of Kensington and Chelsea, London on 14 June 2017 with 71 people named as killed or presumed dead.

Following this fire the Chief Executive has chaired a number of meetings with senior officers to ascertain the position of the Council’s fire safety arrangements for retirement living, general housing stock and other buildings within the borough. Retirement living buildings are on an annual rolling programme of assessments conducted by the Health and Safety Manager. The general housing blocks of flats are on a three-year programme conducted by the Modernisations Manager. Some of the above blocks have had wall cladding fitted but it is not the same as the aluminium composite material which was fitted to the Grenfell Tower block of flats.

The Chief Executive has also ensured that the Council is complying with all information released by Central government and other sources that is relevant.

3. Training

Training on a range of health and safety topics is conducted at various sites across the borough or for small numbers, in the training area of the health and safety office.

The list below identifies training conducted from 1 April 2017 to 31 March 2018:

Annual In-House Training

Course Subject	Number of Employees attended	Outcome/impact
Health and Safety Induction	120	Mandatory training which is attended by all new employees, work placements and those from Agencies.
Park Attendant Inductions	6	Mandatory training which is attended summer park attendants, so that they can work to the Council's standards.
Control of Substances Hazardous to Health (COSHH) Awareness	28	Provided to employees who use chemicals or would come into contact with them as part of a cleaning-up task.
Sharps Awareness Training	6	Employees who are required to collect needles or at risk of coming into contact with needles.
Risk Assessment Awareness Training	10	Training provided for Managers and Supervisors who are required to undertake risk assessments.
Fire Warden Training	4	To train/refresh fire wardens on the procedure for the safe evacuation of persons within their designated area.
Manual Handling Awareness Training	14	Initial or refresher training for manual employees involved in significant manual handling tasks.
Housing Repairs Health and Safety Seminar for Contractors	19	A range of subjects discussed with Housing Repairs Contractors to confirm standards of work which are acceptable to the Council. Information packs provided.
Housing Repairs Health and Safety Seminar for Employees	38	A range of subjects discussed with all Housing Repairs Operatives and support employees together with the provision of information packs.

Training by an External Provider

Full First Aid at Work	12 (plus 10 for Liberty Leisure)	First aid training is based on a three-year programme. This training has been provided to those new to first aid and to those requiring refresher training.
Emergency First Aid at Work	35	Training in basic first aid provided for employees who are generally mobile.
Safe Working Near Water	37	Half day training for employees who are liable to work in or near floodwater.

eLearning - Personal Safety Training

A working group has created an eLearning bespoke Broxtowe "Your Personal Safety" module that was launched on 1 November 2017.

Evacuation Chair Maintenance

Escape Mobility Ltd have once again serviced the Council's evacuation chairs to ensure that they are safe for their intended use, maintained in a safe condition and inspected, thus complying with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Location of evacuation chairs serviced in 2017:

- Town Hall 2
- Council Offices 3
- Bramcote Leisure Centre 3
- Kimberley Leisure Centre 1
- Chilwell Olympia Sports Centre 1

4. Water Safety Assessments

Following the tragedy of a 13 year-old boy drowning in the River Erewash (Environment Agency watercourse) on Saturday 24 September 2016, discussions took place with regards to watercourses that the Council had a responsibility to manage and the risks associated. Assessments were undertaken by the Health and Safety Manager and the Environmental Projects Officer and upon completion it was concluded that there were a few potentially high-risk sites but the risks at the majority of sites were generally medium to low.

A systematic approach was developed and the outcomes were documented, resulting in the development of a £33,000 action plan to mitigate risks. These works will be completed in 2018/19.

This work has been taken up as a best practice model for Nottinghamshire and is to be rolled out throughout the County under the auspices of the Nottinghamshire Water Safety Partnership. Presentations and on-site assistance has been undertaken with Nottinghamshire County Council, Rushcliffe and Gedling Borough Councils.

5. Health Promotion

Audiometry

Four sessions of audiometry (hearing test) were conducted during December 2017 for new and existing employees (27) from various Sections.

Hand Arm Vibration Syndrome

A hand arm vibration syndrome (HAVS) health surveillance form was supplied by one of the Council's health providers – Medigold. The form was issued by the Health and Safety Officer to 78 employees for completion. The forms were collated and sent to Medigold for assessment.

Eyesight Tests

On 22 December 2014 a refuse vehicle collided with pedestrians in the city centre of Glasgow killing six and injuring fifteen others. Unfortunately, the driver had concealed a pre-existing medical condition. Whilst it is not possible to undertake a full medical examination of all the Council's LGV drivers, it is possible for the Council to ascertain that its drivers have acceptable eyesight and if needed the provision of glasses.

Therefore, due to there being a higher standard requirement for LGV driver eyesight, it is now mandatory for all existing LGV drivers to undergo an eye and eyesight test at the Council's expense at Specsavers. All LGV drivers have now had their eyesight tested. Furthermore, that all new drivers will be expected to undertake the above either prior or during their first week of employment. Agency drivers will consult with their agency for any assistance.

All other drivers of Council vehicles have received vision screening at four sessions held in the Mediright mobile health screening vehicle at Kimberley Depot. This test included - near/far vision individual eyes and both eyes together, intermediate vision, visual range, depth vision, basic colour vision, depth vision and night vision

6. Housing Repairs Seminar

On 21 February 2018 a housing repairs health and safety seminar was undertaken at the Town Hall and 19 contractors attended. The seminar was divided into two sessions:

Contractors were invited to the morning session; this provided an opportunity to discuss standards of work that would be acceptable to the Council, compliance with the regulations, data protection, the reporting of issues identified unrelated to their work, customer care standards, waste and recycling, payment of invoices, etc. Each contractor was also presented with a handbook entitled Working on behalf of Broxtowe Borough Council – Standards for Contractors

A health and safety presentation was provided in the afternoon session for 38 housing repairs employees and featured some of the above, but with the addition of fire safety, COSHH, risk assessment, accident reporting, manual handling, personal protective equipment, etc. In addition, four groups were formed and each reviewed a set of task risk assessments and provided feedback. A walk through a COSHH risk assessment was also provided to ensure the safe use of chemicals. All attendees enjoyed a health and safety quiz and finally were given a set of relevant health and safety policies and codes of safe working practices, which would be worked through at subsequent team meetings.

7. COSHH Assessments

The health and safety section has completed COSHH assessments for every section which has been extremely time consuming involving 448 chemicals. Each section has been provided with an electronic folder containing its COSHH risk assessments. It is proposed to pass on the responsibility of reviewing these assessments to each section. Any new chemicals purchased can be assessed by the health and safety section, if requested. To ensure assessments are reviewed every three-year an email will be sent to each section by the health and safety section with a deadline for completion.

8. Vibration Testing

Grounds Maintenance tools were tested in March 2018 to ascertain the level of vibration emitted. This testing is conducted annually after winter maintenance has been conducted and prior to the start of the horticultural season. After testing a coloured label is attached to the tool to identify its category in terms of the amount of vibration emitted. Those which are identified as being high are returned to the workshop for investigation. Every effort is made to ensure other tools which notoriously record high vibration due to their design are replaced by

an equally or more effective tool with lower vibration magnitudes. Care is taken in this instance to source tools that perform the task effectively. It is counterproductive to provide a lower vibrating tool that requires far more time to complete the task, thus increasing exposure.

The current process following the above testing is for the HAVS monitoring database to be updated which calculates individual vibration levels – daily/weekly following submission of a HAVS tool usage form by the employee. Although the system works well, it relies on the individual employee stating exact trigger times on the HAVS tool usage form, which unfortunately tends not to be accurate due to the nature of the work and the reliability of employees to complete the form accurately.

The Environment Division is in the process of purchasing a monitoring system from Reactec Ltd. The system consists of a card being fixed to each tool and the employee wears a recorder in the form of a programmed watch. When the tool is used the card sends a signal to the watch thus accurately recording precise trigger time. Should an employee use several different types of tool during the working day, the trigger time is still calculated for that individual. At the end of the working day the watch is returned to a base station and the total amount of vibration received by the individual is recorded, this information can also be broken down to the different tools used. The benefits are that accurate vibration levels are recorded for each employee thus eliminating the human factor and in addition, the system monitors how efficient the tool is working or not.

A business case to purchase the system has been submitted and a decision is awaited.