

Report of the Deputy Chief Executive

ANNUAL HEALTH AND SAFETY PROGRESS REPORT 2019/201. Purpose of report

To provide 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 accident, emergencies and assistance required from any Section within the Council, etc. At the very end of 2019/20, of course, responding to and planning for COVID-19 became a major priority.

3. Detail

This report considers:

- Accident Reports
- Fire Safety and Fire Risk Assessments
- Training
- Health and Safety Management System

Further details are given in the Appendix.

4. Financial Implications

Costs are contained within existing budgets unless otherwise stated. However, any new Health and Safety management system (as suggested at the end of the appendix) would require additional capital and revenue expenditure to be incurred.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

1, Accident ReportStatistical Analysis

Year	Reportable Accidents		Near-Miss
	Actual Number of Accidents	Actual No. of Reportables	(recording started 2007/08)
2000/01	93	14	
2001/02	108	19	
2002/03	111	15	
2003/04	108	14	
2004/05	102	14	
2005/06	90	14	
2006/07	83	13	
2007/08	78	14	1
2008/09	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	21	4	5
2018/19	51	6	8
2019/20	49	2	4

An analysis of the causation of accidents is shown in the next table.

From a steady decrease in accidents over the years, a significant increase from 2018/2019 has raised the need for further analysis as to the increases. There have been no patterns or specific areas that have raised concern, however the increases can be a result of the following changes and should be seen as a positive step.

2018/2019 – Saw all of the staff at Kimberley Depot undergo due diligence training, this covered all aspects of Health and Safety and highlighted the importance of reporting near misses and minor accidents.

2018/2019, The reporting system was made simpler to encourage people to report near misses and minor accidents.

The increase in Manual Handling accidents could be attributed to this. In 2017-2018 there were 2 recorded manual handling accidents, both by the same person one minor and one resulting in over 7 days off work.

In 2018-2019 and 2019-2020 this increased to 13 and 9 respectively, but from those 22 incidents only 2 resulted in over 7 days off work, the remainder were minor.

The same could be said for Slips, Trips and Falls (STF). In 2017/2018 there were 7 recorded STF with 2 resulting in over 7 days off work. In 2018-2019 and 2019-2020 this increased to 14 and 18 respectively, but from those 32 incidents only 4 resulted in over 7 days off work, the remainder were minor.

2018/2019 - The ELearning system was changed to make health and safety training more specific to staff to heighten awareness.

2018/2019 – Accident recording was changes from a paper based system to a spreadsheet.

1, Accident Statistics 1/04/2019 – 31/03/2020

	No Injury	Minor	Over 7 Days	Major	Not Classified	Total						RIDDOR
Manual Handling	0	9	0	0	0	9						0
Slip Trip Falls	0	16	2	0	0	18						2
Contact with Fixed Object	0	7	0	0	0	7						0
Struck by Moving Object	0	3	0	0	0	3						0
Near Miss	5	0	0	0	0	5						0
Violence/Abuse	0	0	0	0	0	0						0
Vehicle Incidents	0	0	0	0	0	0						0
Work Related Ill Health	0	0	0	0	0	0						0
Other	0	6	1	0	0	7						0
Total	5	41	3	1	0	49						2
	Liberty Leisure Limited	Mechanical	Civil Enforcement	Office Based	Parks/Street Scene	Refuse Operative	Retiree Living Officer	Other	Total			
Manual Handling	0	0	0	2	0	3	0	3	9			
Slip Trip Falls	5	1	0	3	0	4	1	1	19			
Contact with Fixed Object	3	1	0	0	0	0	0	3	7			
Struck by Moving Object	0	0	0	1	0	1	1	0	3			
Near Miss	1	0	0	1	1	0	1	1	5			
Violence/Abuse	0	0	0	0	0	0	0	0	0			
Vehicle Incidents	0	0	0	0	0	0	0	0	0			
Work Related Ill Health	0	0	0	0	0	0	0	0	0			
Other	0	0	0	3	0	1	2	1	7			
Total	9	2	0	10	1	9	5	10	49			

2, Accident Statistics 1/04/2020 – 31/08/2020

	No Injury	Minor	Over 7 Days	Major	Not Classified	Total					RIDDOR
Manual Handling	0	3	1	0	0	4					0
Slip Trip Falls	0	0	0	0	0	0					0
Contact with Fixed Object	0	1	0	0	0	1					0
Struck by Moving Object	0	0	0	0	0	0					0
Near Miss	1	0	0	0	0	1					0
Violence/Abuse	0	0	0	0	0	0					0
Vehicle Incidents	0	0	0	0	0	0					0
Work Related Ill Health	0	0	0	0	0	0					0
Other	0	2	0	0	0	2					0
Total	1	6	1	0	0	8					0
	Liberty Leisure Limited	Mechanic	Civil Enforcement	Office Based	Parks/Street Operatives	Refuse Operative	Retirement Living Officer	Other	Total		
Manual Handling	0	0	0	0	2	1	0	1	4		
Slip Trip Falls	0	0	0	0	0	0	0	0	0		
Contact with Fixed Object	0	0	0	0	1	0	0	0	1		
Struck by Moving Object	0	0	0	0	0	0	0	0	0		
Near Miss	0	0	0	0	0	0	0	1	1		
Violence/Abuse	0	0	0	0	0	0	0	0	0		
Vehicle Incidents	0	0	0	0	0	0	0	0	0		
Work Related Ill Health	0	0	0	0	0	0	0	0	0		
Other	0	0	0	0	1	0	1	0	2		
Total	0	0	0	0	4	1	1	2	8		

3 Total Accident Categories

	2017/ 2018	2018/ 2019	2019/ 2020
Manual Handling	2	13	9
Slip Trip Falls	6	13	19
Contact with Fixed Object	1	2	7
Struck by Moving Object	9	10	3
Near Miss	1	8	5
Work Related Ill Health	0	0	0
Other	2	5	6
Total	21	51	49
RIDDOR Reportable	1	6	2

	Liberty Leisure Limited	Mechanic	Civil Enforcement	Office Based	Grounds Maintenance	Refuse and Street Cleansing Operative	Retirement Living Officer	Visiting Officer	Other	Total
2017 - 2018	6	0	1	1	2	3	1	1	6	21
2018 - 2019	13	1	0	4	3	7	3	5	15	51
2019 - 2020	9	2	0	10	1	9	5	2	12	49

2. Reportable Accidents

During the period 1/04/2019 – 31/03/2020 there were 2 RIDDOR reportable accidents, both relating to Slips, trips and falls leading to over 7 days off work.

One employee lost their footing on some slabs, whilst the other slipped when getting out of a vehicle.

This is a reduction from the 6 RIDDOR reportable accidents in 18/19.

3. Violence at Work

Incidents that occur to Council employees which they believe are a form of aggression are reported on the Aggression at Work Report Form which requires actions necessary to protect the employee in terms of safeguarding and welfare arrangements. All reported incidents are recorded on the employee protection register (EPR) and the councillor protection register (CPR) providing the aggressor resides within the borough.

No physical attacks were reported within this reporting period. However, there were verbal incidents reported by the Divisions/Sections below.

	2018 – 2019				2019 - 2020				2020 -2021	
	Apr – June	July – Sept	Oct – Dec	Jan – Mar	Apr – June	July – Sept	Oct – Dec	Jan – Mar	Apr – June	July – Sept
Housing	5	2	2	1	1	1	3	1	0	0
HR and Public Protection	0	0	0	0	0	0	0	0	0	0
Planning and Economic Development	0	0	0	0	0	0	0	0	0	0
Legal Services	0	0	0	0	0	0	0	0	0	0
Governance Services	0	0	0	0	0	0	0	0	0	0
Administrative Services	1	0	0	0	0	0	0	0	0	0
ICT	0	0	0	0	0	0	0	0	0	0
Environment	0	1	1	0	0	1	0	0	0	1
Revs, Bens and Customer Services	0	0	0	1	0	0	0	0	0	0
Property Services	3	1	0	0	0	0	1	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0
L Leisure	0	0	0	0	0	1	0	0	0	0

5. Near-Miss

A near-miss is an incident which has not resulted in a personal injury or property damage. 5 near misses were reported in 2019 – 2019, all near misses are fully investigated and the results used/publicised to prevent future incidents occurring.

- Stone ejected from mower broke car window – A member of staff's car window was broken by a stone ejected from a lawn mower. GM staff have been reminded to inspect the area before commencing cutting.
- Depot barrier came down on rollbar – The vehicle did not activate the sensors in the road causing the barrier to think it was clear, this has been rectified to prevent reoccurrence.
- Knives found in waste bags in offices (food knives) an email was sent to all staff to advise not to dispose of sharp implements in this way.
- Caught foot on colleague's chair – this happened whilst staff were working in a temporary environment – an email was sent to staff to prevent further incidents of this type.
- Floodlight column fell over at Chilwell Olympia Leisure Centre – this was caused by high winds. The column has been replaced, the remainder have been checked and added to an inspection programme.

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 Incident	Forward	Reversing Related	Cause Other	At Fault	Not at Fault	Banks man Used	Banks man Not Used	Banks man N/A
Apr-Sep 17	10	5	4	1	9	1	1	3	6
Oct-Mar 18	17	8	7	2	13	2	3	5	9
Apr-Sep 18	17	7	5	5	11	6	3	4	10
Oct-Mar 19	9	3	3	3	6	3	3	1	5
Apr-Sep 19	11	6	3	2	9	2	2	4	5
Oct-Mar 20	7	2	4	1	5	1	1	3	3
Apr-Aug 20	9	4	5	0	8	1	0	8	1

Section identification from the categories above for April-Aug 2020

Refuse	4	2	2	0	4	0	0	1	3
Street Cleansing	1	1	0	0	1	0	0	0	1
Grounds Maintenance	1	0	1	0	1	0	0	0	1
Housing	2	1	1	0	2	0	0	0	2
Depot	1	0	1	0	1	0	0	0	1

2, Fire Safety

A more detailed fire risk assessment system has been established for the Council's high risk properties, such as retirement living complexes. This system exceeds the requirements of the Fire Service template previously used.

The assessment takes into account the Grenfell disaster and is based around the PAS 79 (2012) model (Publically Available Specification). The assessment was designed to review the communal areas and the inside of residential dwellings within the complexes to ensure fire safety is maintained. Humber Lodge had been trialled for the new assessment, which has now been carried out at other properties.

Fire Safety Inspections

Nottinghamshire Fire and Rescue Service stated that they wish to conduct fire safety audits at a number of the Council's premises that have suffered with a high number of unwanted fire signals over a rolling year period. The Health and Safety section is working with Nottinghamshire Fire and Rescue Service to reduce the amount of unwanted fire signals they receive from Council properties. It should be noted that none of the unwanted fire signals received have been caused by faulty equipment, the main causes are Cooking, Smoking and Vandalism.

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 2019 to 31 March 2020:

Annual In-House Training

Course Subject	Number of Employees attended	Outcome/impact
Health and Safety Induction	102	Mandatory training which is attended by all new employees, work placements and those from Agencies.
Control of Substances Hazardous to Health (COSHH) Awareness	1	Provided to employees who use chemicals or would come into contact with them as part of a cleaning-up tasks.
Sharps Awareness Training	7	Employees who are required to collect needles or at risk of coming into contact with needles.
Risk Assessment Awareness Training	16	Training provided for Managers and Supervisors who are required to undertake risk assessments.
Fire Warden Training	0	To train/refresh fire wardens on the procedure for the safe evacuation of

		persons within their designated area.
Manual Handling Awareness Training	10	Initial or refresher training for manual employees involved in significant manual handling tasks.
Evacuation Chair Training	12	Initial or refresher training in safe use of the Evacuation chairs
Health and Safety Awareness	96	Initial or refresher training in general health and safety

Training by an External Provider

Full First Aid at Work	19	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	46	Training in basic first aid provided for employees who are generally mobile.
Legionella Responsible Person	10	Training for the persons responsible for the management of Legionella within buildings
Asbestos Duty Holder	16	Training for persons with the responsibility for managing asbestos within buildings
Asbestos Awareness	42	Training to raise awareness of employees towards asbestos
Asbestos Practical	8	Training in the practicalities of working with asbestos
Ladder Training	11	Training for the safe use of ladders

eLearning

E-learning package	Completed	Outstanding	Total in audience e.g. Required
Display Screen Equipment Certification	442	41	483
Fire Safety Awareness Certification	225	258	483
Manual Handling Certification	448	35	483
Office Safety Certification	442	41	483
Your Personal Safety at Work Certification	349	36	385
DSE & Home Working	255	46	301

4. Health and Safety Management Systems

The Health and Safety Section currently uses spreadsheets and paper based format systems for managing health and safety data, as there is no specific accessible multi functioning database in place at the current time. This has a direct impact on officer time, resources and impedes prompt remedial actions to be put into place, this also impacts on reporting requirements for monitoring, auditing and actions.

The Section is currently exploring the implementation of a health and safety system which will allow the efficient handling, recording, assessing, auditing and processing of incidents and assessments. The council is looking for a solution that will provide self-service functionality and be easily accessible via mobile devices as well as from the desktop. This will lead to an additional cost for the development of the system and the annual hosting of the web based portal.