

# FAREHAM

## BOROUGH COUNCIL

### **Report to the Health and Public Protection Policy Development and Review Panel**

**Date**                    **14 November 2017**

**Report of:**           **Head of Environmental Health**

**Subject:**             **ANNUAL HEALTH AND SAFETY PERFORMANCE 2016/17**

#### **SUMMARY**

The report is primarily concerned with highlighting how the Council as an employer and provider of services, works to continually monitor and improve health and safety performance for the benefit of all concerned by summarising the Council's health and safety performance during the period 2016/17.

The Chief Executive is regularly briefed throughout the year on health and safety matters and performance and as the Council's Health and Safety responsibility comes under the Public Protection Portfolio, it is also presented to the Public Protection Policy Development and Review Panel before being considered by the Executive.

#### **RECOMMENDATION**

It is recommended that the Health and Public Protection Policy Development and Review Panel is asked to note:

- (a) the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2016/17, and
- (b) that the Council as an employer continues to achieve a standard of health and safety management within its activities that meets statutory requirements and demonstrates competence in health and safety management.

## **INTRODUCTION**

1. Protecting the health and safety of employees is governed by health and safety laws which place duties on the Council in its capacity as an employer and on the Chief Executive, Directors, Managers and employees in particular, all of whom have collective and individual responsibility for managing health and safety - including both criminal and civil liability should these duties be breached.
2. Within Fareham Borough Council it is established good practice that health and safety is integrated into the main governance structure and that the Chief Executive's Management Team and members are kept informed of health and safety performance on an annual basis. This report provides a summary of Fareham Borough Council's health and safety performance during 2016/2017.

## **MANAGEMENT OF HEALTH & SAFETY**

3. The need to manage health and safety is well recognised by elected members, the Chief Executive Officer, Directors and all managers who, via management systems and practices, continue to pursue the control of the following health and safety risks in order to support the Council:
  - Comply with its responsibilities as an employer
  - Implement the Council's Health and Safety Policy
  - Maximise the well-being and productivity of its employees
  - Prevent injury, ill health or worse to its employees and others
  - Avoid damage to the Council's reputation in the eyes of its customers
  - Minimise the likelihood of enforcement actions by the enforcing authorities (e.g. Health & Safety Executive (HSE) and Fire Authority) whilst at the same time avoiding consequent penalties, and
  - Provide a safe and healthy place for its employees to work.
4. Measuring performance is one of the key tasks of effective safety management and monitoring accident data is one method that gives an indication of performance as well as providing the opportunity to learn from mistakes and to improve both risk management systems and the control of particular health and safety risks.

## **ACCIDENTS**

5. An accident can be defined as an unplanned event which caused (or could have caused) injury to persons, damage to property or a combination of both. In addition to the internal reporting of accidents, the Council has legal obligations under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to report to the Health & Safety Executive certain types of defined accident, which are generally those that result in more serious injuries or absence from work that arise 'out of or in connection with work'.

6. There have been no incidents occurring within the Council that required a report to the HSE under RIDDOR during 2016/2017.

### **ACCIDENT DATA**

7. There were 31 injury-causing incidents recorded during the period 1 April 2016 to 31 March 2017 - a decrease of 38 on the total 69 for the same period in 2015/16.

### **OBSERVATIONS**

8. Analysis of accident reports established that not all reported 'accidents' were attributable to a specific work-related cause. The total figure for actual injury causing accidents at work was 31, a decrease of 38 on the previous year's total of 69. It is important to note that all accidents were of a minor nature with no serious injury attached.

### **EMPLOYEE NEAR-MISS**

9. During the 2016/2017 period, there was 2 records for near-miss incidents. Both incidents involved FBC vehicles.

### **VIOLENT INCIDENT REPORTS**

10. The total of reported incidence of 'violence' in 2016 /2017 was 4 and occurred to employees of the following work groups:

- Operations 2
- Community 2

### **INCIDENTS INVOLVING MEMBERS OF THE PUBLIC & CONTRACTORS**

11. The Council's primary concern is directly associated with accidents to employees. However, in the current economic and 'conditional fee' climate, where incidents involving members of the public or contractors carrying out work on Council premises are reported they are recorded for insurance purposes. Eleven such reports were received but none of the incidents was attributed to any fault or negligence related to the Council's undertakings.

### **POLICIES AND SYSTEMS REVIEWS**

12. All departments are undertaking a health and safety review with the Council's Safety Officer. These will be completed during 2018.
13. As part of the monitoring of health and safety management, an ongoing programme of workplace H&S inspections is taking place with UNISON Health and Safety Representatives. Any Health and Safety issues were discussed with managers prior to reports, where appropriate, being finalised and issued to the Director and subsequently reported where necessary to the Health & Safety Committee.

## **CONSULTATION**

14. The Council has a duty to consult union appointed health and safety representatives and within the Council this is achieved on a quarterly basis via the Council's Health and Safety Committee which acts as the formal platform for dealing with all matters affecting employee health and safety.
15. The Committee consists of departmental managers/representatives and trade union representatives, and in 2016, was under the chairmanship of the Head of Environmental Health with Member participation by Councillor Cartwright. In June 2017, the Committee has expanded the group to include safety representatives from Fareham Borough Council Tenants that work and operate in offices within the Civic building
16. Minutes of meetings are publicised using the Council's 'intranet' with hard copies made available to the Depot and other work groups without direct access to electronic communication.

## **HEALTH & SAFETY TRAINING**

17. During 2016/17, 6 dedicated 1 day Conflict Management training courses were held in Ferneham Hall. A total of 92 staff attended. First aid courses for 3 day, 1 day and requalification were carried out throughout the year. Induction courses for new employees and tenants were undertaken as required. Specific task-related training due to the development of the new corporate computer based training programmes (e-learning) also took place. The Skillgate eLearning system was used to deliver Corporate fire training (e-learning). The Regulatory eLearning modules incorporate a range of Health & Safety topics. Skillgate learning has also been used as a means of training and refreshing knowledge for staff using the Identicom lone workers devices. New topics are being added to the library yearly.

## **HEALTH AND SAFETY**

18. Health and safety work carried out during the 2016/17 period:

### **Depot**

- Building services, reviewed and updated Risk assessments and their Operational Health and Safety Essentials
- Asbestos (software) register progressing
- Asbestos refresher training ongoing
- Asbestos information for Householders/Tenants produced
- Frail system an external system for glass carrying on vehicles being fitted
- Tool box talks for staff
- Fire organisation being reviewed and updated
- Fire risk assessment update and review comments within the document
- Waste crews operational monitoring with domestic, garden, white goods, glass, trade and NAV minimum of 2 hours minimum with a crew
- Look at FBC waste vehicles that have been fitted with 360 degree cameras
- Grave digging review and update safe working procedures, risk assessments current equipment in use also look at the cemeteries

- Road risk assessments for waste and street cleansing assist with the ongoing review and updating of these documents
- Countryside and parks look at and review the usage of personal protective flotation equipment (Lifebuoys) for both inland water/lakes and open water and sea/foreshore.
- Leisure access all areas continue to support and assist with risk assessments and contractors H&S checks

#### Civic

- SID and Health and Wellbeing pages are being redesigned and easier to read with additional information and links to outside websites (HSE, IOSH, ROSPA)
- Fire safety evolving with offices and floor changes nearly complete. Tenants induction and fire safety information up to date.
- Tenants health and safety involvement within the Civic. Invitation to attend quarterly Health and safety committee meeting
- Risk assessments are being reviewed, up dated and in the process of changing the current style and the format from Excel to word
- Supporting HR with occupational health assistance
- Organising 6 conflict management courses identified from section head meeting from 2015/16. 92 staff attended the courses. Requirement for telephone and additional conflict management courses has come out from the feedback from the course attendees
- Identicom lone worker devices FBC now operate a total of 60 devices with up to 80 FBC staff using these devices. There is a need for a possible rise in the number maybe another 10.  
2 devices have been allocated for use by CSC staff for use when carrying reception duties in reception.

#### Ferneham Hall

- Fire checks and evacuation drills up to date 3 carried out
- Equipment found to assist staff with manual handling of awkward loads up and down stairs. Also in moving heavy loads more safely.
- Health and safety briefing for all staff
- Identicom lone worker devices now being used by staff

### **EMPLOYEE HEALTH**

19. Promoting and raising awareness of health-related issues to employees can benefit the Council by reducing absenteeism and increasing productivity and motivation.

### **HEALTH AND SAFETY EXECUTIVE (HSE)**

20. There were no reportable accidents or incidents requiring HSE involvement during this period.

### **RISK ASSESSMENT**

21. Failure to comply with health and safety law may have serious consequences for the Council, members and all individual employees. Sanctions may include fines, imprisonment, or both. Addressing health and safety issues likely to

affect employees is not viewed as a regulatory burden, but an opportunity to reduce risk to the Council, members, and its employees from potential sanctions whilst at the same time benefitting from reduced costs associated with lower employee absence/turnover rates, fewer accidents and the lessening of the threat of legal action.

## **CONCLUSIONS**

22. The need to be aware of workplace health and safety issues and the ability to manage it sufficiently is very much embedded in the Council as evidenced, for example, by the positive outcomes following the HSE waste management inspection and the Council's insurers audit referred to in this document.

23. The Council can be assured that much has and will continue to be achieved by its managers to encourage a proactive approach to managing health and safety during 2017/18 so that the Council, its managers and employees achieve a standard of health and safety that not only continues to meet statutory requirements but also demonstrates competence in health and safety management.

**Background Papers: None**

**Reference Papers: None**

**Enquiries:**

For further information on this report please contact. Ian Rickman (Ext 4773)