

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **15 November 2016**

Report of: **Head of Environmental Health**

Subject: **HEALTH & SAFETY PERFORMANCE 2015/16**

SUMMARY

The report is primarily concerned with highlighting how the Council, as an employer, has performed its statutory duties in respect of health and safety at work by summarising the Council's health and safety performance during the period 2015/16.

The Council's Corporate health and safety responsibility comes under the Public Protection Portfolio and performance is presented to the Public Protection Policy Development for their consideration..

RECOMMENDATION

The Public Protection Policy Development and Review Panel is asked to note:

- (a) the work undertaken by all concerned to maintain health and safety standards during 2015/16; 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.

INTRODUCTION

1. Protecting the health and safety of employees is governed by health and safety laws and is the responsibility of everyone, although there are specific duties on the Council in its capacity as an employer and on the Chief Executive, Directors and Managers 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, health and safety is integrated into the main governance structure. The Chief Executive receives regular updates on health & safety issues 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 2015/2016.

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 manage health and safety risks in order to protect employees and others who may be affected by the Council's undertakings, so as to :
 - 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. The Council has in place a Safety Policy, Risk Assessments and Safe Systems of Work which form the basis of its health and safety management system. Managers are now being encouraged to consider health & safety as part of their day to day service management functions rather than it being a separate regime.

CONSULTATION

5. 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.
6. The Committee consists of departmental managers/representatives and trade union representatives, and in 2015, was under the chairmanship of the Head of Environmental Health with Member participation by Councillor Cartwright.

7. 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.

ACCIDENTS

8. 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.
9. 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'.
10. In 2015/2016 there were no incidents within the Council that required a report to the Health and Safety Executive under RIDDOR. However, there were 62 injury-causing incidents recorded during 2015/2016 - a decrease of 5 on the total for the same period in 2014/15.
11. A breakdown of accident types is shown below:-

• Ill-health (feeling unwell)	5
• Laceration	7
• Graze	2
• Slip trips and fall	13
• Injured while handling lifting or carrying	14
• Hit by falling object	6
• Injured by an animal	4
• Hit by an object	4
• Contact with a harmful substance	3
• Contact with moving machinery	2
• Trapped by an object	1
• Fall from height	1

Employee near miss

12. During the 2015/2016 period there was 9 records for near miss incidents. There were 2 Fareham Borough Council vehicles that were involved in road traffic incidents where the Police were involved. The other 7 were vehicle related at the depot, which has resulted in some training and remarking at the depot.

Violent incident report

13. The total of reported incidences of 'violence' in 2015/2016 was 7.

Incidents involving members of the public and contractors

14. There were 11 reports involving members of the public or contractors carrying out work on Council premises that were recorded for insurance purposes. None of the incidents were attributed to any fault or negligence related to the Council's undertakings.

GENERAL HEALTH & SAFETY MANAGEMENT ACTIVITIES 2015/2016

15. All departments have undertaken a health and safety audit and discussed any risk assessments, action plans, training issues or safe working procedures with the Health and Safety Officer. . Where appropriate, these have been updated.

16. As part of the monitoring of health and safety management, a programme of 6 monthly workplace health and safety inspections are undertaken with UNISON representatives. Any health and safety issues are discussed with managers where appropriate prior to reports being made to the relevant Director and subsequently reported to the Health and Safety Committee.

17. During 2015/2016 a number of specific health and safety activities were undertaken in addition to the day to day management of health and safety:-

- Street scene waste crews vehicle reversing assistant training both theory and practical sessions.
- Street scene chapter 8 highway road working updates and information to managers.
- Street scene road risk assessments for roadside working and cleansing on or near the highway.
- Street scene waste vehicles additional signage added to vehicles to warn drivers of men working at rear of vehicle.
- Manual handling training for street scene operatives who missed previous years training sessions.
- Workplace transport within the depot reviewed, vehicle parking, white lining and pedestrian signage updated.
- Building Services risk assessments and producing a comprehensive document for all trades/operatives.
- Building Services asbestos information training session.
- Asbestos register information updated with new IT for updating and consolidating database.
- Fire risk assessment review of the depot.
- Lone worker device introduction and training for staff using personal identicom devices (60).
- Fire warden floor plans and signage in civic building updating fire evacuation information for meeting rooms.
- Back to work Occupational Health workstation and office environment assessments as requested by HR.
- Solent airport innovation centre and airfield H&S inspection checks.

- Action all areas site visits and H&S checks of contractors equipment on site.

HEALTH & SAFETY TRAINING

18. During the year, corporate health and safety training was limited to first aid requalification, waste collection reversing assistant training - both theory and practical sessions and induction for new employees.
19. The Council has an e-learning package (Skillgate) available to all employees. This has been developed further and was also used to deliver mandatory corporate fire training (e-learning). The Regulatory e-learning modules incorporate a wide and diverse range of health & safety topics. With new topics being added to the library yearly.

EMPLOYEE HEALTH

20. Promoting and raising awareness of health related issues to employees can benefit the Council by reducing absenteeism and increasing productivity and motivation. During the year, 150 employees took up the offer of flu vaccinations. In addition 11 sessions were booked for the biennial health check. Staff at both the Civic Offices and the depot could book an appointment which was carried out by a qualified nurse. The checks aim to help employees understand their health and identify potential health risks.

HEALTH AND SAFETY EXECUTIVE (HSE)

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

RISK ASSESSMENT

22. 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

23. The need to be aware of workplace health & safety issues and the ability to manage it sufficiently is very much embedded in the Council as evidenced, for example, by the positive outcomes of the HSE waste management inspection and the Council's insurers audit referred to in this document.
24. 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 & safety during 2015/16 so that the Council, its managers and employees achieve a standard of health & safety that continues to meet statutory requirements.

Background Papers:

None

Reference Papers

None

Enquiries:

For further information on this report please contact Keith Perkins (Ext 4586).