

# FAREHAM

## BOROUGH COUNCIL

### Report to the Health and Public Protection Scrutiny Panel

**Date**                    **31 October 2019**

**Report of:**            **Director of Leisure and Community**

**Subject:**              **CORPORATE HEALTH AND SAFETY PERFORMANCE 2018/19**

#### **SUMMARY**

The report details 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 by summarising the Council's health and safety performance during the period 2018/19.

#### **RECOMMENDATION**

It is recommended that the Health and Public Protection Scrutiny Panel notes:

- (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 2018/19, and
- (b) that the Council, as an employer, continues to achieve a standard of health and safety management within its activities that meet statutory requirements and demonstrate 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, all of whom have collective and individual responsibility for managing health and safety, understanding that there is 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 2018/19.

## **MANAGEMENT OF HEALTH AND 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 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 and 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 were no incidents within the Council that required a report to the HSE under RIDDOR during 2018/19.

## **ACCIDENT DATA**

7. There were 48 injury-causing incidents recorded during the period 1 April 2018 to 31 March 2019, which is a decrease of 1 incident from the 49 recorded for the same period in 2017/18.

## **OBSERVATIONS**

8. Analysis of accident reports established that not all reported 'accidents' were attributable to a specific work-related cause. It is important to note that all accidents were of a minor nature with no serious injury attached.

## **EMPLOYEE NEAR-MISS**

9. During the 2018/19 period, there were 7 records for near-miss incidents. 5 of the incidents involved FBC waste vehicles on or near the highway. 4 of these incidents were reported to the police, as they were deemed to be dangerous driving by a third party, placing FBC workforce at risk of injury from vehicles.

## **VIOLENT INCIDENT REPORTS**

10. There were 8 reported incidents of 'violence' in 2018/19, affecting employees from the following work groups:

- Housing 4
- Community 1
- Streetscene 3

1 incident reported by Streetscene required the police to attend and deal with the tenant of the property concerned.

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

11. The Council's primary concern is directly associated with accidents affecting 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. 22 incident reports were received but none of the incidents were attributed to any fault or negligence related to the Council's activities.

## **POLICIES AND SYSTEMS REVIEWS**

12. As part of the monitoring of health and safety management, an ongoing programme of workplace health and safety inspections take 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 relevant Director.

## **CONSULTATION**

13. The Council has a duty to consult union appointed health and safety representatives, and within the Council this is achieved via a 6-monthly meeting of the Council's Safety Committee.

## **HEALTH AND SAFETY TRAINING**

14. During 2018/19, a number of specific health and safety training courses were provided:-

- 4-day Institute of Safety Health IOSH Managing Safety course was organised to give managers and supervisors an understanding of everyone's safety and health responsibilities in the workplace. A total of 6 staff attended.
- A Waste and recycling reversing assistant training and manual handling refresher course was delivered to all relevant staff. A total of 52 employees attended the training.
- Hand Arm Vibration training and tool box talks were delivered to all relevant staff working with vibratory tools and vehicles from Operations, Transport MGT and Repair, Waste and recycling and Countryside teams.
- 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 and 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 annually.

## **OTHER HEALTH AND SAFETY ACTIVITIES**

15. Health and safety work carried out during the 2018/19 period:

### **Depot**

- Risk assessments for Operations, Transport Management and Repair, Waste and Recycling and Countryside services are being reviewed and have now changed in style and format with traffic light risk rating.
- Hand Arm Vibration equipment checks (competent contractor employed for this function), maintenance of equipment, assistance with procuring safe tools, occupational health checks of all staff using equipment annually, trigger testing and recording of usage.
- Checks that all Personal Protective Equipment (PPE) being issued to employees is functional and being used appropriately, with monitoring checks carried out by management and health and safety officer.
- Building repairs and maintenance services have reviewed and updated risk assessments and their Operational Health and Safety Essentials.
- Asbestos (software) register is ongoing as this is a living document which will always

- be updated, amended and records kept.
- Asbestos refresher training ongoing.
  - Health and safety topics, and where necessary when an incident or accident has occurred, a relevant subject based “tool box talk” is arranged for employees. This includes Operations, Transport, Waste and Recycling and Building Repairs and Maintenance teams.
  - Fire organisation being reviewed and updated.
  - Fire risk assessment for the depot carried out and updated in June /July 2019 and comments considered.
  - Waste crews operational monitoring with domestic, garden, white goods, glass and trade.
  - FBC waste vehicles have been fitted with 360-degree cameras which are proving very helpful for general administration and monitoring of incidents related to vehicle and crews.
  - Road risk assessments for waste and street cleansing are ongoing to include review and updating of these documents.
  - Parks and open spaces and countryside review includes personal protective flotation equipment (buoyancy equipment) for both open water/lakes and sea/foreshore.
  - Continue to support Leisure team’s Access All Areas initiative, assist with risk assessments and contractor’s health and safety checks.
  - Assisted parks and open spaces with road risk assessments for tractor flail of hedgerows and road verges.
  - Chapter 8 assistance with operational and risk assessment tasks for FBC employees working on or near the highway within 1 metre of roads.
  - Disposal (external competent contractor with waste carriers license and disposal accreditation) and management of medical waste from street sleepers. Risk assessment and defined process introduced.

## **Civic Offices**

- Intranet site (SID) and Health and Wellbeing pages have been redesigned and now include health and safety information for all FBC employees with additional information and web links to HSE, IOSH and ROSPA webpages.
- External (competent contractor) undertaking a review and update of existing fire risk assessment.
- Fire safety training ongoing and updated.
- Tenant’s health and safety involvement within the Civic offices, reporting incidents and updates with regard to fire safety of employees and visitors.
- Risk assessments reviewed and changed in style and format with traffic light risk rating.
- Support and advice to HR regarding occupational health issues and, where necessary, assistance and assessments for employees with work related health issues.
- FBC have a total of 64 Identicom lone worker devices with 75 FBC employees who can use these devices to assist them when carrying out lone worker duties/tasks, or when dealing with potentially violent situations. There will be a review of these devices when the current supplier contract ends in October 2019.

## **Ferneham Hall**

- Fire checks and evacuation drills up to date.
- Health and safety briefing for all employees.
- Lone working information and training provided for all permanent employees.
- Identicom lone worker devices are available for use by employees.
- Identified employees have been provided with relevant first aid training.

### **Solent Airport (Daedalus)**

- Fire Risk assessments for the airport are currently being carried out by a competent contractor. Once the assessment is complete, plans to involve the airport operator and tenants with regard to building fire safety checks and evacuation from the building will be implemented.
- Assisted parks and open spaces with risk assessments for FBC employees responsible for mowing the airport grassed areas whilst airport is operational.

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

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

### **RISK ASSESSMENT**

17. 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**

18. The need to be aware of workplace health and safety issues and the ability to manage them sufficiently and effectively is very much embedded in the Council as evidenced, for example, by the positive outcomes following the HSE waste management inspection.
19. 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 2019/20 so that the Council, its managers and all 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)