

# Taunton Deane Borough Council

## Corporate Governance Committee – 20<sup>th</sup> June 2017

### Update on Health and Safety Performance

#### Report of the Corporate Health and Safety Advisor

(This matter is the responsibility of the Chief Executive and Leader of the Council.)

#### 1. Executive Summary

This report provides an update on the progress of a range of Health and Safety matters across the organisation. These include:

- Accident and Incident Data for the period
- Report on actions agreed by Health and Safety Committee
- Policy updates

#### 2. Recommendations

The committee are asked to note the ongoing actions to continuously improve our health and safety operating culture.

#### 3. Background and Full details of the Report

The tables below set out the accident statistics for year 2016 – 17.

<b>TDBC Accident Totals 1st April 2016 - 31st March 2017</b>				
Classification	TDBC & WSC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	0	1	0	0
Non-reportable	12	40	5	6
Near Miss	4	16	0	0
<b>2016 – 17 Period Total</b>	<b>16</b>	<b>57</b>	<b>5</b>	<b>6</b>
2015 – 16 Period total ( <i>as a comparison</i> )	<b>2</b>	<b>63</b>	<b>2</b>	<b>1</b>
2017 – 18 (to 31 <sup>st</sup> May 2017)	<b>1</b>	<b>7</b>	<b>1</b>	<b>9</b>

### 3.1 The accidents are categorised as follows:

**Reportable accidents** – these are reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) legislation. Examples of such are accidents where a member of the public is taken to hospital as a result of an accident or where an employee has more than 7 days absence as a result of an injury arising from an accident. Dangerous Occurrences would include exposure to hazardous substances (such as asbestos) in a quantity likely to cause harm.

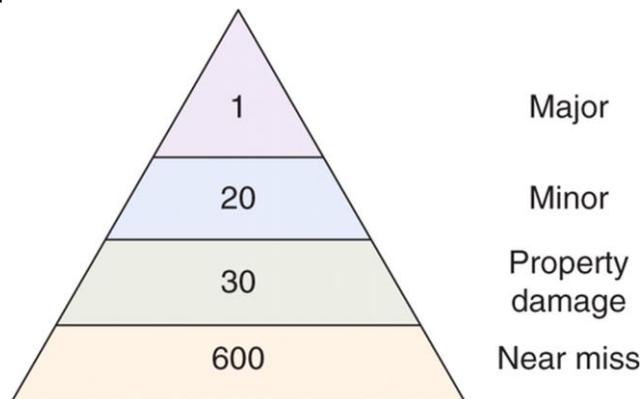
In 2016 – 17 (as set out in the table above) one incident was reported to HSE where an Open Spaces employee strained his back whilst carrying out grounds maintenance work and was absent for more than 7 days.

#### **Non reportable**

These are accidents that do not need to be reported under RIDDOR but that we must keep a record of. These form the majority of the notifications received and more detail on the type and nature of these accidents is explained below. As part of our continuous improvement cycle we must investigate and learn lessons to prevent these accidents from recurring. Employees are encouraged to record all accidents and there are accident books at all council locations.

#### **Near misses**

These are incidents or hazards where no one was actually hurt or harmed but where the consequences could have been significant. It is important to learn from such incidents so that employees are protected from harm in the future. There are near miss cards available at all council buildings and they can be collected from locations such as Deane Depot stores or the Deane House by those who are based off site.



The accident triangle above demonstrates the relationship between numbers and types of incidents.

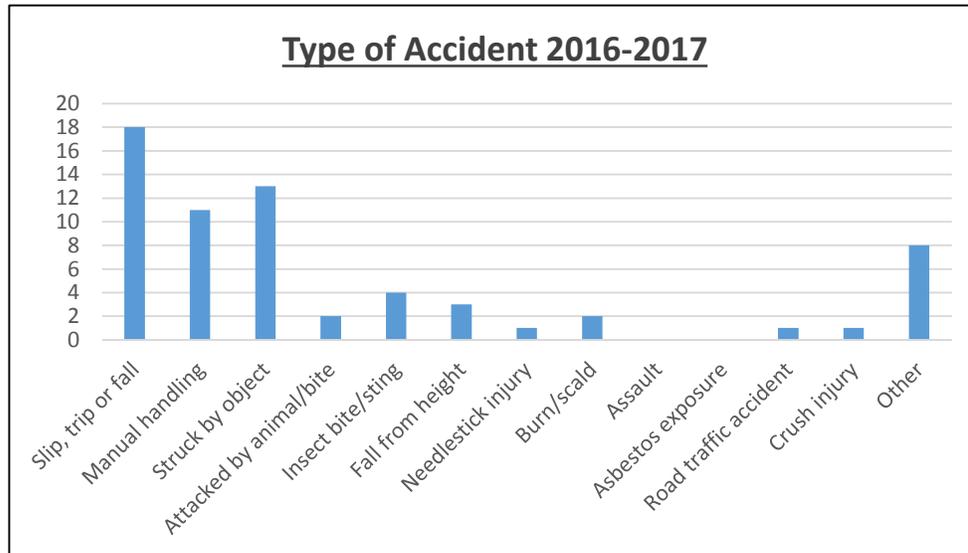
### 3.2 Trends

The table shows that there has been an increase in accidents within the TDBC and WSC reporting area (12) – these are split with 6 in each of the council's work areas. These all are minor accidents such as scalds from using the hot water boiler in the kitchen and slips and trips. None of these resulted in any lost time / absence from work. There has also been an increase in accidents involving tenants – this results from an improvement in reporting processes and all relate to slips and trips within the sheltered sector which are being effectively reported and actioned. There has been a decrease in accidents reported by the DLO, and

an increase in near miss reporting. Seven of the near miss incidents relate to asbestos containing materials and these continue to be reported to the Asbestos Working Group where they are considered in detail and remedial measures monitored.

### 3.3 Types of accidents

The tables below set out the types of accidents



The greater proportion of accidents in the year 2016 – 17 arise as follows:

Slips, trips and falls is the biggest cause of accidents for TDBC and WSC. This is consistent with national statistics as slips and trips are the single most common cause of accidents at work.

Struck by object – this category is where the injury has been caused by coming into contact with either a fixed or moving object, and often includes using work equipment. Remedies include ensuring that personal protective equipment guidelines are adhered to – wearing gloves for instance and managers reiterating guidance to employees to take their time and work with care.

Manual handling activities are the third largest category, again this is consistent with national findings.

### 3.4 Actions to reduce accidents going forward:

Building services employees have received formal manual handling training as well as training for working at height and using ladders.

Housekeeping – there are inspections of workplaces by Unison and the H&S manager (including monthly documented checks at Deane depot). Other locations such as the nursery and Wilton lands depot have also been checked and have forward action plans.

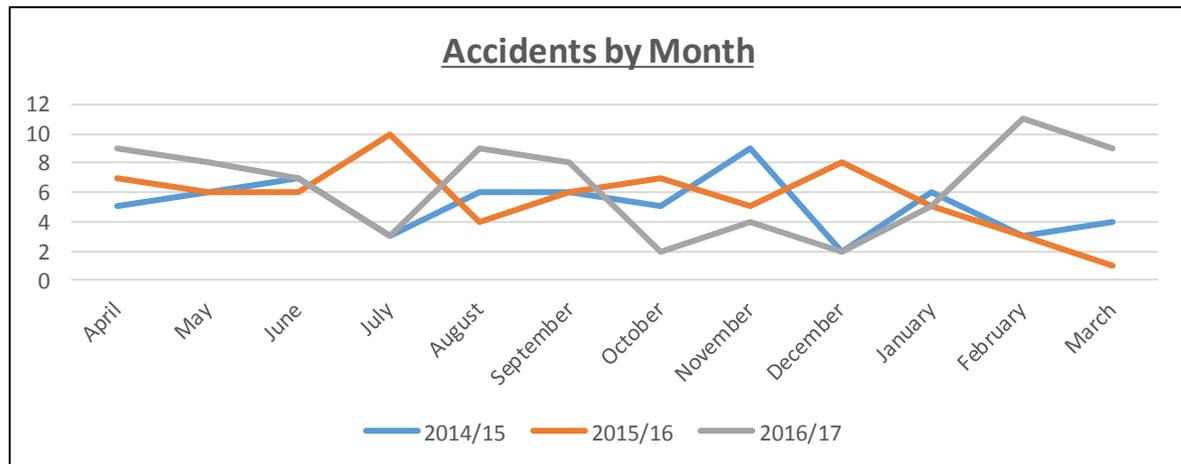
There will be a significant focus on increasing near miss reporting in order to identify where resources should be targeted.

Monthly meetings with Open Spaces and Building Services managers take place to consider progress against a health and safety action plan and to look at the types of notifications received and what lessons can be learnt.

### Emergency response

Four sessions of emergency first aid training were provided in February 2017 to Open Spaces and Building Services employees. This was aimed at those who work in high risk activities out on site and was in order to give immediate responses on how to stop a bleed and deal with concussion type injuries.

### 3.5 Accidents by month



Accidents are also analysed by month. The tables above show that there has been an increase in accident numbers in February and March of 2017.

Consideration of the figures looked into whether the increase in numbers was related to the move of Deane DLO to Deane Depot and whether this has changed working practices – with less direct supervision and more individuals working from alternative locations and from home. This was not however found to be the case when considering each incident and 3 related to tenants in communal areas.

### 3.6 Report on actions agreed by the health and safety committee

The health and safety committee continues to meet quarterly and there is an ongoing forward plan. The committee met on 27<sup>th</sup> April 2017 and considered the strategy for the forthcoming year. The strategy set out focusses on enabling the organisation to undertake transformation safely and reviewing the policies to allow this. This includes those relating to home working, lone working and working with display screen equipment. The health and safety policy for the organisation will also be reviewed during 2017-18. The health and safety manager is also providing advice to the accommodation project board, reviewing contractors' documentation and carrying out the necessary risk assessments.

### 3.7 Policy Updates

The Project Manager – Landlord Health & Safety Compliance has produced (with the relevant service areas) the following policies for implementation following approval from the Leadership Team Operations and the health and safety committee:

- Electrical Safety
- Fire Safety
- Gas Safety
- Water hygiene

A training workshop to introduce the policies was carried out for those who are responsible for premises and more are planned during 2017 – 18.

The Asbestos Working Group have approved a draft Asbestos Policy and Management plan, and surveys of both corporate and housing stock are currently being undertaken. A software package has been purchased which will store the data and enable it to be shared so that contractors and council employees will have reliable information for safe working.

#### **4. Finance / Resource Implications**

Any emerging issues or additional training will have to be funded from existing budgets. Line managers are expected to prioritise and refer any difficulties through their Theme Manager to CMT.

#### **5. Legal Implications**

Failure to meet or maintain minimum legal compliance will increase Corporate and individual risk, with the potential for criminal and civil actions

#### **6. Links to Corporate Aims / Priorities**

Competent employees working safely in the delivery of the Council's services form an essential contribution to the Corporate Aims.

#### **7. Environmental Impact Implications**

There are no environmental implications arising from this report.

#### **8. Community Safety Implications**

There are no community safety implications arising from this report.

#### **9. Equality and Diversity Implications**

There are no equalities impacts over and above those already required to be identified in existing delivery plans and arrangements.

#### **10. Safeguarding Implications**

There are no safeguarding implications arising from this report.

#### **11. Risk Assessment**

The report does not require a risk assessment.

#### **12. Partnership Implications (if any)**

There are no partnership implications arising from the report.

#### **13. Health and Wellbeing Implications**

The report supports the health and wellbeing aims of the organisation.

#### **14. Asset Management Implications (if any)**

There are no asset management implications arising from the report.

#### **15. Consultation Implications (if any)**

There are no consultation implications arising from the report.

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