

## **Health and Safety Update**

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### **Purpose of the Report**

This report provides an overview of the current position on health and safety and an update on progress that has been made in the last year. It also provides insight to initiatives planned for the next year to move us forward so that we continue to keep health and safety awareness across the organisation.

### **Recommendations**

- (1) That the Committee note the current update on health and safety as detailed in this report

### **Background**

SSDC have previously adopted a traditional approach to health and safety where most responsibility was vested in a single person, the health and safety manager role, with the support of a health and safety coordinator. As the new organisational structure, operating model and new ways of working were introduced, we undertook a review of our approach to health and safety policy, procedures and processes.

### **Health and Safety Data**

In considering our health and safety approach, it became clear that whilst the traditional model of a designated health and safety role may have delivered a single point of expertise within the organisation, it did not encourage active engagement across the workforce and, essentially could also lead to that role being a single point of failure.

There have been a number of areas of improvement identified, including how we report and review health and safety incidents. Incident reporting depended on point-to-point e-mail reports slowing down effective triage and remedial action. Risk assessments have been drawn up in an unregulated manner so we have ended up with a vast number (circa 1500) across the organisation and these are stored in a system that has a poor interface and is difficult to navigate.

There is an established Health and Safety Panel, which was being used as a forum for sharing information on health and safety matters. However, we have now reset the Terms of Reference for this group and it is now a significant forum for employee consultation and sharing of insight on organisational health & safety practice and culture. Although incidents, accidents and near misses are reviewed, the outcomes of this process do not currently lead to policy formulation and this is something that we are looking to address by creating a new Health & Safety Steering Group. This group has been set up to engage those members of the Leadership and Management Team who have primary responsibility for the main hazard or risk areas and key enablers.

The biggest change we have made to the Safety Panel has been the creation of a formal work plan with the objective of coordinating activities to allow the development of more streamlined and well thought through initiatives to address identified issues more effectively.

Examples of achievements to date include:

- Redesign for incident reporting
- Sky Guard system for loan workers trialled and system adopted
- Working at height training delivered

## Health and Safety Data

In 2018 (calendar year) a total of 58 incidents were reported. The following table provides an overview of the number of incidents by category.

Table 1: Reported incidents

Near misses	5
Accidents involving staff (For break down see table 2)	32
Accidents involving the public	10
Incidents Involving Violence to Staff	9
RIDDOR	1
Total	58

**Near misses:** Two of the near misses have been raised via the Streetscene service. One of these included a tyre explosion in the main workshop at the Lufton depot and the other during rotavation tasks. Three of the reported near misses were property related.

Table 2: Accidents involving staff

<b>Area Development</b>	2	Both accidents where Slips and falls (different Area Offices).
<b>Arts &amp; Entertainment</b>	6	Three accidents occurred in kitchens (food processing related cuts); one was a slip and fall outside the Octagon building; one a trapped finger (Westlands Entertainment Venue) and one a toe injury as exiting doors (Westlands Entertainment Venue).
<b>Countryside</b>	2	A dog bite in the Ninesprings Café and a thumb injury at Ham Hill Ranger Station during the removal of small branches.
<b>Engineering &amp; Property Services</b>	1	Thumb injury during moving of furniture.
<b>Environmental Health</b>	1	Stood on wasp nest whilst looking for a rat
<b>ICT</b>	1	Knocked hand/wrist against the door
<b>Revenues &amp; Benefits</b>	2	Seizures
<b>Streetscene</b>	15	Two accidents were Slips, trips and falls. Five were injuries due to lifting or applying of pressure. Three incidents occurred during litter picking or hedge cutting One accident occurred in the workshop One accident occurred during a flytip pickup

		One accident included a wasp sting One accident included burnt finger One accident involved a vehicle
<b>Yeovil Innovation Centre</b>	1	Injury to hand
<b>NA</b>	1	Accident in the kitchen.
<b>Total accidents involving staff:</b>	<b>32</b>	

**RIDDOR:** There has been one RIDDOR reportable incident which occurred at the Octagon Theatre where a slip and fall during a 'slosh' scene of a performance led to an injury (broken wrist).

**Public accidents:** Five of the accidents are slips, trips and falls. Three accidents occurred during activities (hit by rounder's match ball; stretching in an exercise class; cut injury).

**Violence to staff:** Eight of the cases were verbal abuse three of which were over the phone. There was one case of physical violence (at Petters House reception).

## Conclusion

We intend to bring an annual report to committee detailing updates to the health and safety approach and work plan, as well as key health and safety data. The next report would therefore come to committee in spring 2020.

## Financial Implications

None direct from this report

## Council Plan Implications

Aligned to our Council Plan values of empowering a confident, flexible workforce and being great to work for. <https://www.southsomerset.gov.uk/media/2020/council-plan-201920.pdf>

## Carbon Emissions and Climate Change Implications

None direct from this report

## Equality and Diversity Implications

None direct from this report

## Background Papers

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