

## **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.

### **Recommendation**

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 in 2019, a new approach to health and safety policy, procedures and processes was brought in. This was discussed and shared with the Audit Committee in 2019.

### **Health and Safety Service**

The new approach to Health and Safety Service is a shared responsibility across the organisation, coordinated by a Steering Group and Working Group. Strategy and Commissioning (S&C) has the strategic oversight with Health and Safety, providing case officer support to coordinate both the Steering and Working groups, as well as responsibility for processing and reporting on the completed incident / accident / near miss forms, using the incident management system on TEN. While S&C does not have operational responsibility for health and safety, and there is no longer a dedicated health and safety advisor as a single point of contact, the practical application of this is taking time to be fully understood and implemented across the organisation. The Working Group will take forward an action to address this as part of its work plan, including a presentation at a Staff Awareness session.

The Steering Group has only been able to meet a few times through 2019 however it now has a 4-6 weekly schedule of meetings through 2020 to focus on key areas of work. The purpose of the group is to support the development and delivery of SSDC's H&S Policy at the strategic level. Terms of reference have been agreed, with an overarching remit to:

- recommend H&S processes, procedures and arrangements
- determine and direct risk assessment activity, and
- agree training requirements.

The Working Group meets every 12 weeks and is chaired by the Specialist Services Manager – Service Delivery. The purpose of the group is to support the development and assure delivery of SSDC's H&S Policy at the operational level, with a remit to:

- Implement H&S processes, procedures and arrangements
- promote a positive H&S culture throughout SSDC
- consult and represent the SSDC workforce on H&S matters, cascade and communicate decisions

The working group has recently developed a workplan (see Appendix A) with the aim to co-ordinate activities to allow the development of more streamlined and well thought through initiatives to address identified issues more effectively. Ownership of the tasks has only recently been identified but progress will be reviewed at working group meetings.

A protocol for dangerous incidents has been developed, with staff trained and aware of what to do in the event of a serious incident. Alarm systems have also been reviewed and put in place where need identified. Work has also been identified on dealing with violent persons, and a centralised database and procedure for dealing with those individuals will be launched shortly.

### **Health and Safety Risk Register**

A project to refresh the approach to risk management at SSDC has involved reassignment and consolidation of existing risks from the TEN risk tool into a new risk register framework. This framework is predicated on the categorisation of risks by type (e.g. financial, reputational, H&S) to enable clear ownership and review of the category risk registers by appropriate work groups/functions. 5 H&S corporate risks have been identified as below, and ownership of these risks now sits with named individuals who sit on the Steering Group.

- Threats to Staff from verbal or physical attack
- Incident, accident or injury in Public spaces that SSDC Manage
- Incident, accident or injury in SSDC Premises (SSDC Occupied)
- Unauthorised access to hazardous materials
- Accidents when conducting Operation and maintenance

Work is on-going with the risk owners to assess the associated risks controls and their adequacy. Review and update to the H&S risk register will take place quarterly at the H&S Steering meeting, facilitated by the risk lead. This work has started.

### **H&S Training**

Since the Autumn of 2019 our Learning & Development Specialist has delivered 3 bespoke H&S training sessions with Team Leaders from across the organisation, focused on covering the principles of prevention.

Further training courses are booked for March that have IOSH accreditation and some have already taken place in February:

- IOSH Managing Safely: this 3 day course covers, in detail, the core responsibilities of anyone tasked with managing workplace health and safety. Participants will primarily comprise team and section leaders that have more of an operational function at SSDC, mostly from environmental services, property and countryside. It is anticipated this training course will be repeated later in the year to enable team leaders from other parts of the organisation to participate.
- IOSH Leading Safely: this one day course, covers topics around the importance and key behaviours with safety and health leadership, looking at when things go wrong, and making personal commitments for change.

### **Health and Safety Data**

In 2019 (calendar year) a total of 95 incidents were reported. The following table provides an overview of the number of incidents by category.

Table 1: Reported incidents

Near misses	2
Accidents involving staff (For break down see table 2)	43
Accidents involving the public	24
Incidents Involving Violence to Staff	22
RIDDOR	4
Total	95

**Near misses:** Both of the near misses are related to slips & trips on stairs at Brympton Way.

Table 2: Accidents involving staff

<b>Octagon &amp; Westlands</b>	14	<p>Westlands Kitchen - minor burn                      Octagon Kitchen x 2</p> <ul style="list-style-type: none"> <li>• minor cut &amp; head injury</li> <li>• Minor burns</li> </ul> <p>Westlands store – minor cut                      Octagon backstage toilets – minor head injury                      Octagon café – injury to foot                      Westlands ballroom x 3</p> <ul style="list-style-type: none"> <li>• seating – injury to foot</li> <li>• guard rail – impact injury</li> <li>• Slipped on steps to stage</li> </ul> <p>Westlands stairs – trip                      Octagon stage x 3</p> <ul style="list-style-type: none"> <li>• 2 x minor head injuries</li> <li>• Injury to rib cage</li> </ul> <p>Octagon bottle bank – minor cut</p>
<b>Countryside</b>	7	<p>Ham Hill, vehicle – injury to foot                      Ham Hill, vehicle – injury to wrist                      Woods – slip                      Yeovil Country Park x 2 – slips                      Ham Hill – skin reaction to wild vegetation                      Chard Reservoir – leg strain</p>
<b>Environmental Services</b>	12	<p>Lufton compound – injury to finger                      Petters car park – minor facial injuries                      Lufton workshop – shoulder injury                      Lufton maintenance x 3</p> <ul style="list-style-type: none"> <li>• 2 x minor eye injuries</li> <li>• Minor burns</li> </ul> <p>Lufton horti x 4</p> <ul style="list-style-type: none"> <li>• heat exhaustion</li> <li>• minor burns</li> <li>• needlestick injury</li> <li>• leg injury</li> </ul> <p>Lufton, vehicle – ankle injury                      Lufton canteen – back strain</p>

<b>Engineering &amp; Property Services</b>	1	West Hendford Car Park – electric shock
<b>Elections</b>	1	Assembly of polling booths – finger injuries
<b>Other offices/sites</b>	8	Brympton Way kitchenette – scald Brympton Way stairs – slip causing injury to ribs/ arm Brympton way toilets x 2 – slips causing minor injuries to foot / arms Brympton Way car park – trip on uneven surface, minor injury One incident related to work related anxiety Two accidents with minor injuries occurred during a netball match at Bucklers Mead
<b>Total accidents involving staff:</b>	<b>43</b>	

**RIDDOR:** There have been four RIDDOR reportable incidents. Two involved members of the public; one who tripped at Westlands which resulted in a broken ankle and the second who had a deep cut to their leg from auditorium seating. The two other reported incidents involved members of staff; one who had a needle stick injury while cleaning inside the Octagon and the other who had a shoulder injury from loading a large object into a vehicle (environment services).

**Public accidents:** Fifteen of the accidents were slips, trips and falls. Four accidents occurred during activities (cut injuries; walking, stage related work). One involved youths fighting, one involved scalding from hot drink, three other injuries relate to a customer passing out, an unknown cause of a minor cut and a dog on dog attack.

**Violence to staff:** Seventeen of these were verbal abuse, eight of which were over the phone. There were three incidents where individual's feared for physical personal safety (two in parks and one at Petters), one incident where a package of dog faeces was left at offices FAO a named officer and one incident that involved theft of a private vehicle (Chard Reservoir).

## 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 2021.

## 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** - None

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