

When telephoning, please ask for: Tracey Coop
Direct dial 0115 914 8511
Email constitutional.services@rushcliffe.gov.uk

Our reference:
Your reference:
Date: Tuesday, 24 July 2018



**Rushcliffe Community
Contact Centre**
Rectory Road
West Bridgford
Nottingham
NG2 6BU

To all Members of the Corporate Governance Group

Dear Councillor

AGENDA SUPPLEMENT

Please note the attached documents below for the meeting of the Corporate Governance Group to be held on Tuesday, 24 July 2018, the agenda for which has already been published.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julian Crowle'.

Julian Crowle
Monitoring Officer

In person
Monday to Friday
8.30am - 5pm
First Saturday of
each month
9am - 1pm

By telephone
Monday to Friday
8.30am - 5pm

Telephone:
0115 981 9911

Email:
customerservices
@rushcliffe.gov.uk

www.rushcliffe.gov.uk

AGENDA

4. Health and Safety Annual Report 2017-18 (Pages 1 - 8)

The report of the Executive Manager – Transformation and Operations.

Membership

Chairman: Councillor K Beardsall
Vice-Chairman: Councillor G Davidson
Councillors: A Brown, B Cooper, J Greenwood, R Hetherington, N Lawrence, A MacInnes and F Purdue-Horan

Postal address
Rushcliffe Borough
Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG



Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble at the far side of the plaza outside the main entrance to the building.

Toilets: are located to the rear of the building near the lift and stairs to the first floor.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

Microphones: When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.



Rushcliffe Community
Contact Centre

Rectory Road
West Bridgford
Nottingham
NG2 6BU

In person

Monday to Friday
8.30am - 5pm
First Saturday of
each month
9am - 1pm

By telephone

Monday to Friday
8.30am - 5pm

Telephone:

0115 981 9911

Email:

customerservices
@rushcliffe.gov.uk

www.rushcliffe.gov.uk

Postal address

Rushcliffe Borough
Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG





Rushcliffe

Progress to achieving goals

- **Review the effectiveness of health and safety aspects relating to the Arena**
- **Develop and evaluate the use of Lone working devices for the Council**
- **Implementation of a new electronic accident form**
- **Work towards Silver award for Workplace Health (submission June 2018)**
- **Review and update mobile phone policy and Policy for the safe driving at work**
- **To audit Streetwise in two of its high risk areas to be determined**



Rushcliffe Training

Health and safety Induction	22	100%
Personal Safety	12	80%
Arena Fire procedure for Facilities Staff	10	100%
Emergency First Aid	33	90%
Water Awareness	2	100%
Resilience Training for Managers	30	68%
Resilience Training for staff	23	
Working Safely	24	96%
Driver CPC	25	100%
Manual handling practical training	41	100%
Fire safety Training e-learning	33* (164 total)	79%
Display Screen Equipment e-learning	37*(169 total)	78%
Legionella awareness e-learning	31	66%
Asbestos awareness e-learning	26	49%
Manual handling e-learning	30* (98 total)	51%

page 2



Rushcliffe

Year	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
head count	388	370	358	340	338-303*	291	285	275
Depot	83	38	45	34	19	24	18	15
Civic	9	4	5	5	4	2	2	3
RCCC	0	0	1	1	1	1	1	0
Com Facilities	2	5	5	2	1	1	1	1
Total	94	47	56	42	25	28	22	19
Incidence Rate	242	127	156	123	73	96	77	69

page 6



Rushcliffe

accident forms by type

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18
Struck by Moving Object	21	16	14	8	4	9	4	5
Strike against fixed object	8	7	6	5	1	5	6	2
Slip / Trip / Fall	26	12	26	9	11	4	5	9
Manual Handling	21	8	6	12	6	8	7	3
Animal attack (e.g. dog)	9	1	3	3	2	0	0	0
Other	9	3	1	5	1	2	0	0
Total	94	47	56	42	25	28	22	19



Rushcliffe

Number of days absent

page 5

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18
Number of days lost	155.5	36	166	38	102	262.5	77	161



Incident Type	Injury type	Location	Time lost in days
Manual Handling	Shoulder	R2Go	97
Slip trip fall	Strained ankle	R2Go	13
Manual handling	Back strain	Facilities	3
Struck by moving object	Injury to arm	R2Go	46
Struck by moving object	Bruised arm	R2Go	2
Total			161 days



Rushcliffe

accidents to public

page 7

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18
Member of Public	9	14	10	10	15	25	10	2
Contractor	0	0	0	0	1	1	0	0

This page is intentionally left blank