

HEALTH AND SAFETY ANNUAL REPORT

April 2017 to end March 2018

1. INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the year 1 April 2017 to 31 March 2018. It provides a summary of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

2. KEY ACTIVITIES

2.1 Table of Staff Training

Course Subject	Number of Staff attended	% of those requiring training who have been trained
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)	78%
Legionella awareness e-learning	31	66%
Asbestos awareness e-learning	26	49%
Manual handling e-learning	30* (98 total)	51%

* this figure shows the number trained in this 12 month period, the figure in brackets shows the cumulative total within the last three years.

2.2 Meetings of Health and Safety Groups

Meeting	Frequency of meetings	attendees
Corporate Health and Safety Group	Six monthly	Executive Management Team
Employee Health and Safety Group	six monthly July 2017 January 2018	Executive Manager Transformation and Operations, Health and Safety Advisor, 8 work place representatives
Legionella, Asbestos and Tree Management Group	twice yearly September 17 April 2018	Executive Manager Transformation and Operations Relevant managers Health and Safety Advisor
Depot	monthly team meetings	all collection teams

2.3 Occupational Health

	Attendance numbers Apr 17 to end March 18	Comment
Pre-employment medicals	42	All potential new employees are assessed through a pre-employment questionnaire at the time of job offer and prior to commencing their role with the Council
HGV Medical	6	Medical assessments as required for HGV drivers
Flu injections		October 2017

3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

Review the effectiveness of health and safety aspects relating to the Arena	Completed by February 2018 and findings shared with health and safety groups. Main findings <ul style="list-style-type: none"> positioning of the first aid boxes reminder to staff about workstation assessments whilst hot desking and remote working
Develop and evaluate the use of Lone working devices for the Council	Reviewed via a working Group. Review ensured all service areas have adequate controls in place based on the risks. The Group determined that there was no desire to look at implementing an external monitoring device at this time.

Implementation of a new electronic accident form	The electronic form is now in place and available to all staff who have access to the Intranet. A paper copy is still available.
Work towards Silver award for Workplace Health (submission June 2018)	Awarded the Nottinghamshire's Workplace Health Silver Award in June 2017 a year earlier than anticipated.
Review and update the following policies: <ul style="list-style-type: none"> - Health and safety policy for the safe use of mobile phones - Policy for the safe driving at work 	<p>The Mobile Phone Policy was reviewed and updated in May 2017.</p> <p>The Driving at Work Policy has been reviewed and updated and currently undergoing consultation</p>
To audit Streetwise in two of its high risk areas to be determined	Audits completed on the following high risk areas; Removal of flytipped asbestos, Quad bike weed spraying.

4. PERFORMANCE

4.1 Accident report forms completed

Establishment figure head count	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	388	370	358	340	338-303*	291	285	275
Depot	83	38	45	34	19	24	18	15
Civic (Arena)	9	4	5	5	4	2	2	3
Community Contact Centre	0	0	1	1	1	1	1	0
Community 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

*The establishment figure dropped from 338 to 303 from 1st September with the move of Streetwise.

4.2 Accident Report 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 (Shock/Contact with liquids)	9	3	1	5	1	2	0	0
Total	94	47	56	42	25	28	22	19

4.3 The number of employee days lost due to accidents

	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

4.4 The following table shows the incident and injury type for those accidents which resulted in time lost

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

4.5 The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees

2017 – 2018	3 RIDDOR reports
2016 – 2017	4 RIDDOR reports
2015 – 2016	7 RIDDOR reports
2014 – 2015	3 RIDDOR reports

4.6 Accidents to the public

	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

5. LEISURE CENTRE FACILITY FIGURES

See table in Appendix 1

- 322 accidents to members of the public in this 12 month period
- This compares to 363 for 2016/17

6. CONCLUSION AND NEW OBJECTIVES

- 6.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents has decreased when compared to the previous year 2016/17, which is encouraging.
- 6.2 The figure for days absent from work as a result of an accident whilst at work has increased significantly when compared to the previous year, however this figure does fluctuate greatly from year to year. Within this 12 month period, 5 of the accidents resulted in time off from work. As always, employees are encouraged to return to work and this can be helped by the use of the fit note process by the GP which allows employees to return to work earlier on phased return and/or with adaptations to duties.
- 6.3 All the Health and safety objectives set at the beginning of the financial year have been met.
- 6.4 In order to ensure continuing development in health and safety policies and practice the following objectives have been determined for the forthcoming year. These objectives have been identified by giving due regard to the issues highlighted in the report.
- Completion of low risk health and safety audits across the authority (last completed 2014/15)
 - Review policies that are greater than 3 years old
 - Look at new standard for Gold award for Workplace Health and work towards achieving if appropriate
 - To audit Streetwise in two of its high risk areas to be determined

APPENDIX 1

Table of accident statistics for Leisure Centres 2017/18

	Apr 17	May 17	Jun 17	July 17	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	RIDDOR	Total Accidents Public	Total Staff	Total attendance figures
East Leake	3	5	6	5	2	3	2	5	1	5	2	5	0	44	0	216,630
Bingham Leisure Centre	6	4	1	2	4	0	2	10	5	7	8	12	0	61	3	294,431
Cotgrave Leisure Centre	12	4	6	10	8	12	9	5	4	4	7	12	0	93	8	226,246
Rushcliffe Arena	4	7	5	11	14	4	10	7	3	10	8	8	1	91	4	547,453
Keyworth Leisure Centre	4	2	5	3	3	0	3	2	2	4	3	2	0	33	0	116,106
Total	29	22	23	31	31	19	26	29	15	29	28	39	1	322	15	1,400,866