

## HEALTH AND SAFETY ANNUAL REPORT

April 2018 to end September 2018

### 1. INTRODUCTION

- 1.1 This six monthly report sets out the Council's occupational health and safety performance during the year 1 April 2018 to 30 September 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	20	100%
First aid refresher	2	100%
Fire safety Training e-learning	18* (153 total)	72%
Display Screen Equipment e-learning	21* (141)	67%
Legionella awareness e-learning	14* (40 total)	82%
Asbestos awareness e-learning	26* (38 total)	75%
Manual handling e-learning	18* (156 total)	76%

\* this figure shows the number trained in this 6 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 Sept 2018	Executive Manager Transformation and Operations, Health and Safety Advisor, 8 work place representatives
Legionella, Asbestos and Tree Management Group	twice yearly 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 to end Sept 18	Comment
Pre-employment medicals	27	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
DSE ergonomic assessment	2	External ergonomist completed as assessment of the employees desk and equipment due to health issues

### 3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

<b>Completion of low risk health and safety audits across the authority (last completed 2014/15)</b>	This is in progress and is expected to be completed by end March 2019.
<b>Review policies that are greater than 3 years old</b>	There are 11 policies that are due to be reviewed in this 12 month period. None of the policies require a big review as the legislation and current procedures have not changed.
<b>Look at new standard for Gold award for Workplace Health and work towards achieving if appropriate</b>	The Workplace Health Champions have been very active in this six month period promoting national and local events. The County Council's workplace health scheme has been under review for the last 2 years with the new version going live at the end of September. The new gold award can now be reviewed and portfolio of evidence submitted if appropriate by end March 2019.
<b>To audit contractors in high risk areas to be determined</b>	The first audit will cover Manual Handling activities and has been programmed to take place w/c 14 January with the second audit being completed in March 2019.

## 4. PERFORMANCE

### 4.1 Accident report forms completed

	2014/ 15	2015/ 16	2016/ 17	2017 /18	Apr – end Sept 2015	Apr – end Sept 2016	Apr – end Sept 2017	Apr – end Sept 2018
Establishment figure head count	338- 303*	291	285	275	290	285	275	266
Depot	19	24	18	15	9	11	10	5
Civic	4	2	2	3	1	1	1	1
Community Contact Centre	1	1	1	0	1	0	0	0
Community Facilities	1	1	1	1	1	1	1	4
<b>Total</b>	<b>25</b>	<b>28</b>	<b>22</b>	<b>19</b>	<b>12</b>	<b>13</b>	<b>12</b>	<b>10</b>
<b>Incidence rate</b>	<b>73</b>	<b>96</b>	<b>77</b>	<b>69</b>	<b>41</b>	<b>46</b>	<b>44</b>	<b>38</b>

\*The establishment figure dropped from 338 to 303 from 1<sup>st</sup> September with the move of Streetwise.

Incidence rate = the number of accident forms completed, divided by number of employees, multiplied by 1000.

### 4.2 Accident Report Forms by type

	2014 /15	2015 /16	2016 /17	2017 /18	Apr – end Sept 2015	Apr – end Sept 2016	Apr – end Sept 2017	Apr – end Sept 2018
Struck by Moving Object	4	9	4	5	2	2	4	2
Strike against fixed object	1	5	6	2	2	3	1	1
Slip / Trip / Fall	11	4	5	9	1	2	5	3
Manual Handling	6	8	7	3	5	6	2	1
Animal attack (e.g. dog)	2	0	0	0	0	0	0	3
Other (Shock/Contact with liquids)	1	2	0	0	2	0	0	0
<b>Total</b>	<b>25</b>	<b>28</b>	<b>22</b>	<b>19</b>	<b>12</b>	<b>13</b>	<b>12</b>	<b>10</b>

### 4.3 The number of employee days lost due to accidents

	2014 /15	2015 /16	2016 /17	2017 /18	Apr – end Sept 2015	Apr – end Sept 2016	Apr – end Sept 2017	Apr – end Sept 2018
Number of days lost	102	262	77	161	74.5	31	161	71

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
Slip trip fall	Strained ankle	R2Go	3
Manual handling	Shoulder injury	R2Go	68**
<b>Total</b>			<b>71</b>

\*\* these days off were as a result of an injury to an employee in May 2017. He returned to work but then has had an operation to the shoulder resulting in further absence as a result of the initial injury

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

Apr to Sept 2018	0 RIDDOR reports
Apr to Sept 2017	3 RIDDOR reports
Apr to Sept 2016	2 RIDDOR reports
Apr to Sept 2015	4 RIDDOR reports
Apr to Sept 2014	0 RIDDOR reports

4.6 Accidents to the public

	2014 /15	2015 /16	2016/ 17	2017 /18	Apr – end Sept 2015	Apr – end Sept 2016	Apr – end Sept 2017	Apr – end Sept 2018
Member of Public	15	25	10	2	20	8	1	6
Contractor	0	1	0	0	0	0	0	0

## 5. LEISURE CENTRE FACILITY FIGURES

See table in Appendix 1

- 210 accidents to members of the public in this 6 month period
- This compares to 155 for the same period in 2017

## 6. CONCLUSION

6.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents, currently at 10 is comparable to the previous three years, with the incident rate decreasing slightly ever year for the past three years.

6.2 The number of days absent from work due to accidents which occurred in this 6 month period is extremely low at just 3 days, however the total figure of 71

is as a result of an operation to an employee following on from an accident at work in the previous year. 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 Steady progress is being made on the health and safety objectives set at the beginning of the financial year and it is anticipated that these will be completed in time.

## Table of accident statistics for Leisure Centres

April 2018 to end Sept 2018

	April 18	May 18	June 18	July 18	Aug 18	Sept 18	RIDDOR	Total Accidents Public	Total Staff	Total attendance figures
<b>East Leake</b>	3	5	3	3	2	4	1	20	0	83,153
<b>Bingham Leisure Centre</b>	10	8	6	10	6	5	1	61	1	243191
<b>Cotgrave Leisure Centre</b>	12	16	9	12	14	7	0	45	0	122973
<b>Rushcliffe Arena</b>	8	13	8	11	12	9	0	70	0	95254
<b>Keyworth Leisure Centre</b>	4	1	0	2	3	4	0	14	0	47514
<b>Total</b>	<b>37</b>	<b>43</b>	<b>26</b>	<b>38</b>	<b>37</b>	<b>29</b>	<b>2</b>	<b>210</b>	<b>1</b>	<b>592,085</b>