



## **Corporate Overview Scrutiny Group**

**Thursday, 20 June 2019**

### **Health and Safety Annual Report**

## **Report of the Executive Manager –Transformation and Operations**

### **1. Purpose of report**

- 1.1. Attached to this report is an abridged version of the Council's Health and Safety Annual Report which provides a summary of the Council's occupational health and safety performance during the period 1 April 2018 to end March 2019. The full version of the report is available on the Member's Extranet.
- 1.2. The Annual Report is structured in such a way as to reflect Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last year. It also sets out training programmes delivered, provides numerical and statistical data and the proposed health and safety objectives for the year.
- 1.3. A powerpoint presentation will be delivered to Corporate Overview Group which will highlight the main points to consider within the report.

### **2. Recommendation**

It is RECOMMENDED that that the Corporate Overview Group:

- a) considers the detailed information contained within the Annual Health and Safety Report,
- b) notes the significant progress made against the health and safety goals and objectives previously agreed by Corporate Governance Group for the financial year 2018/19; and
- c) endorses the proposed health and safety objectives for 2019/20 as set out in the report.

### **3. Supporting Information**

See background report

### **4. Risks and Uncertainties**

None

## 5. Implications

### 5.1. Financial Implications

5.1.1. There are no financial implications.

### 5.2. Legal Implications

5.2.1. There are no legal implications.

### 5.3. Equalities Implications

5.3.1. There are no equalities implications.

### 5.4. Section 17 of the Crime and Disorder Act 1998 Implications

5.4.1. This report advises on the health and safety controls that have been implemented within the authority and does not have any negative implications on community safety

### 5.5. Other implications

5.5.1. None

## 6. Link to Corporate Priorities

- Maintaining and enhancing our residents' quality of life

<b>For more information contact:</b>	Kath Marriott Executive Manager - Transformation and Operations 0115 9148291 kmarriott@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	Health and Safety Annual Report 2018/19 – full version available on the Extranet
<b>List of appendices:</b>	<b>Appendix 1</b> – Health and Safety Annual Report

## HEALTH AND SAFETY ANNUAL REPORT

April 2018 to end March 2019

### 1. INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the year 1 April 2018 to 31 March 2019. 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	40	100%
First aid refresher	2	100%
Evac Chair training	4	100%
Water Safety Awareness	4	80%
Mental Health First Aider	17	100%
Accident Investigation training	9	
Fire safety Training e-learning	36* (168 total)	77%
Display Screen Equipment e-learning	43* (207)	95%
Legionella awareness e-learning	18* (46)	96%
Asbestos awareness e-learning	28* (42)	89%
Manual handling e-learning	176*	81%

\* 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 September 2018 April 2019	Executive Manager Transformation and Operations, Health and Safety Advisor, 8 work place representatives
Legionella, Asbestos and Tree Management Group	Twice yearly April 2018 October 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	45	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	1	Medical assessments as required for HGV drivers
DSE ergonomic assessment	2	External ergonomist completed as assessment of the employees desk and equipment due to health issues
Flu injections		November 2018

## 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 was completed with 10 separate audits taking place across all service areas.
<b>Review policies that are greater than 3 years old</b>	There were 11 policies due to be reviewed in this 12 month period. 8 policies were successfully reviewed and updated. The outstanding 3 policies will be completed by end June 2019.

<b>Look at new standard for Gold award for Workplace Health and work towards achieving if appropriate</b>	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 2018. The new gold award has been reviewed and a portfolio of evidence will be submitted by end June 2019.
<b>To audit Streetwise in two of its high risk areas to be determined</b>	An audit of Manual Handling activities took place in January 2019 there has been a delay in completing the second audit but this has been scheduled to commence 6 June and will cover Personal Protective Equipment.

#### 4. PERFORMANCE

##### 4.1 Accident report forms completed

Establishment figure head count	2011 /12	2012 /13	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19
	370	358	340	338-303*	291	285	275	266
Depot	38	45	34	19	24	18	15	10
Arena (Civic)	4	5	5	4	2	2	3	2
Community Contact Centre	0	1	1	1	1	1	0	0
Community Facilities	5	5	2	1	1	1	1	5
<b>Total</b>	<b>47</b>	<b>56</b>	<b>42</b>	<b>25</b>	<b>28</b>	<b>22</b>	<b>19</b>	<b>17</b>
<b>Incidence rate</b>	<b>127</b>	<b>156</b>	<b>123</b>	<b>73</b>	<b>96</b>	<b>77</b>	<b>69</b>	<b>64</b>

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

##### 4.2 Accident Report Forms by type

	2011 /12	2012 /13	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19
Struck by Moving Object	16	14	8	4	9	4	5	3
Strike against fixed object	7	6	5	1	5	6	2	1
Slip / Trip / Fall	12	26	9	11	4	5	9	5
Manual	8	6	12	6	8	7	3	3

Handling								
Animal attack (e.g. dog)	1	3	3	2	0	0	0	5
Other (Shock/Contact with liquids)	3	1	5	1	2	0	0	0
<b>Total</b>	<b>47</b>	<b>56</b>	<b>42</b>	<b>25</b>	<b>28</b>	<b>22</b>	<b>19</b>	<b>17</b>

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

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Number of days lost	36	166	38	102	262.5	77	161	99

#### 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**
Manual handling	Injury to elbow	R2Go	17
Slip, trip, fall	Bruised knee and elbow	R2GO	11
<b>Total</b>			<b>99</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

2018 – 2019	3 RIDDOR reports
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

	2011/ 12	2012/ 13	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19
Member of Public	14	10	10	15	25	10	2	7
Contractor	0	0	0	1	1	0	0	0

### 5. LEISURE CENTRE FACILITY FIGURES

See table in Appendix 1

- 394 accidents to members of the public in this 12 month period
- This compares to 322 for 2017/18

### 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 is still decreasing which is very encouraging.

6.2 The figure for days absent from work as a result of an accident whilst at work has also decreased compared to the previous year, however this figure does fluctuate greatly from year to year. Within this 12 month period, only 3 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 A majority of the health and safety objectives set at the beginning of the financial year have been met, and all should be completed by end June 2019.

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.

- Audit Recycling2Go service including new Eastcroft Depot location – end March 2020
- Audit Community Facilities buildings – end September 2019
- Submission for Gold Award in Workplace Health – end July 2019
- Centralise electronic storage of risk assessments – end August 2019
- Chase none completions of mandatory H&S e-learning courses as recommended by RSM Audit – end August 2019
- Support Streetwise Environmental on move to Bingham

**APPENDIX 1**

**Table of accident statistics for Leisure Centres 2018/19**

	<b>Apr 18</b>	<b>May 18</b>	<b>Jun 18</b>	<b>July 18</b>	<b>Aug 18</b>	<b>Sept 18</b>	<b>Oct 18</b>	<b>Nov 18</b>	<b>Dec 18</b>	<b>Jan 19</b>	<b>Feb 19</b>	<b>Mar 19</b>	<b>RIDDOR</b>	<b>Total Accidents Public</b>	<b>Total Staff</b>	<b>Total attendance figures</b>
<b>East Leake</b>	3	5	3	3	2	4	5	5	7	3	6	1	1	<b>47</b>	0	208,383
<b>Bingham Leisure Centre</b>	10	8	6	10	6	5	14	2	2	0	6	10	1	<b>79</b>	0	311,687
<b>Cotgrave Leisure Centre</b>	12	16	9	12	14	7	7	15	8	8	6	10	0	<b>124</b>	0	224,788
<b>Rushcliffe Arena</b>	8	13	8	11	12	9	11	7	2	5	4	22	0	<b>112</b>	0	585,340
<b>Keyworth Leisure Centre</b>	4	1	0	2	3	4	3	3	1	2	1	8	0	<b>32</b>	0	116,385
<b>Total</b>	<b>37</b>	<b>43</b>	<b>26</b>	<b>38</b>	<b>37</b>	<b>29</b>	<b>40</b>	<b>32</b>	<b>20</b>	<b>18</b>	<b>23</b>	<b>51</b>	<b>2</b>	<b>394</b>		<b>1,446,583</b>