

## HEALTH AND SAFETY ANNUAL REPORT

April 2019 to end March 2020

### 1. INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the year 1 April 2019 to 31 March 2020. 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 Policy Review

Policy subject	Action
Driving Policy	updated July 2019 to reflect the changes in how we check driving documentation (licences/MOT)
H&S policy statement	updated July 2019 change of Chief Executive
H&S Management Framework	updated July 2019 to ensure it reflected current practices and to change to the new Plan, Do, Check, Act
Corporate Warning Register procedure	June 2019 – updated to ensure full compliance with GDPR
Bomb threat Policy	Feb 2020 updated to include current practices
Emotional Wellbeing and Stress Management	January 2020 reviewed to include additional controls in place e.g. mental health first aiders
COVID-19	Guidance and procedural documents March 2020

#### 2.2 Table of Staff Training

Course Subject	Number of Staff attended	% of those requiring training who have been trained
Health and safety Induction	36	95%
Emergency First Aid	5	100%
Personal Safety	14	
Occupational Road Risk Training	20	
Postal Security Training	11	100%

Mental health awareness for managers	38	
Fire safety Training e-learning	28* (192)	91%
Display Screen Equipment e-learning	12* (76)	34%
Legionella awareness e-learning	1* (35)	88%
Asbestos awareness e-learning	3* (36)	90%
Manual handling e-learning	39* (213)	96%
Working at Height e-learning	33* (34)	94%

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

### 2.3 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 11 April 2019 9 October 2019	Executive Manager Neighbourhoods, Health and Safety Advisor, 8 work place representatives
Legionella, Asbestos and Tree Management Group	twice yearly 9 May 2019 26 Nov 2019	Executive Manager Neighbourhoods Relevant managers Health and Safety Advisor
Depot	monthly team meetings	all collection teams

### 2.4 Occupational Health

	Attendance numbers Apr 19 to end March 20	Comment
Pre-employment medicals	33	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	3	Medical assessments as required for HGV drivers
Audiology tests	24	Health surveillance hearing tests for employees who are exposed to noise at work
Flu injections		November 2018

## 2.5 Workplace Health

- Alcohol awareness week
- Organised walk around Bale of Belvoir
- Menopause Awareness month
- NHS Health checks
- Macmillan coffee morning
- Time to Talk
- Baby loss week

## 3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

H&S Goal	Target date	Action to date	Target met?	Revised date
<b>Audit Recycling2Go service including new Eastcroft Depot location</b>	end March 2020	Health and safety audit at the Eastcroft site was completed w/c 9 March 2020.	Yes 100%	
<b>Audit Community Facilities buildings</b>	end Sept 2019	Audits of all Facilities sites took place 12 and 21 November 2019	Target date not met due to holidays of key staff and shift patterns	Action achieved by end November 2019
<b>Submission for Gold Award in Workplace Health</b>	end July 2019	The Gold portfolio was submitted end July.	Complete	Gold award was not successful due to the change in requirements. Discussing options with completing old standard or working to new standard.
<b>Centralise electronic storage of risk assessments</b>	end August 2019	The Councils performance management system, Pentana, is now being used to store the risk assessments.	Complete	
<b>Chase none completions of mandatory H&amp;S e-learning courses</b>	end August 2019	Regular reminders are now being sent to staff and their managers, this will	Complete	Ongoing task

<b>as recommended by RSM Audit</b>		be an ongoing process		
<b>Support Streetwise Environmental on move to Bingham</b>	In line with Bingham move timescale	Action given to support a number of H&S issues including fire and legionella management	Complete	

## 4. PERFORMANCE

### 4.1 Accident report forms completed

	2011 /12	2012 /13	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20
Establishment figure head count	370	358	340	338-303*	291	285	275	266	257
Depot	38	45	34	19	24	18	15	10	10
Arena (Civic)	4	5	5	4	2	2	3	2	2
Community Contact Centre	0	1	1	1	1	1	0	0	0
Community Facilities	5	5	2	1	1	1	1	5	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>	<b>12</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>	<b>47</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	2019 /20
Struck by Moving Object	16	14	8	4	9	4	5	3	2
Strike against fixed object	7	6	5	1	5	6	2	1	4
Slip / Trip / Fall	12	26	9	11	4	5	9	5	4
Manual Handling	8	6	12	6	8	7	3	3	2
Animal attack (e.g. dog)	1	3	3	2	0	0	0	5	0
Other	3	1	5	1	2	0	0	0	0

(Shock/Contact with liquids)									
<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>12</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	2019/20
Number of days lost	36	166	38	102	262.5	77	161	99	39

#### 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	Sprain ankle	R2Go	27
Manual handling	Strain back	R2Go	10
Truck by moving object	Irritation to eye	R2Go	2
<b>Total</b>			<b>39</b>

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

2019 – 2020	2 RIDDOR reports
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	2019/20
Member of Public	14	10	10	15	25	10	2	7	16
Contractor	0	0	0	1	1	0	0	0	0

## 5. LEISURE CENTRE FACILITY FIGURES

See table in Appendix 1

- 345 accidents to members of the public in this 12 month period
- This compares to 394 for 2018/19 and 322 for 2017/18
- This equates to 0.26 accidents per 1000 visitors, compared to 0.27 for the previous year.

## **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 significantly again this year

6.2 The figure for days absent from work as a result of an accident whilst at work has also decreased significantly compared to the previous year, and is at its lowest for the last five years. 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 All of 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.

- Monitor and review the effectiveness of COVID-secure measures across the Council
- Review and update all health and safety policies that have not been reviewed in the last 3 years
- Complete a health and safety audit Fountain Court
- Deliver workplace health initiatives in line with Workplace Health Gold award

APPENDIX 1

Table of accident statistics for Leisure Centres 2019/20

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	RIDDOR	TOTAL YTD)	Staff	Total attendance figures YTD
East Leake LC	9	2	2	7	6	4	3	2	6	6	4	8	0	59	0	208,650
Rushcliffe Arena	15	7	12	9	9	14	11	9	9	10	12	3	0	120	0	549685
Bingham LC	2	4	5	7	1	2	3	2	0	7	10	1	0	44	0	275456
Cotgrave LC	6	6	6	14	6	4	5	6	5	8	7	4	0	77	0	205121
Keyworth LC	7	3	4	2	5	8	2	7	1	3	3	0	0	45	0	106383
<b>TOTAL</b>	<b>39</b>	<b>22</b>	<b>29</b>	<b>39</b>	<b>27</b>	<b>32</b>	<b>24</b>	<b>26</b>	<b>21</b>	<b>34</b>	<b>36</b>	<b>16</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>1,345,295</b>