

Report of the Executive Manager – Operations and Corporate Governance

1. Summary

- 1.1. Attached to this report is the Council's seventh Health and Safety Annual Report which provides a summary of the Council's occupational health and safety performance during the year 1 April 2014 to 31 March 2015.
- 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.

2. Recommendation

- 2.1. It is recommended that the Corporate Governance 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 the Group for the financial year 2014/15; and
 - c) endorses the proposed health and safety objectives for 2015/16 as set out in the report.

3. Supporting Evidence

- 3.1. None

4. Risk and Uncertainties

- 4.1. Failure to consider the Annual Health and Safety Report and endorse the objectives may result in a failure to meet the requirements of the Council's corporate health and safety framework.

5. Implications

5.1. Finance

There are no direct financial implications

5.2. Legal

There are no direct legal implications

5.3. Corporate Priorities

Endorsement of the health and safety report and objectives for 2015/16 supports the delivery of the Council's Corporate Priorities as set out in the Council's Corporate Strategy.

5.4. Other Implications

None considered

For more information contact:	Name Joanne Wilkinson Job title Health and Safety Advisor 0115 914 8561 email jwilkinson@ rushcliffe.gov.uk
Background papers Available for Inspection:	Nil
List of appendices (if any):	Appendix detailing the Health and Safety Annual Report April 2014 to end March 2015

HEALTH AND SAFETY ANNUAL REPORT

April 2014 to end March 2015

1. INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the year 1 April 2014 to 31 March 2015. As with previous reports to the Corporate Governance Scrutiny Group it is split into a number of sections highlighting the key issues that the Group need to be aware of. It also sets out new policies which have been implemented as part of the control measures within the corporate health and safety framework.
- 1.2 Furthermore the update provides an indication 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

The Council has a programme of policy review and implementation to support effective health and safety management. One of the health and safety objectives endorsed by Corporate Governance Group at the last annual report was to review the next three priority policies which were

- Bomb Threat Policy
- Accident Reporting Policy
- Hepatitis Policy

An update on these reviews this can be found in section 3 of this report.

- 2.2 In addition to the work undertaken on the policy reviews the following policies also received minor reviews and updates:

- Asbestos policy in November 2014
- Legionella policy in November 2014
- Emotional Wellbeing and Stress Management Policy October 2014

2.3 Training

Health and safety training needs are identified in a number of ways including Personal Development Reviews (PDRs), regular one to ones, team meetings and through the Executive Management Team. The Health and Safety Advisor also works to ensure that training is consistent with our duties and legal responsibilities.

- 2.4 All health and safety training needs identified in PDR's for this year have been delivered.
- 2.5 Where appropriate training is delivered through Learning Pool which is an e-learning platform. In the last 12 months the e-learning course for manual handling has been completely updated to ensure that course content is up to date and to keep user interest when they carry out refresher training which should be completed on a 3 yearly basis. The Display Screen Equipment package is currently undergoing review and should be available within the next 6 to 8 weeks.

- 2.6 The following health and safety training was organised through the Human Resources service in the last 12 months. In line with the request from Members at a previous CGG meeting, where necessary the number of staff attending training events has been presented as a percentage of staff who should attend them.

2.7 Table of Staff Training

Course Subject	Number of Staff attended	% of those requiring training who have been trained	Outcome/impact
Health and safety Induction	21	100%	Mandatory training attended by new employees.
Health and Safety Awareness	3	100%	A refresher training session for the cleaners that do not have access to the computer and therefore cannot complete the e-learning
EvacChair Operator	7	70%	Practical training in the use of the EvacChairs in case these are required in the event of an emergency evacuation from the Civic Centre.
Defibrillator training	8	70%	Practical session to give skills in CPR and use of the defibrillator at the Civic Centre. A further course took place in April 2015 to increase number of trained staff.
COSHH (Chemical) assessment	2	100%	Training need identified by 2 employees in PDR
First aid requalification	4	100%	First aid training is based on a 3 year programme and those staff requiring requalification training have completed the course ensuring compliance with the first aid regulations
Emergency First Aid	12	100%	1 day first aid qualification for low risk environment
Postal Opening/Hoax Bomb risk	14	100%	Training given to all staff who regularly open incoming mail
Work at height – ladder safety	10	85%	Refresher training for employees who work from ladders.
Fire safety Training e-learning	30* (205)	88%	Refresher training for staff on fire safety issues. There are 232 employees who have been given access to the e-learning over the last 3 years. The aim is to achieve 85%.
Display Screen Equipment e-learning	29* (212)	91%	On-line training and assessment of computer workstations. There are 232 employees who have access to the e-learning, however some are new

			employees and others have received training previously. The aim is to achieve 85%.
Manual Handling e-learning	104	45%	Refresher training on manual handling in low risk office environments. This new e-learning course should be completed by staff as a refresher. Staff have to complete refresher within a 3 year period. 232 staff have been enrolled on this course – 45% reflects the % of staff that have completed the new training
Legionella awareness e-learning	26* (39)	75%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 52 staff require this training.
Asbestos awareness e-learning	35* (49)	86%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace. 57 staff require this training.

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

The above training is also supported by significant on the job training within all Service Areas but in particular at the higher risk Depot site. Training at the Depot is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, driver training and reversing assistant training. The ultimate aim of the training is to ensure that the job is carried out in the correct and safe manner and to help reduce the risk of accidents.

2.9 Meetings of Health and Safety Groups

The Council has in place three health and safety groups to ensure that health and safety is discussed through all levels of the Authority. The Corporate Health and Safety Group meets quarterly and is attended by the Executive Management Team. This Group approves policies and reports and supports the Health and Safety Advisor in determining the Council's priorities in health and safety. The Group last met in November 2014.

2.10 The Employee Health and Safety Group has been established since September 2009 and meets six monthly. This Group is chaired by the Executive Manager, Operations and Corporate Governance, and is attended by the Health and Safety Advisor and six work place representatives. The Group met in June 2014 and December 2014.

2.11 The final Health and Safety Group is the Legionella, Asbestos and Tree Management Group which meets at least twice yearly and monitors the effectiveness in these high risk areas. This group met in May 2014 and November 2014.

2.12 At the Depot, monthly team meetings are held with all collection teams where health and safety is on the agenda and current issues or new risks are

discussed. Health and safety is also a standard item on front line staffs performance development reviews. As previously reported a depot health and safety and welfare group was initially set up to oversee health and safety at the depot. However, with the recent changes with Streetwise and garage services it is not considered that a formal group is currently needed as the culture now (as part of the previous One Great Depot Project) is one where risk and health and safety is considered as part of the daily 'norm', and with monthly meetings in place it is considered that health and safety at the depot is greatly improved and continues to be monitored.

- 2.13 In the last twelve months these meetings have enabled consideration to be given to a number of issues including training, provision of defibrillators, bomb threats, remote working, occupational health, accident statistics, legislation and policy update and service area feedback.

2.14 Occupational Health

The Council are supported by an external Occupational Health provider who are utilised to provide a host of occupational health packages. Within the last twelve months the services that they have provided specifically relating to health and safety issues have included:

	Attendance numbers Apr 13 to end March 14	Comment
Pre-employment medicals	29	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
Hepatitis injections	20	Employees who are at risk of either needlestick injuries or coming into contact with contaminated waste are given the opportunity to go on the immunisation program
HGV Medical	2	Medical assessments as required for HGV drivers

- 2.15 In line with our commitment to employee wellbeing, Flu injections were offered again this year to all staff. The nurse attended the Civic Centre, Rushcliffe Community Contact Centre and the Depot on 28 November 2014.

3. PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

- 3.1 At its meeting on 19 June 2014 the Corporate Governance Group supported the following health and safety goals. These were previously approved by the Council's Corporate Health and Safety Group and are monitored and reviewed quarterly by them. Progress is set out below.

- **To carry out risk based audits on:**
 - **Display Screen Equipment**
 - **Control of Substances hazardous to Health**
 - **Manual Handling**

All audits were completed by the end of March 2015 with the exception of Rushcliffe Community Contact Centre. The audit was postponed due to workload at the contact centre and has been re-arranged for May 2015.

- **To review the next three top priority policies as determined by the health and safety policy review programme. These are:**
 - **Bomb Threat Policy**
 - **Accident Reporting Policy**
 - **Hepatitis Policy**

The Bomb Threat Policy has undergone major review and amendments in line with current guidance. The new policy went live following consultation in February 2015.

Accident Reporting Policy has been reviewed and updated and is ready for the consultation process.

Hepatitis policy has been reviewed and updated. This required very little alteration and was implemented in July 2014.

- **Produce Health and Safety Manual for the New Streetwise Service**

This task has been completed and has been implemented by Streetwise Management.

4. PERFORMANCE

4.1 *Accident report forms completed*

Corporately the number of accident report forms completed by employees and agency staff within the twelve month period is set out in the following table:

Accident report forms completed

Establishment figure head count	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/13	2013/14	2014/15
	386	392	388	370	358	340	338-303*
Depot	71	71	83	38	45	34	19
Civic	3	9	9	4	5	5	4
Community Contact Centre			0	0	1	1	1
Community Facilities	2	1	2	5	5	2	1
Total	76	81	94	47	56	42	25

- 4.2 The table and graph above shows that the number of accidents to employees has decreased by 40% overall with this decrease taking place at the Depot, our highest risk area. This is extremely pleasing and a positive result for the efforts made in ensuring a continuous focus on health and safety. That said, the figures only included the accidents to Streetwise staff up to 1st September 2014. *The establishment figure dropped from 338 to 303 from 1st September.
- 4.3 Accident figures for Streetwise for the full 12 month period can be found in section 5 of this report.
- 4.4 *Accident reports by type*
The table below sets out the accident figures by type.

Accident Report Forms by type

	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/13	2013/14	2014/15
Struck by Moving Object	17	21	21	16	14	8	4
Strike against fixed object	17	10	8	7	6	5	1
Slip / Trip / Fall	19	29	26	12	26	9	11
Manual Handling	18	11	21	8	6	12	6
Animal attack (e.g. dog)	5	6	9	1	3	3	2
Other (Shock/Contact with liquids)	0	4	9	3	1	5	1
Total	76	81	94	47	56	42	25

- 4.5 Key points to consider from the figures presented in this table are:
- There has been a decrease in accidents in all categories compared to last year with the exception of slip, trip and fall which has seen a slight increase.
- 4.6 *The number of employee days lost due to accidents*

	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/13	2013/14	2014/15
Number of days lost	216	57	155.5	36	166	38	102

- 4.7 The figure for days absent from work as a result of an accident whilst at work has increased significantly when compared to the same time period for 2013/14. As can be seen from the table above the number of days absent

fluctuates from one year to the next. The average number of days lost per year equates to 110.

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

Incident Type	Location	Number of days
Road traffic accident	Streetwise	2
Slip, trip, fall	R2Go	7
Manual handling	R2Go	18
Slip, trip, fall	Civic	14
Road traffic accident	R2Go	2
Manual handling	R2Go	5
Slip, trip, fall (ice)	R2Go	49
Slip, trip, fall (ice)	R2Go	5
		102

- 4.9 Although the number of accidents reported is low at 25, 8 of these accidents resulted in time lost due to the accident, this equates to nearly a third of the accidents.
- 4.10 The highest number of days absent was 49 days. This absence was due to a slip on ice whilst carrying out refuse collection duties, resulting in a shoulder injury.
- 4.11 Accident investigations are carried out internally by the Manager and/or the Health and Safety Advisor where appropriate. This enables us to explore the reasons for the accident, identifying both the immediate and underlying causes. This might result in a need to alter policy, practice or amend risk assessments to ensure a none re-occurrence.
- 4.12 *The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees*

In the 12 month period three accidents were reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. This compares to one in 2013/14. These accidents were reported due to the fact that the employee had over seven days off work as a result of the accident.

- 4.13 *The number of health and safety enforcement notices*
There have been no visits by the Health and Safety Executive (HSE) or Fire Service. There have not been any enforcement notices served on the Council.

5. STREETWISE ENVIRONMENTAL FIGURES

- 5.1 Streetwise Environmental is now a separate social enterprise business and staff working for the Council within our Streetwise service were transferred to Streetwise Environmental as of 1st September 2014. Support services such as Humans Resources and Health and Safety are still provided by the Council

and it is important that CGG still monitor the health and safety performance of this business.

5.2 With this in mind accident figures for Streetwise Environmental will be provided in a similar format to Corporate Governance Group with comparison figures for previous years.

5.3 The Streetwise Environmental contract is formally monitored on a monthly basis and we include health and safety in these client contractor meetings. The health and safety support provided to Streetwise covers areas such as monitoring, auditing, accident investigations and provision of general advice and guidance.

5.4 Accident report forms completed

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/15
Establishment figure head count					
Streetwise Environmental	14	11	10	10	12

5.5 Accident Report Forms by type

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/15
Struck by Moving Object	4	1	2	0	5
Strike against fixed object	3	4	2	2	1
Slip / Trip / Fall	2	2	4	0	0
Manual Handling	3	2	2	6	4
Animal attack (e.g. dog)	0	1	0	0	0
Other (Shock/Contact with liquids)	2	1	0	2	2
Total	14	11	10	10	12

5.6 The number of employee days lost due to accidents

	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/15
Number of days lost	44	25	16	6	22

The average number of days off per year equates to 22.6.

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

Incident Type	Number of days
Other RTA	2
Struck by moving object	2
Manual handling	6
Manual handling	12
Total	22 days

5.8 **Number of RIDDOR reportables and enforcement notices**

In the 12 month period one accident required reporting to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation.

There have been no visits by the Health and Safety Executive (HSE) or Fire Service. There have not been any enforcement notices served on Streetwise Environmental.

6. LEISURE CENTRE FACILITY FIGURES

- 6.1 As requested by Members previously, figures below show the accident information for the leisure centres. Members are reminded that these facilities are privately managed and as such, responsibility for health and safety management lies with the companies delivering the facilities. The Council monitors these figures as part of the work to oversee delivery of the leisure contracts.
- 6.2 As requested by CGG the figures for the previous year, 2013/14 have been provided as a comparison. The figures obtained from the contractor for the 12 month period April 2014 to end March 2015 are as follows:
- 479 accidents to members of the public in this 12 month period
 - This compares to 473 for 2013/14
- 6.3 These figures need to be considered in the context of total centre usage of 1,357,352 people for the 12 month period. This equates to 0.35 per 1000 visitors compared to 0.34 for the previous year. Additionally it should be recognised that the incident statistics include injuries sustained during sporting activities such as swimming, football and racquet sports which are outside the control of the leisure provider.
- 6.4 The health and safety policies and practices of the leisure providers are closely monitored and scrutinised as a part of the regular meetings at both operational and strategic level. Each Leisure provider also reports annually to Performance Management Board which details their performance in relation to ten strategic objectives.

7. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

7.1 The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.

7.2 Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:

- Fire risk assessments completed and in place for all Council occupied buildings
- Legionella risk assessments completed and in place within all appropriate sites
- Asbestos surveys completed and management plans in place.
- The gritting of car parks during periods of inclement weather to ensure safe access to the public
- Scheduled inspections of play equipment at parks

7.3 The proactive actions outlined above help to reduce and manage risk at Council sites and venue. Furthermore they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides details for previous years for comparison.

	2008/ 09	2009/ 10	2010/ 11	2011/ 12	2012/ 13	2013/ 14	2014/ 15
Member of Public	4	5	9	14	10	10	15
Contractor	1	0	0	0	0	0	1

7.4 All of the fifteen accidents occurred to members of public visiting Rushcliffe Country Park, twelve of which were sports or play related.

7.5 None of these accidents were reportable under RIDDOR as they did not fit the legal criteria for reporting.

8. CONCLUSION

8.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents has reduced by 40% compared to 2013/14. From experience, and previous evidence, the accident figures are affected by the severity of the winter weather conditions. Severe winter weather does result in elevated accident figures due to an increase in slipping and tripping accidents, and therefore the mild winter this year has supported the decrease in accident rate.

8.2 The number of days absent from work due to accidents has increased compared to 2013/14 but this figure does fluctuate greatly from year to year. The average number of days absent since 2008/09 equates to 110 days a year. This results in 2014/15 being an average year. The one accident of 49 days made a significant impact to the days lost. 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.

8.3 Health and safety objectives set at the beginning of the financial year have been met with additional safety policies also being reviewed during this time period.

8.4 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.

- To work towards the Bronze award for Nottinghamshire's Workplace Health Award Scheme. This is a scheme ran by Nottinghamshire County Council to promote a healthy productive workforce
- To review the next three top priority policies as determined by the health and safety policy review programme. These are:
 - Provision of Work Equipment Policy
 - Violence at Work policy
 - Noise at Work policy
- Develop a new policy on Substance Misuse (Drugs and Alcohol)
- To audit Streetwise in two of its high risk areas to be determined

APPENDIX 1

Table of accident statistics for Leisure Centres 2014/15

	Apr 14	May 14	Jun 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	RIDDOR	Total Accidents	Total Staff	Total attendance figures
East Leake	2	2	2	4	3	0	1	3	4	5	1	5	0	32	0	202,771
Rushcliffe Leisure Centre	16	13	10	11	14	9	9	13	8	17	26	10	2	156	2	369,622
Bingham Leisure Centre	1	10	9	9	9	7	7	11	8	10	7	10	0	98	5	253,319
Cotgrave Leisure Centre	14	8	7	8	9	5	15	10	8	14	8	15	1	121	7	212,057
Rushcliffe Arena	1	6	9	3	0	2	3	0	1	7	3	3	2	38	1	187,023
Keyworth Leisure Centre	3	3	6	7	3	2	3	4	1	1	0	1	1	34	1	132,560
Total	37	42	43	42	38	25	38	41	30	54	45	44	6	479	16	1,357,352

Table of accident statistics for Leisure Centres 2013/14

	Apr 13	May 13	Jun 13	July 13	Aug 13	Sept 13	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	RIDDOR	Total Accidents	Total Staff	Total attendance figures
East Leake	6	2	1	0	1	2	2	1	2	2	4	0	0	23	0	222,544
Rushcliffe Leisure Centre	10	22	28	19	7	14	11	12	9	19	9	15	0	175	6	372,899
Bingham Leisure Centre	8	12	12	9	3	11	3	8	3	11	9	15	3	104	11	245,808
Cotgrave Leisure Centre	10	10	7	12	11	9	13	8	4	7	7	12	2	110	4	212,609
Rushcliffe Arena	2	3	2	3	0	2	2	2	1	4	3	7	2	31	2	190,554
Keyworth Leisure Centre	1	2	3	3	3	4	2	0	4	3	2	3	2	30	1	136,661
Total	37	51	53	46	25	42	33	31	23	46	34	52	9	473	24	1,381,075