

Committee: Performance and Audit

Agenda Item

Date: 15 November 2016

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Title: Health and Safety update

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Item for information

Summary

1. This report summarises health and safety statistics and activity for the council. It was previously agreed by the committee that such reports would be presented regularly. Because this report is the first of its type, it covers a three year period, from 2014 to 2016, and includes statistical information on accident trends within services areas and information on relevant accident reduction work.

Recommendations

2. None

Financial Implications

3. There are no financial implications associated with this report.

Background Papers

4. None

Impact

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Communication/Consultation	Regular communication with staff about health and safety issues, including personal communication and visibility exercises, on site safety clinics, monthly tool box talks, learning exercises and a quarterly newsletter
Community Safety	Health and safety awareness and training improves the safety of the community when in contact with our staff
Equalities	None
Health and Safety	Effective policies and procedures have improved health and safety in the council
Human Rights/Legal	Ineffective health and safety on the

Implications	workplace could lead to serious legal implications
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	Health and safety is an essential part of the workplace

Situation

6. This report covers Corporate Health and Safety for Uttlesford District Council. It includes statistical information on accident trends within services areas and information on relevant accident reduction work.
7. This report covers the last 3 years - 2014 to 2016. Please note these figures are gathered from the safety year which runs for the duration of the calendar year (1st Jan to 31st Dec) and not the financial year (1st April to 31st March).
8. The statistical information relates to accidents, near misses, aggressive incidents, road collisions and events involving members of the public.
9. An accident is an unplanned and uncontrolled event which leads to an injury or damage to property.
10. Accidents fall into one of three categories: accidents resulting in injury and work absence for over 7 days (RIDDOR); accidents resulting in injury with work absence of less than 7 days and accidents resulting in injury (minor) or damage to property, with no work absence resulting.
11. All RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), injuries resulting in over 7 days' work absence are reportable to the Health and Safety Executive (HSE). There are other categories of RIDDOR reportable to the HSE such as explosions, gas safe and industrial diseases.
12. A near miss is an unplanned and uncontrolled event which on that occasion did not lead to an injury or damage to property, but could have.
13. UDC records all accidents, dangerous occurrences and safety events affecting the council, its employees, all volunteers, our contractors and all members of the public who have either become injured on our premises or have become injured as a result of any UDC work activity carried out on or off of our premises.
14. Last year (2015) following a rise in road traffic collisions, it was decided to record road collisions separately as part of our accident recording process. This is reflected in the 2016 statistics. Please note that most of our road collisions are minor in nature.
15. In 2014, UDC recorded 71 entries in the accident book. In 2015 this figure was 73 entries. By 18 October 2016 the council was at 52 entries and an end of year figure of around 70 is projected.

16. Street Services is the highest risk area with slips, trips and falls being the most common type of accident, followed by manual handling. Appendix 1 gives full statistical information for accident book entries 2014 to 2016 (18th October 2016).
17. In the second half of 2015 and first half of 2016, a number of steps were taken to reduce the risks within Street Services. These included revisiting the driving at work policy coupled with robust accident investigation, as well as toolbox talks and directed training.
18. We also improved the quality of the Toe Tec work-provided footwear which now has mandatory ankle support (we banned workplace Toe Tec trainers and shoes), and introduced specific manual handling training and focussed toolbox safety talks.
19. The evidence demonstrates this approach has worked well as in 2016 there has been a marked reduction in accidents and road collisions within Street Services, as indeed seen across the whole of the council. Appendix 2 contains information relating to slip, trip and fall statistics within Street Services for last four years
20. Overall, although accident reporting numbers are still about the same as last year, the severity and in particular accidents resulting in work absence have been reduced.
21. This is considered to be positive because in any organisation serious accidents and injuries will generally be reported; but often lesser or no injury accidents, including near misses, are not. Reporting levels are up within the council as a result of a two year near miss campaign and concerted effort by Health and Safety. Staff are encouraged to report any and all minor accidents and near misses.
22. This has resulted in the increased accident reporting demonstrated in the accident statistics but also a marked decrease and decline of work place absence, which is encouraging. .
23. Two years ago all safety training was brought back in house and delivered by qualified and accredited trainers within the council's Safety Team. This has resulted in a considerable saving to the council on essential safety training and includes asbestos awareness, manual handling, team lifting, working at height, stress awareness, conflict resolution, health and safety for supervisors and safer driving at work. More than 200 employees and volunteers have been trained since this scheme was introduced. Appendix 3 shows the savings made.
24. Appendix 4 gives a breakdown of accidents and near misses by service area for the last three years.

Risk Analysis

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Risk	Likelihood	Impact	Mitigating actions
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Low risk to health and safety within the current format	2	2	Continuation of an effective and efficient Health and Safety regime
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.