

Committee: Governance, Audit and Performance

Date:

Title: Health and Safety Update

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Item for decision:
No

Summary

1. This report is the bi-annual summary of health and safety activity and statistics for the council.

2. It summarises the last 6 months of 2017 from 22 July 2017 up to 30 December 2017 and provides statistics for the full 2017 year. It gives details of accident report types, training, policy, risk assessment, costs and savings. The report shows how year on year there has been an increased level of accident reporting, but a marked decrease in the severity and time off work as a result. RIDDORs currently sit at a five year low.

Recommendations

3. None.

Financial Implications

4. There are no financial implications arising from this report.

Background Papers

5. None

Impact

6.

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 Implications	Ineffective health and safety in the 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

7. The safety calendar runs from 1 January to 31 December and this report gives an overview of Health and Safety within UDC. The Council has become a much safer work place with a record low over the past 5 years in RIDDORS and a marked reduction in work place related injuries, including slips trips and fall (reduced by 50%). Road traffic collisions are down as well (reduced by + 80%) however acts of aggression against staff are at a 4 year high. See later review on this subject.

8. Attached as Appendix 1 are the accident statistics for 2017. These are broken down by accident type and service area, in this case giving details of the most vulnerable service areas and the type of incident.

Total reports 2016 end	RIDDOR HSE informed	+7 days off work	-7 days off work	Injured no time off work minor	Near Miss	Road Traffic Collisions	Acts of aggression and/or violence
75	2	2	8	25	11	25	5

Total reports 2017 to 30/12/17	RIDDOR HSE informed	+7 days off work	-7 days off work	Injured no time off work minor	Near Miss	Road Traffic Collisions	Acts of aggression and/or violence
67	2	1	5	28	10	5	14

9. RIDDOR still at 4 year low, all injury related work absence is down. RTC's are down. Acts of aggression and/or violence are up at an all-time high.

Policies, risk assessments, safe systems of work, etc.

10. Apart from the main Health & Safety Policy, the Council has many other supporting documents associated with Health & Safety. All of the policies are available on the Health & Safety section of the intranet.

11. In 2017 there remains a library of 23 Generic Corporate Risk Assessments and 31 Safe Systems of Working Procedures which have also been prepared and are available on the Health & Safety section of the intranet. All service areas have their own bespoke risk assessments and safe systems of work again all available to view on the intranet. Hard copies of these documents have been printed and placed at the 3 UDC depots for colleagues who are unable to view these online and will be reviewed and renewed every 2 years.

12. Policy and guidance brought in by Health and Safety in 2017 includes:

- Asbestos management
- Legionella management
- Council meeting threat/risk analysis tool
- CDM Regulation compliance (Construction Design Management)

13. All risk assessments, safe systems of work and instructions are subject to review as necessary, including COSHH assessments. There is no intention at this time to grow the number of Generic Corporate Risk Assessments above. All assessments have been reviewed and are currently up to date.

Management of risk

14. The Corporate Health and Safety Officer and the Emergency Planning and Fire Officer joined forces to become the UDC safety team in January 2017 and became the Corporate Safety Team. Each officer has trained in each other's role and obtained additional professional qualifications to enable each to support each other's role at times of high workload or project work as well as providing resilience at times of unavailability.

15. By forming the Safety Team where each officer complements each other's role this provides support and joint enterprise during times of high demand as required. Advice, guidance and professional opinion on health and safety, fire, emergency planning and fire is now much more likely to be readily available which is particularly welcome during times of recognised holiday periods. This system of mutual cover and support is working well.

16. The risk of being injured at work and being signed off as a result still remains low at the council, as does the chances of being involved in a road traffic collision whilst at work. Even with a raised profile with aggression and/or violence incidents recorded in 2016 and 2017, the likelihood of suffering such an incident again at work remains very low.

Training

17. Courses delivered in 2017 have been as follows;

Course 2017	Attendance/courses
Conflict resolution	15/2
Asbestos awareness	30/4
Health and safety risk assessment	30/4
Manual handling	40/4
COSHH assessments	30/4
Ladders, steps and working at height	30/4
Tool box talks (various)	80/8

Cost savings 2017

18. Health and Safety Training courses delivered in house still continue to save this authority considerable amounts in training costs with a total of 255 staff trained across this authority in varying service areas, including Street Services, Housing Services, CSC, stewards and cleaners.

19. There is a significant cost saving set against each student when training is delivered internally by an accredited trainer as is done at this council.

20. Over Christmas we ran a "Distracted Drivers Take Lives" campaign which continues into January 2018. A poster campaign has been used to support this and a series of training sessions aimed at raising awareness on driving safely at work, with 2 course delivered in December 2017 and a schedule to train all essential car users and UDC driver of liveried council vehicles in 2018 planned. This flows on from the work done with Zurich on accident reduction measures. Just over 1/3 of all road traffic collisions in the UK are work related.

Accidents and near miss reporting

21. The level of near miss reporting has stabilised, with between 11 and 16 incidents per annum over the last four years. There were 10 recorded for 2017. However it is still likely that there is under reporting. Campaigns around near miss reporting do continue. The upside of requesting accidents and near misses be captured and reported has cascaded down as more injuries with no work absence being recorded

22. The near miss campaign continues with the placement of safety message boards at various high usage locations within council buildings helping to deliver this and other safety messages. Currently “Distracted drivers take lives” is being displayed.

RIDDOR

23. There have been two RIDDORs reported in 2017. We are at a four year all-time low for RIDDORs. One RIDDOR was a Gas Safe incident reported to the HSE. The other was a loader with a back injury who was off work for 10 days so qualified as a RIDDOR. Both incidents do not raise any cause for concern for the Safety Team.

Asbestos and Legionella control

24. The UDC Asbestos Management Group took place in August following its creation in May 2016 the previous year. At the meeting a review is carried out by the membership of all asbestos works, incidents, the council’s asbestos register, risk assessments, safe systems of work and more. The meeting is chaired in Housing Services by the Property Services Manager. We are now fully compliant with the Control of Asbestos Regulations 2015.

25. A UDC Legionella Management Group was set up in 2017. Following a similar process as for asbestos management, this group meets with our contractors and manages our risks from Legionella, examining our policy, maintenance regime, incidents, training issues and more. This group again is run within Housing Services by the Property Services Manager. Again we are now fully compliant with HSE advice on monitoring and control.

Communications

26. Communication methods have included poster campaigns, newsletters, tool box talks, team meetings, face to face discussion and emails. There were three additions of the Uttlesford Safety Times in 2017. We aim to print two to three per annum. Various safety messages and advice are explored in each issue.

Aggression

27. There continues to be a trend of aggressive incidents and/or violence at work. There 2016 there was a record number of five reported. This number was surpassed in the July 2017 report to the committee which stood at 8 and ended 2017 at 14, with another 6 reported from 1 August to 30 December 2017.

28. Of this running total of 19 incidents, in 2016 and 2017 nine can be attributed to one individual making the threats of violence towards housing repairs staff as previously reported in July 2017. The remaining 10 are unconnected and at the lower end of violent/aggressive/abusive behaviour towards UDC staff. This does show that aggressive incidents are still on the rise, which is worrying.

29. The suspect for these nine aggressive incidents faces a criminal court case brought by Essex Police originally in July 2017, postponed and due for hearing a not guilty plea in February 2018 at Chelmsford Magistrates Court.

30. Having identified aggression as a possible longer term issue, we began monitoring our CSC staff and others to identify the issues. Generally the incidents reported have been low level with mainly threats and gesturing and no physical violence. Nevertheless, any aggressive behaviour or bad language is unwelcome and continues to be recorded. UDC will work with Essex Police and our legal department as required so we can continue to tackle this trend.

31. Aside from the court cases mentioned above, Essex Police issued two behaviour warnings in 2017 for incidents where Street Services staff have been abused by members of

the public. UDC will continue to pursue these outcomes and assist as needed, provided they have sufficient evidence to act.

32. We will continue to support staff, monitor incidents and will report back to the committee. Moving forward we believe this figure of 14 is probably a truer reflection of the actual figures involved. It is suspected much like near misses, that aggressive, threatening and abusive incidents are often not reported, for example being sworn at in the street.

Year	2013	2014	2015	2016	2017
Number	0	2	2	5	14

Health and safety objectives

33. These remain unchanged from 2017 and will continue into 2018 as:

- Healthy staff – ensuring health monitoring and appropriate referrals providing health advice and support for work related illness and injury
- Safety reviewing – looking at our procedures ensuring what we are doing is safe, lawful and best for everyone
- Safety training – delivery of relevant training to the right people at lower cost, in house through accredited trainers
- Site Safety Inspections – Last year we passed a safety audit, where we did well, now using site safety inspections let's check to see that we are doing what we are say

Risk Analysis

34. Low

Risk	Likelihood	Impact	Mitigating actions
Low risks to health and safety within the current format	1	4	Robust health and safety procedures and initiatives as outlined in this report

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.