

# Taunton Deane Borough Council

## Corporate Governance Committee – 8<sup>th</sup> December 2014

### Update on Health and Safety Performance and strategy for 2014 - 15.

#### Report of the Corporate Health and Safety Advisor

(This matter is the responsibility of the Chief Executive and Leader of the Council.)

#### 1. Executive Summary

This report provides an update on the progress of a range of Health and Safety matters across the organisation. These include:

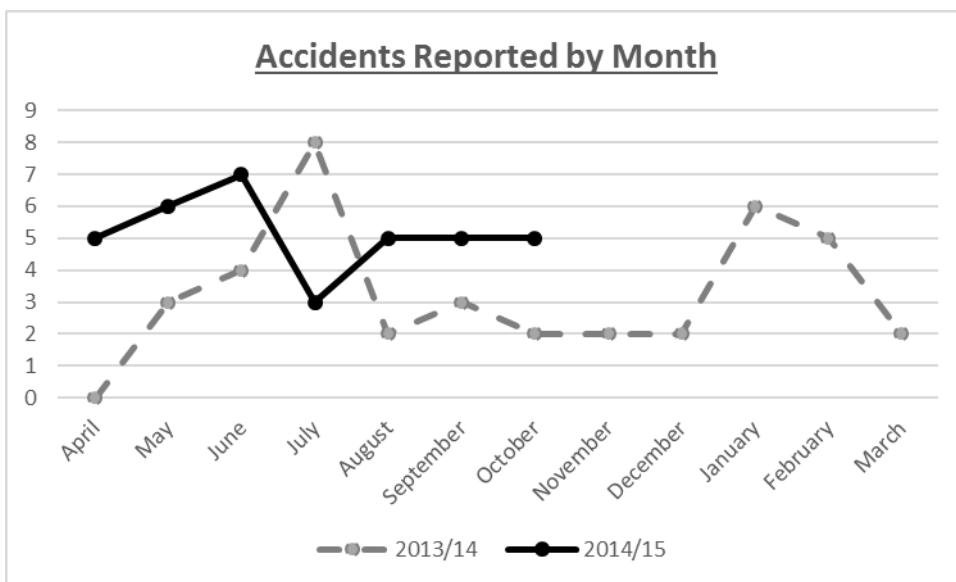
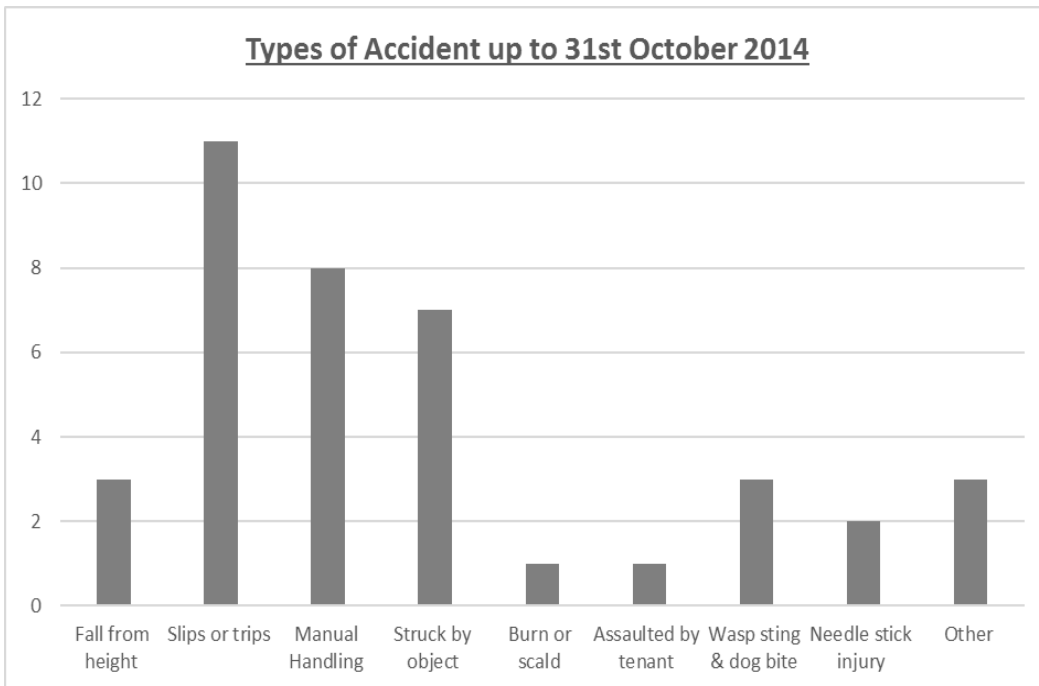
- Accident and Incident Data for the period
- Monitoring Health and Safety Performance
- Report on actions agreed by Health and Safety Committee
- Provision of health and safety information
- Policy updates
- Key activities of the Health and Safety Advisor

#### 2. Accident and Incident Data for the period

Figures provided up to 31<sup>st</sup> October 2014. Last year's figures listed below for comparison.

<b>TDBC Accident Totals 1st April 2013 - 31st March 2014</b>					
Classification	Core Council	DLO	Crematorium	Public	Contractors
Reportable		3		1	
Non-reportable	5	26		3	
Near Miss	1	4			
Period Total	<b>6</b>	<b>33</b>	<b>0</b>	<b>4</b>	<b>0</b>

<b>TDBC Accident Totals 1st April 2014 - 31st October 2014</b>				
Classification	TDBC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	0	2	0	0
Non-reportable	5	25	3	2
Near Miss	0	1	0	0
Period Total	<b>5</b>	<b>28</b>	<b>3</b>	<b>2</b>



There have been 2 accidents and 1 incident reported under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR). Both accidents were where employees were off for more than 7 days as a result of their accident.

Accident 1- Cut to the leg during hedge cutting works.

Accident 2- Trip in a DLO store building leading to an awkward fall and exacerbation of a pre-existing condition.

Reportable Incident – asbestos notification covered in more detail at Paragraph 7 below.

As a result of 2 needle stick injuries this year to date and increased awareness amongst the community, a tool box talk and fact card has been produced and distributed and further in depth needle stick training is being sourced for those most at risk.

Due to the high proportion, slips and trips continue to be reviewed in detail (including consideration of weather, floor conditions and footwear). Manual handling tool box talks are regularly provided and highlighted with Managers where accident trends indicate a need.

### 3. Monitoring Health and Safety Performance

Monitoring of health and safety performance against the key performance indicators set out in the strategy has been carried out since 1 April 2014.

#### KPIs Monitored from 1 April 2014

**1. Target to increase accident reporting by 10%**

(37 accidents to date 2014 -15, 21 accidents in same period 2013 -14 = 76% increase)

**2. Target to carry out accident investigation within 2 weeks**

92% completed within 2 weeks.

**3. Target to carry out 5 audits per quarter**

4 full audits carried out to date plus 2 partially complete (2 in qtr1, 1 in qtr 2, 1 and 2 partial in qtr 3)

**4. To ensure 100% of audit reports completed within 2 weeks**

83% completed to date

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As set out in the last report, KPI 3 would appear to be unrealistic and was set by the service as a target at the outset as an aspiration for delivery. Improved awareness of the H&S service has however increased requests for assistance and advice from Managers and employees across the organisation, with contact and progress made increasingly via this route than the planned proactive audits.

### 4. The arrangements for the Health and Safety Committee and agreed actions

The Priory Depot H&S Committee met on 9<sup>th</sup> October 2014 with the joint H&S Committee on 23 October 2014. A housekeeping tour was carried out beforehand and a report produced for Depot Managers to action.

The committee discussed joint organisational planning and agreed priorities for action, including:

- Reviewed H&S Policy to be produced by 1 February 2014

- Arrangements for Lone Working to be prioritised
- Display Screen equipment (computer workstation) arrangements to be reviewed with WSC
- Unison Safety Officers to try to recruit more safety representatives to ensure that there is cover across the Council.

The next TDBC & WSC joint Unison H&S Committee is to take place on 22 January 2015 at Deane House, Taunton. Priory Depot Committee will take place on 15 January 2015.

All policies continue to be circulated to the Health and Safety Committee for consultation.

## **5. Provision of Health and Safety Information**

Inductions: Two H&S inductions for new starters / those transferring from WSC have been carried out by the H&S Manager. Inductions cover H&S law, responsibilities of the employer and the employee and arrangements for safety within the organisation.

Tool box talk packs have been completed and copies given to DLO managers for use during team briefings. Talk packs are also available to download from the H&S intranet site. New information has been put together on the following key areas:

- Discarded needles
- Stress at work
- Accident prevention

Talks on the first part of the health surveillance programme (hand arm vibration and skin diseases) have been delivered by the H&S team to 76 DLO Building Services employees to date, with Parks and Open Spaces teams to be covered in the forthcoming weeks. The talks also covered dynamic risk assessment, reporting of hazards and near misses and reiterated needle stick advice. They were also an opportunity for employees to raise any concerns or questions. The programme will continue in the New Year with surveillance for those involved in non-licensed asbestos removal and working in confined spaces.

A health and safety update talk and question and answer session was held for Supported Housing Officers.

Asbestos awareness training has been delivered to DLO and TDBC visiting officers by G&L Consultancy Asbestos Specialists.

## **6. Policy updates**

Policies continue to be reviewed in accordance with a dated schedule and taken to joint Unison H&S Committee for approval prior to publishing.

## **7. Key activities of the Health and Safety Advisor**

RIDDOR reportable Incident:

At the beginning of October contractors installing Wi-Fi at Priory Depot damaged the artex type textured coating to the ceiling in order to pass cables through.

As a result the building was evacuated and licensed contractors and analysts were used to clean the affected areas and provide reassurance air testing before reoccupation. The H&S team worked with Managers, Southwest One and contractors to ensure that working procedures were satisfactory before work was recommenced on site (both for works planned at Priory Depot and Deane House).

The exposure levels to employees would have been very low due to the small amount of dust produced by the activity, the asbestos content of this dust (typically 2-5% chrysotile in artex type coatings), and the short duration of exposure before the damage was noted and the building evacuated. This message has been communicated to employees on site at the time of the incident.

A full investigation has been undertaken.

An update on risk assessment, accident reporting and lone working was published in the One Team newsletter.

## **8. Finance Comments**

Any emerging issues or additional training will have to be funded from existing budgets. Line managers are expected to prioritise and refer any difficulties through their Theme Manager to CMT.

## **9. Legal Comments**

Failure to meet or maintain minimum legal compliance will increase Corporate and individual risk, with the potential for criminal and civil actions

## **10. Links to Corporate Aims**

Competent employees working safely in the delivery of the Council's services form an essential contribution to the Corporate Aims.

## **11. Environmental Implications**

There are no environmental implications arising from this report.

## **12. Community Safety Implications**

There are no community safety implications arising from this report.

## **13. Equalities Impact**

There are no equalities impacts over and above those already required to be identified in the Theme delivery plans and existing arrangements.

#### **14. Risk Management**

Failure to meet minimum health and safety statutory requirements has been identified in the Corporate Risk Register. There are no significant risks or incidents to report.

#### **15. Partnership Implications**

The Health and Safety Strategy sets out the majority of the work programme for delivery by the Corporate Health and Safety Team.

The strategy continues to involve the expertise of SWAP, reducing resource requirements and delivering an integrated approach.

#### **16. Recommendations**

The Committee are asked to note the progress made on the implementation of the Health and Safety strategy and its delivery and the initiatives to improve our operating culture.

**Contact:** Catrin Brown  
Health and Safety Manager  
01823 356578  
[c.brown@tauntondeane.gov.uk](mailto:c.brown@tauntondeane.gov.uk)

