

# Taunton Deane Borough Council Corporate Governance Committee – 18 June 2018

## Report on Health and Safety Performance

This matter is the responsibility of The Chief Executive and Leader of the Council

Report Author: Catrin Brown, Health and Safety Manager

### 1 Executive Summary / Purpose of the Report

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
- Report on actions agreed by Health and Safety Committee
- Policy updates

### 2 Recommendations

The committee are asked to note the ongoing actions to continuously improve our health and safety operating culture.

**3 Risk Assessment** Not required – twice yearly update report.

### 4 Background and Full details of the Report

#### 4.1 Accident and Incident Data for the period

Fig 1. Accident and incident statistics 1 April 2016 – 31<sup>st</sup> March 2017 as a comparison

<b>TDBC Accident Totals 1st April 2016 - 31st March 2017</b>				
Classification	TDBC & WSC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	0	1	0	0
Non-reportable	12	40	5	6
Near Miss	4	16	0	0
Period Total	<b>16</b>	<b>57</b>	<b>5</b>	<b>6</b>

Fig 2. 1 April 2017 – 31<sup>st</sup> March 2018

TDBC Accident Totals 1st April 2017 - 31 March 2018				
Classification	TDBC & WSC	Deane Depot & Crematorium	Public	Tenants (public areas)
Reportable	0	4	0	0
Non-reportable	6	36	8	2
Near Miss	18	13	2	2
Period Total	<b>24</b>	<b>53</b>	<b>10</b>	<b>4</b>

Fig 3. Accidents by month for 2015/16, 2016/17 and 2017/18

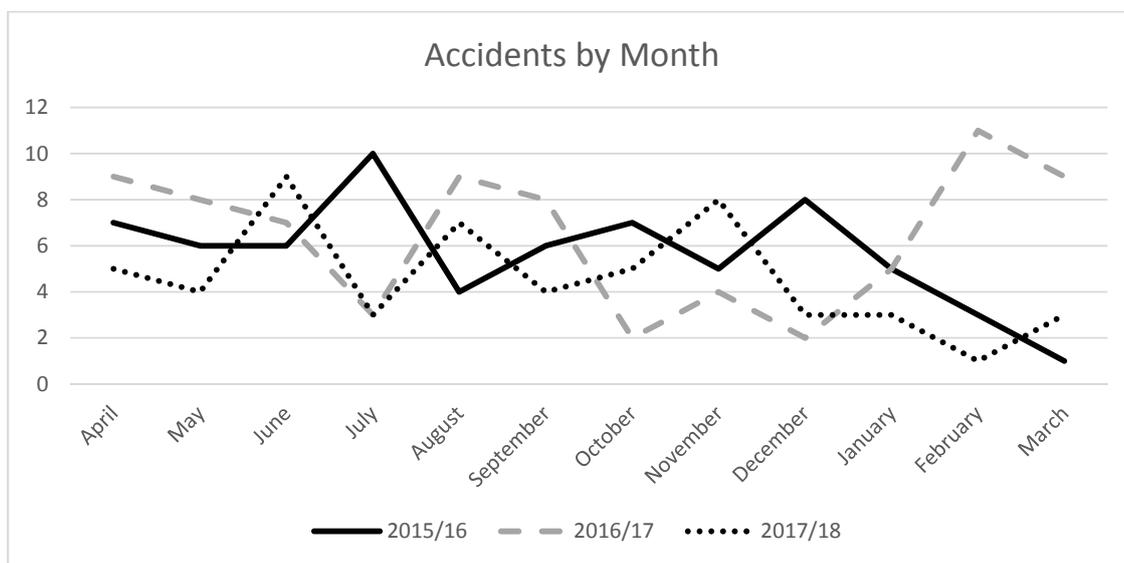
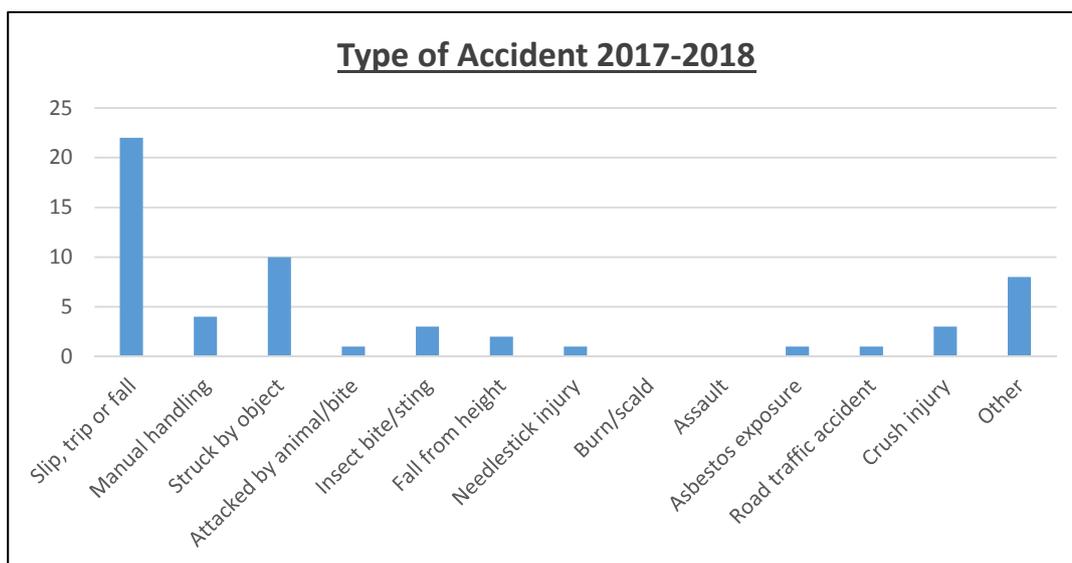


Fig. 4 Accidents by Type 2017 - 18



## 4.2 Analysis of data for 2017 -18

### **Trends: Increase reportable incidents under RIDDOR:**

4 x reports made to HSE, all were injuries which meant that the employee was off work for more than 7 days.

- 3 were Building Services employees, 1 was an agency Open Spaces employee.
- 3 were musculoskeletal injuries and 1 was broken bones to the foot and all injuries arose out of either manual handling activities or slips and trips.

By way of comparison in 2016 – 17 there was only one reportable injury, again a musculoskeletal back injury to an Open Spaces employee.

Using the data gathered high risk activities (such as strimming on banks) have been identified and have been discussed with the teams through tool box talks to raise awareness and prevent recurrences. Other than the increase in reportable incidents, total numbers of accidents and incidents reported from Deane Depot remain very similar to last year.

### **Increase in Public incidents**

Of the 10 accidents reported 5 were related to the WSC area harbours – slips, trips and falls and incidents with boats. As a high risk area, with a significant visitor and user footfall the maintenance of the harbours is monitored by the Assistant Harbour Master on a daily basis, the Corporate Works team and the Assets teams. It is highly likely that the increase in reports is due to increased vigilance and awareness rather than an increase in actual incidents.

### **Increase in TDBC and WSC incidents - 6 accidents, 18 near misses**

3 accidents causing harm, involved minor slips and trips on the staircases whilst carrying drinks or other work materials. Whilst still very low numbers it has raised awareness that agile / flexible working leads to increased footfall on the stairs and carrying laptop bags which may put people off balance. Advice has been given on suitable cases and trolleys for carrying work materials and reminders have been sent out with the H&S information from the accommodation team about carrying work equipment safely. This will be monitored closely.

**18 Near Misses** – 3 relate to refurbishment work activities at the Deane House. A weekly meeting is held with the accommodation team and the contractors carrying out the Deane House works. The contractors have been responsive when required to undertake urgent remedial work, for instance to reduce dust and falling material during the window replacement work. Lessons learnt will be taken forward for the phase 2 works. A large number refer to the harbours and weather related repairs reported using the Near Miss cards

As in previous reports the most frequent accident by type continues to be slips, trips and falls, and the most frequent work area the Deane Depot due to the nature of the work.

Accident investigation and root-cause analysis training has been carried out with Deane Depot Managers to help them to understand all the available strands of information required in an accident investigation and how to set out action plans to implement measures to prevent a recurrence.

### **4.3 Report on actions agreed by Health and Safety Committee**

Meetings of the Health and Safety committee continue to be eight weekly to reflect changes ongoing with the Transformation and Accommodation projects which could potentially increase risks to the safety and wellbeing of employees.

The Committee have reviewed the arrangements in place in respect of work related stress and the care and support package available through Transformation for employees. The committee will monitor a corporate stress risk assessment at each meeting.

The committee have also reviewed the actions to prevent accidents and incidents during the accommodation refurbishment and have provided suggestions to the Project Team.

The ongoing programme of health and safety training was considered and supported. This included a series of workshops on property and safety compliance for those who have responsibility to manage and monitor council buildings.

### **4.4 Policy Updates**

The following Asset management policies have now been signed off by James Barrah:

- Electrical Safety Policy and Procedures
- Water Hygiene Policy and Procedures
- Fire Safety Policy and Procedures
- Construction (Design and management) Regulations 2015 Policy and Procedures

The Bullying and Harassment Policy has been agreed by Unison and the Health and Safety Committee.

## **5 Links to Corporate Aims / Priorities**

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

## **6 Finance / Resource Implications**

There are no direct finance / resource implications arising from this report. Any remedial actions arising will be financed from existing budgets.

## **7 Legal Implications (if any)**

There are no direct legal implications as a result of the report.

## **8 Environmental Impact Implications**

There are no environmental implications arising from the report.

## **9 Safeguarding and/or Community Safety Implications (if any)**

There are no safeguarding /community implications arising from the report.

## **10 Equality and Diversity Implications (if any)**

There are no equality and diversity implications arising from the report.

**11 Social Value Implications (if any)**

There are no social value implications arising from the report.

**12 Partnership Implications**

There are no partnership implications arising from the report

**13 Health and Wellbeing Implications**

The report supports health and wellbeing strategies for employees of Taunton Deane and West Somerset Council.

**14 Asset Management Implications**

There are no Asset Management implications arising from the report

**15 Consultation Implications (if any)**

There are no Asset Management implications arising from the report

**16 Scrutiny Comments / Recommendation(s) (if any)**

There are no comments.

**Democratic Path:**

- **Scrutiny / Corporate Governance or Audit Committees – Yes**
- **Cabinet/Executive – No** (delete as appropriate)
- **Full Council – No** (delete as appropriate)

**Reporting Frequency :**  **Once only**  **Ad-hoc**  **Quarterly**

**Twice-yearly**  **Annually**