

Taunton Deane Borough Council Corporate Governance Committee – 4 December 2017

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

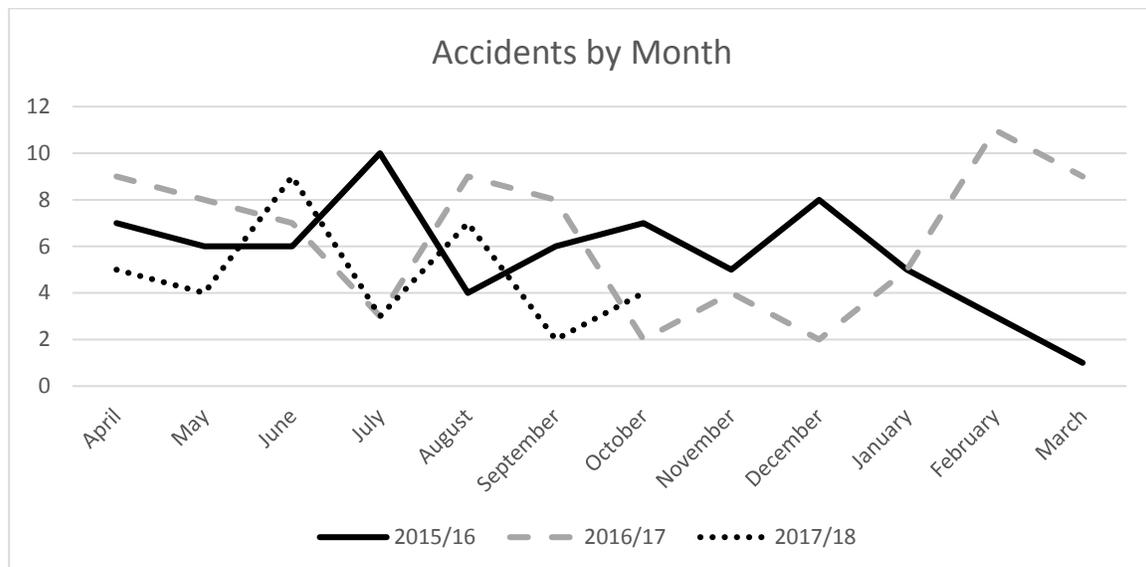
The committee are asked to note the ongoing actions to continuously improve our health and safety operating culture.

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 2017 – 31 October 2017 in comparison with previous years



As you can see from the trend in the above graph there has been a general reduction in the number of accidents leading to injury or lost time. To date there have been 37 during the period, comparable to 46 at the same point during both 2016 – 2017 and 2015 – 16.

There has been continued focus on ensuring that all employees within Deane Open Spaces and Property Services (where the majority of the accidents arise due to the nature of the work), understand safe working practices and do not put themselves at risk by working unsafely. There is ongoing emphasis on accident reporting, particularly with employees working increasingly away from direct supervision.

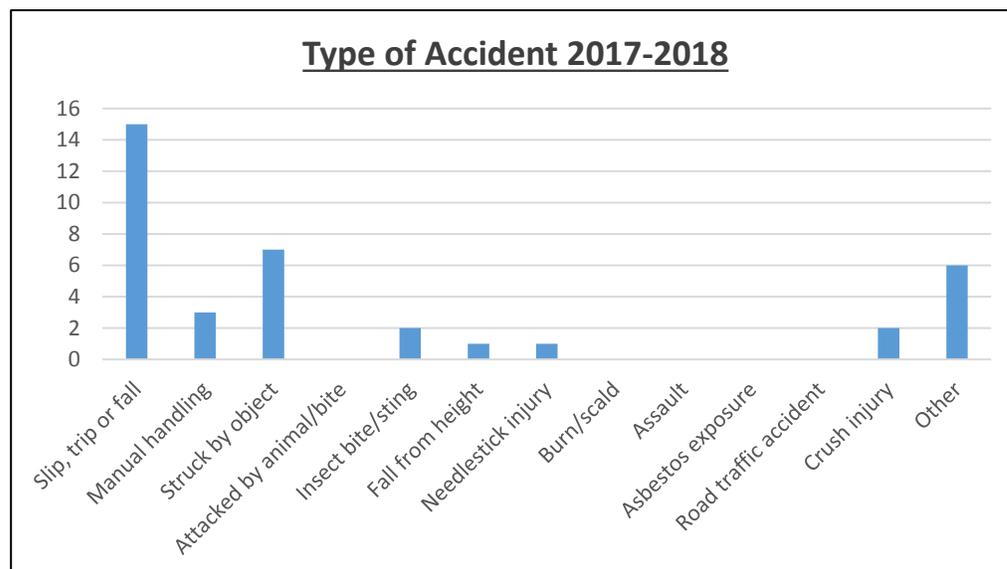
There have been 3 accidents reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- Broken bone in foot, slipped whilst carrying out manual handling (Property Services, void clearance)
- More than 7 days absence as a result of a back injury sustained during breaking and shifting concrete (Corporate Works, Highways)
- More than 7 days absence as a result of an ankle injury, twisted when strimming on a bank (Grounds maintenance)

All the above have been investigated and instruction, training and personal protective equipment (PPE) for all tasks found to be adequate. All accidents continue to be investigated and reported to the Health and Safety Committee.

There have been 22 near misses reported to date. In 2016 – 17 there were 20 in total and efforts to improve the culture of near miss reporting is ongoing through tool box talks, team briefings and online communications.

As figure 2 below shows the most frequent accident by type continues to be slips, trips and falls. Measures to prevent these type of accidents include highlighting the need to carry out a dynamic risk assessment and assess the work before rushing in, providing and policing the wearing of non-slip safety footwear and placing emphasis on good housekeeping and reporting of defective floor surfaces.



4.2 Report on actions agreed by Health and Safety Committee

Meetings of the Health and Safety committee have increased to eight weekly to reflect changes ongoing with the Transformation and Accommodation projects which could potentially increase risks to the safety and wellbeing of employees. Representatives of the project teams will report on progress at each committee to inform and enable scrutiny. The Corporate Health and Safety committee will continue to monitor performance and strategic direction with ongoing actions and a forward plan available to all via the intranet.

Officer attendance of the committee has also been reviewed with the Chief Executive attending the committee on 23rd October, setting out her commitment to providing a safe and healthy workplace. The terms of reference have also been updated to ensure the attendance of at least two members of the Leadership team. The committee is now chaired by the Assistant Chief Executive, again demonstrating the profile and importance placed on health, safety and wellbeing.

In addition a separate Deane Depot Health and Safety Committee has been approved and held its inaugural meeting on 9th November. The purpose of this committee is to provide a formal structure to enable the scrutiny and in depth examination of operational factors, including accident and incidents, affecting the Property Services and Open Spaces teams operating out of Deane depot. This committee will also meet eight weekly and will escalate significant matters to the corporate committee for discussion.

4.3 Policy Updates

The Asbestos Working Group met for the last time on the 8th November. The group have been successful in producing a (Draft) Asbestos Management Policy and procedures for the organisation, including a package of communications and suitable software to store and manage asbestos related data. The group will be replaced by a landlord health and safety group who will consider all elements of property compliance such as fire, water hygiene, asbestos, gas and electricity.

The Health and Safety Manager is contributing to the Transformation project particularly to the “people” work stream considering safe attitudes and behaviours and employee wellbeing through change and within a new agile operating model.

The organisation’s Corporate Safety Policy will be reviewed and reissued following the transformation process.

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

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.

10 Partnership Implications

There are no partnership implications arising from the report

11 Health and Wellbeing Implications

The report supports health and wellbeing strategies for employees of Taunton Deane and West Somerset Council and seeks to support

13 Asset Management Implications

There are no Asset Management implications arising from the report

14 Consultation Implications (if any)

There are no Asset Management implications arising from the report

15 Scrutiny Comments / Recommendation(s) (if any)

There are no comments.

Democratic Path:

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

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

Twice-yearly **Annually**