

# Taunton Deane Borough Council

## Corporate Governance Committee – 7 December 2016

Update on Health and Safety Performance and strategy for 2016-17.

### 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:

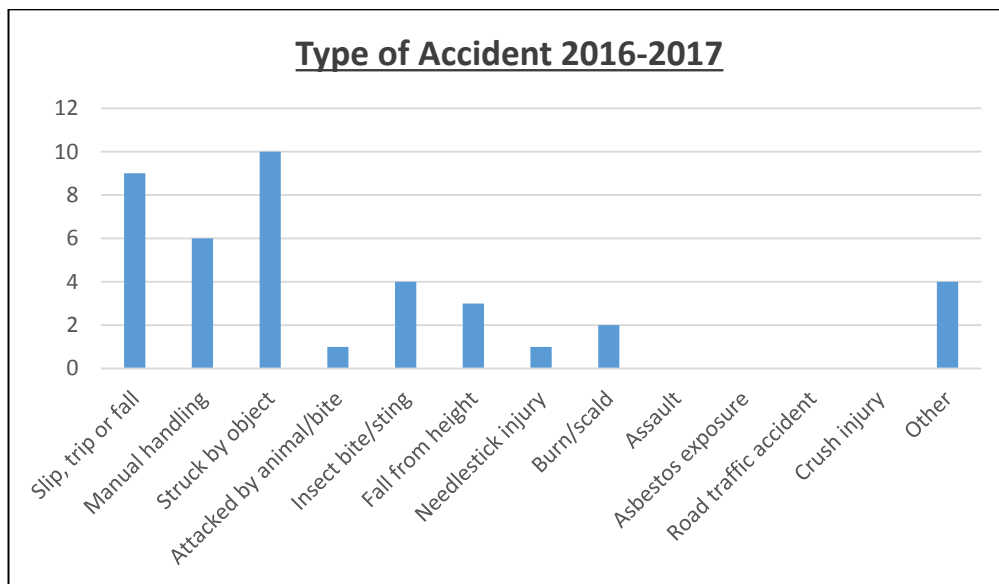
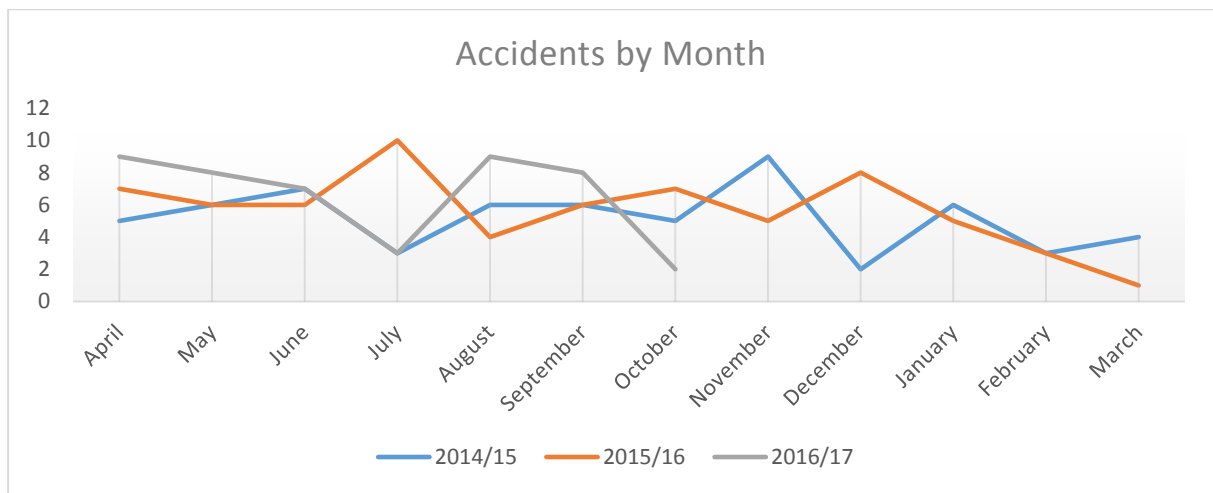
- Accident and Incident Data for the period
- Monitoring Health and Safety Performance
- Report on actions agreed by Health and Safety Committee
- Policy updates
- Key activities of the Health and Safety Advisor

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

Figures provided up to end of October 2016. Figures listed for 2015 – 2016 below for comparison.

<b>TDBC Accident Totals 1st April 2015 – 31<sup>st</sup> March 2016</b>				
Classification	TDBC & WSC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	0	1	0	1
Non-reportable	2	50	2	0
Near Miss	0	12	0	0
Period Total	<b>2</b>	<b>63</b>	<b>2</b>	<b>1</b>

<b>TDBC Accident Totals 1st April 2016 – 31<sup>st</sup> October 2016</b>				
Classification	TDBC & WSC	DLO & Crematorium	Public	Tenants (public areas)
Reportable	1	1	0	0
Non-reportable	7	25	4	1
Near Miss	2	8	0	0
Period Total	<b>10</b>	<b>34</b>	<b>4</b>	<b>1</b>



The tables above show numbers of accidents reported by month and by type for the year 2016 – 17.

2 accidents / incidents reported this year to date under the Reporting of Injuries, Diseases and Dangerous Occurrences 2013.

1 where a gas installation was left in a dangerous condition by a central heating contractor. This has been investigated by the contract managers and reported to the H&S Manager and property compliance team. Appropriate penalty measures for the contractor concerned have been put in place.

1 report was for an individual who had a back injury whilst strimming a bank and was as a result absent from work for more than 7 days. Training was carried out for the individual involved.

## Trends

Accident and incident trends are monitored by the H&S Manager and the H&S committee who receive statistics on a quarterly basis. Near misses are also monitored. These must be reported where there could have been an accident or incident that may result in loss – be that damage or injury.

The only trend detected relates to “near misses”. A proportionately high number (6 of the 10 reports received) are concerned with asbestos in council housing stock. This higher level would seem to reflect awareness of the reporting procedures, the risk involved in the job and the importance of getting it right. Three of the reports refer to work of contractors, again stressing the knowledge of what is good and bad practice amongst the DLO employees who reported it. Property Services have investigated the contracts involved. One report was made by a member of the public. Robust preventative measures have now been put in place

No specific trends have been noted relating to accident type. As is usually found more accidents are reported for Deane DLO than for the rest of the council due to the higher risk nature of the work carried out.

**3. Monitoring Health and Safety Performance**

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

**KPIs Monitored from 1 April 2016**

**1. Target to monitor accident reporting to ensure that it stays within 10% of baseline figure provided during 2014-15**

**2. Target to carry out accident investigation within 2 weeks** Majority of accidents not requiring any detailed investigation. 1 investigation outstanding with DLO Manager.

**3. Target to carry out 2 audits per quarter**  
 Quarter 1 – Asbestos task team  
 Quarter 2 – Mechanics workshop and DLO depot for compliance with COSHH (Control of substances hazardous to health Regulations 2002)  
 Quarter 3 – New Deane DLO depot

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

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

The full Joint Unison H&S Committee continues to meet quarterly, now chaired by Assistant Director Tim Burton. The most recent meeting on 24<sup>th</sup> November 2016 received updates on the actions to reduce stress and on the DLO working group.

The committee’s terms of reference are to be reviewed at the next committee due January 2017.

The committee also receives information on H&S training delivered via toolbox talks. Topics covered in the last quarter have included:

Stress awareness

Legionella

How to read an asbestos survey

Reporting defects on equipment and using the dynamic risk assessment approach

Induction for DLO apprentices and assistant harbourmaster

## **5. Policy updates**

### **Policies in progress:**

Draft Fire Policy produced by Landlord H&S Compliance Project officer

Construction (Design and Management) Regulations 2015 policy in progress with Asbestos Working Group

## **6. Key activities of the Health and Safety Manager**

There has been input from the H&S Manager to the following projects:

- Deane DLO Relocation
- Construction of pool and spa at Blackbrook Pavilion
- Deane House accommodation

The H&S manager chairs the Safety Advisory Group for the organisation. This considered the following events in the borough:

- Somerfest
- Somerset Rocks at Vivary park
- Taunton carnival

The H&S Manager also chairs the Deane DLO H&S working group which meets monthly. As a result of matters raised by UNISON safety representatives much work has been done on open spaces working activities – particularly on using mowers and trimmers and recently on work to clear streams and ditches.

The H&S Manager, along with the Landlord H&S Compliance Project officer continues to chair the Asbestos Working Group and monitor the asbestos operational plan. The group meets monthly and has recently had a communications strategy for tenants approved by the Housing Portfolio Holder and leadership team.

Other activities include monitoring progress on the stress survey action plan along with HR, on lone working procedures and producing risk assessments for driving and use of the new pool cars.

## **7. 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.

## **8. Legal Comments**

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

## **9. Links to Corporate Aims**

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

## **10. Environmental Implications**

There are no environmental implications arising from this report.

## **11. Community Safety Implications**

There are no community safety implications arising from this report.

## **12. Equalities Impact**

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

## **13. 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.

## **14. 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.

## **15. 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:**      Officer Name      Catrin Brown  
                         Direct Dial No      01823 356578

[e-mail](mailto:c.brown@tauntondeane.gov.uk) address      c.brown@tauntondeane.gov.uk

**ENDS**

