

Annex

Test Valley Borough Council Corporate Annual Health and Safety Report 2012 - 2013

1.0 Introduction

- 1.1 This report covers the year April 2012 to the end of March 2013 and its aim is to demonstrate Test Valley Borough Council's commitment to:
- a. Protecting the health, safety and welfare of its employees, contractors, volunteers, clients, service users and members of the public.
 - b. The on-going effective implementation of the Council's health and safety policy, organisation and arrangements.
 - c. The monitoring and measurement of the Council's health and safety performance, with a view to highlighting areas of good performance and areas for improvement.
 - d. The Government's "Revitalising" and "Securing Compliance Together" strategies.
 - e. The Health and Safety Executive's agenda for the "Effective leadership of Health and Safety".
 - f. Making public the organisation's performance in health and safety matters.

2.0 Risk Exposure and Risk Control

- 2.1 Health and safety is part of the Council's Risk Management Strategy, focussing on the risks of injury and ill-health potentially arising from the range of activities which deliver the Council's services.
- 2.2 The range of health and safety risks identified includes;
- Lone Working
 - Violence and aggression towards staff, from the public
 - Transport and road risk
 - Fire
 - Manual Handling
 - The use of Display Screen Equipment
 - Slips, trips and falls
 - Work related ill health, including work related stress
 - The health and safety management of contractors
- 2.3 Risks are controlled using both active and reactive monitoring of the Council's health and safety performance. Active monitoring includes annual audits which are undertaken by each Service, site inspections and risk assessment which aims to reduce, control and monitor the risk of injury or ill health from work activities. Health and safety training is also provided. Reactive monitoring involves incident recording and investigation.

- 2.4 Risk Assessments in future will be conducted using an e-form. Work has been carried out in conjunction with IT to produce this and it has been trialled by Customer Services and the health and safety representatives who are part of the Health, Safety and Wellbeing Group. This will reduce the administrative burden on Services each year. However Environmental Services will continue to use a suite of risk assessments which have been produced in a format that has been reviewed and approved by the Health and Safety Executive and reflect the specific needs of this Service.
- 2.5 Management within the organisation is supported by a number of specialists including the Council's Health and Safety advisor (0.5FTE), the Environmental Services Health and Safety Officer, Occupational Health specialists, counsellors, ergonomists, professional trainers, consultants and the Hampshire Fire and Rescue Service.

3.0 Employee awareness, involvement and consultation

- 3.1 The Council's Health, Safety and Well Being Forum comprises Service representatives from, Management, Staff and the Trade Unions. It meets every quarter and is chaired by the Strategic Human Resources Manager. This Group meets quarterly to discuss health and safety issues and review accident statistics. A reminder is issued annually to advise employees to raise any issues with their manager and/or health and safety representative. A reminder is also issued approximately 2 weeks prior to each meeting.
- 3.2 Details of the Council's Health and Safety Policies and Procedures are available to all employees on the organisation's Intranet. In addition all employees receive specific health and safety induction training when joining the organisation.
- 3.3 The list of potentially violent persons is reviewed regularly and in conjunction with the Police. The list is available on the Intranet to those Services who have indicated a "need to know" along with the Aggressive Dogs list. The lists are regularly updated with new passwords and offenders are sent a letter advising them that they are being placed on the list. The names of offenders are removed from the list after a period of one year as long as there is not a reoccurrence of the behaviour during that period. A reminder is issued annually regarding lone working.
- 3.4 It is appreciated that some employees do not have access to the Council's Intranet. In these cases managers ensure that employees are provided with hard copies of information or safety information is communicated in an appropriate manner.

4.0 Financial Resources

- 4.1 The Environmental Health Business Unit, within the Housing and Environmental Health Service holds a corporate budget for health and safety. This sum is used to fund Council activities such as staff training in health and safety matters and to enable the Council's Safety Advisor to be trained and kept abreast of developments in health and safety law and safety management practice.
- 4.2 The expenditure of this budget for the last 3 years is given in the table below.

Purpose	2010/2011	2011/2012	2012/2013
First Aider training & equipment	£1849.21	£909.59	£892.00
Equipment	-	£709.81	£1,295.00
Fire Awareness training	£2140	-	£895.00
External Safety Management training	£324.30	£546.00	£1,301.20
RoSPA subscription	£423.00	£443.00	£425.00
Dealing with Aggressive people training	-	£1239.60	-
Occ. Health	-	£140.00	-
Safety Adviser training	£225.00	£668.00	£449.94
Total	£4961.51	£4656.00	£5,258.14

* The estimated budget for Health and Safety for 2012/2013 was £5500

5.0 Monitoring and Reviewing Performance

5.1 Corporate Achievements

- Piloting of the Hampshire & Isle of Wight Safety Officers Group Accident Statistics Benchmarking project.
- Implementation of the recommendations of the Zurich Risk Assessment Audit on health and safety.
- Introduction of ELearning for health and safety on the Intranet.
- Compilation and assessment of evidence supporting the application for the Health and Safety Executive Work Place Wellbeing Charter.
- Recognition by other local authorities and private business of the Council's Violence to staff policy and procedure as an example of Best Practice.
- A positive inspection undertaken by the Health and Safety Executive of Environmental Services.
- The relocation to the Former Magistrates Court and staff to Beech Hurst.

5.2 Corporate Training provided

- Induction training is ongoing and takes place on Tuesdays, this normally being the second day of employment with the Council and feedback has generally been positive. The formal workshop is still available to those staff whose manager considers that extra training will be beneficial and as a refresher to existing staff.
- E-learning for induction has been evaluated and following review, it is hoped that this will soon be live for new starters to complete. It will also be available as a refresher for established employees. There is e-learning available for fire awareness, personal safety and DSE workstation assessment. It is hoped that several topics will eventually be available under e-learning e.g. manual handling, stress, managing health and safety – an overview for managers and supervisors, driving safely and asbestos awareness.
- Additional training has been carried out on fire awareness, manual handling and first aid during the year.
- Display Screen Equipment and Risk Assessor refresher training has been provided.
- The Council has continued to provide training for new First Aiders and refresher training, where appropriate.
- The Environmental Service carries out its own specific health and safety training on a regular basis.

5.3 Results of Service Audits for 2012/13

- 5.3.1 The audit questionnaire was issued early in January 2013 in a shortened format focussing on risk assessment and the implementation of control measures.

The following topics are covered by the questionnaire:

- Risk Assessments
- Display Screen Equipment Assessments and eye test procedure
- Hazardous substance risk assessment
- Management of contractors
- Risk assessments for young persons and expectant/new mothers
- Personal protective equipment
- Equipment maintenance, servicing etc.

5.3.2 **Service response to audit questionnaire**

Overall the response was positive as reflected in this report with a number of Services not having any outstanding issues to be addressed. Those Services with outstanding issues are listed below but it will be noted that none of the activities concerned are major in nature.

Customers Services

All risk assessments completed as applicable, new risk assessment for recently occupied Former Magistrate’s Court, Romsey done and being circulated.

Community and Leisure

The lone working risk assessment and arrangements are to be reviewed. There are some on-going Display Screen Equipment assessments.

IT

Contractors to receive relevant induction to ensure they comply with TVBC published health and safety standards.

Planning and Building

Risk assessments completed as applicable. There are some on-going Display Screen Equipment assessments following the move from Duttons Road to the Beech Hurst Offices.

Planning Policy and Transport

All risk assessments completed as applicable. There are some on-going Display Screen Equipment assessments following new starters.

Finance

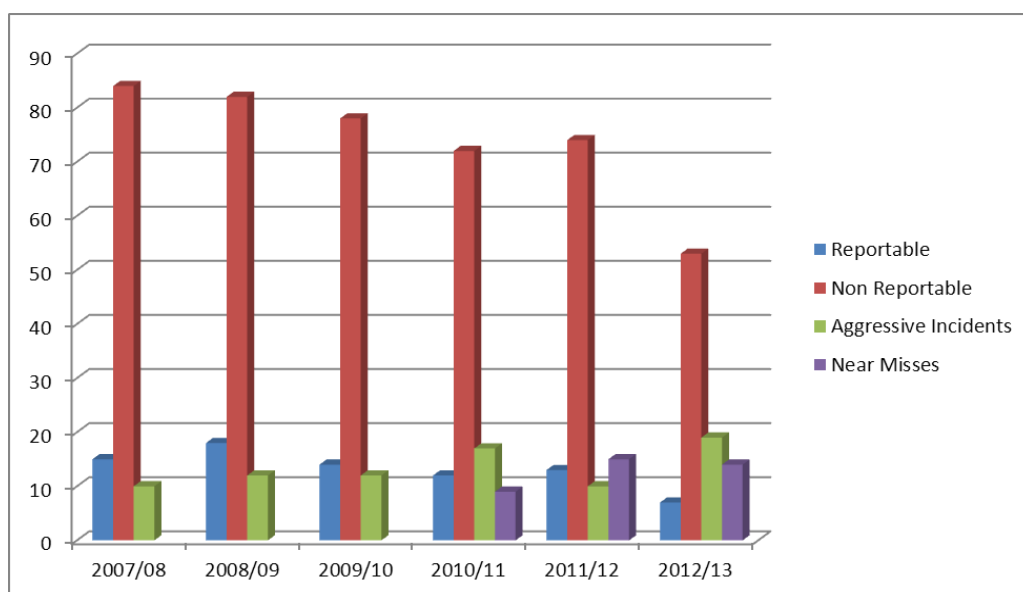
There are some Manual handling assessment to be completed and two Display Screen Equipment self assessments are outstanding (one new starter).

5.4 **Number of Incidents***

	2010/11	2011/12	2012/13
Total number of incidents reported to the HSE	12	13	7
Total number of non-reportable incidents	81	74	53
Total number of abusive/violent incidents	17	10	19
Total number of near miss incidents	9	15	14

*Incidents includes accidents, dangerous occurrences & cases of abuse/violence

Accidents and incidents



Accidents by Service 2012/2013 (2011/2012 figures)

Service	Non reportable		Reportable		Abusive/Violent		Near misses	
Finance	0	(1)	0	(0)	0	(0)	0	(0)
Chief Executives (incl. HR)	0	(0)	0	(0)	0	(0)	0	(0)
Community & Leisure *	10	(10)	0	(2)	0	(0)	1	(0)
Customer Services**	3	(1)	0	(1)	3	(3)	0	(1)
Planning Policy & Transport	3	(2)	1	(1)	7	(3)	2	(0)
Estates & Economic Development	3	(4)	1	(0)	0	(0)	1	(0)
Housing & Environmental Health	2	(3)	0	(2)	2	(1)	0	(0)
IT	0	(0)	0	(0)	0	(0)	0	(0)
Legal & Democratic	1	(1)	0	(0)	0	(1)	0	(0)
Planning & Building	5	(5)	0	(1)	1	(2)	1	(0)
Revenues	0	(1)	1	(0)	2	(0)	0	(2)
Environmental Services	26	(45)	4	(6)	4	(0)	9	(11)

* includes incidents to the public at TVBC owned leisure facilities & at the Lights

** includes incidents to the public

5.4.1 It is important that all incidents and near misses are reported to enable trends to be identified and control measures put in place as required. A reminder regarding accident reporting is issued via the Staff Information bulletin every 6 months.

5.4.2 During 2012/13, 93 accidents/incidents occurred. Of this total, 7 were reportable to the HSE, (accidents/incidents which involve a worker being incapacitated for more than 7 consecutive days, major injuries,

death, prescribed occupational health conditions or prescribed dangerous occurrences) 19 were abusive/violent incidents and 67 non-reportable (this included 14 near misses). The reporting of near misses appears to have had a positive effect on the number of accidents reported. As would be expected the highest incidence is within Environmental Services due to the hazards and risks associated with the work they undertake. However, there is a marked decrease which supports the fact that their management of health and safety is effective.

6.0 Key Challenges for 2013/14

- Continued review of Health and Safety Manual.
- Implementation of the 6 recommendations of the Internal Audit Health and Safety Report; Performance monitoring, review of Job Descriptions, Health and Safety Risk Screening of Cabinet decisions, the co-ordination of driver documentation checks, monthly updating of key contacts for health and safety on the Intranet, measures to ensure the correct value of Public Liability cover for contractors.
- Hampshire Safety Officers Group Inter Authority Audit of the health and safety management of contractors.
- The opportunity to participate in the Hampshire Ambulance emergency community defibrillator scheme.
- Continued implementation and evaluation of e-learning
- Achievement of a Work Place Wellbeing Charter award.
- Use of the newly implemented E-Risk Assessment Form

7.0 Conclusion

- 7.1 Over the last few years health and safety has been perceived in the eyes of the public and the press as being excessive. There seems to be an attitude which has the effect of potentially devaluing health and safety. Therefore it is important that the management of this aspect of work is done so in a proportionate manner. Test Valley Borough Council achieves this through sensible risk management which reflects positively on the Heads of Service and their staff.
- 7.2 This is particularly so in the case of Environmental Services where the hazard are significant and the potential risks are high. According to the national Health and Safety Executive statistics 5 out of 173 work-related fatal incidents in 2011/12 were within the waste/recycling services, yet the Health and Safety Executive inspection of these activities at Test Valley Borough Council resulted in a very positive report. This is at a time when statistics reveal that the Health and Safety Executive prosecuted 551 cases in England and Wales, an increase of 6% from the previous year and secured 506 convictions (92%). Health and safety cases still remain difficult to defend because prosecutors need only prove an accident occurred during the employer's business to force the employer to prove it is innocent of the charge(s) faced.

- 7.3 There are many activities in which the Council has involvement and this could make health and safety management difficult but there is a very positive attitude with the Council's management whilst at the same time taking into account the potential risks.
- 7.4 This positive attitude is reflected in the way that the Corporate Safety Advisor values the appreciation of managers and staff for her involvement and assistance. In addition she is confident that this will continue throughout 2013/14 and that the status of health and safety within Test Valley Borough Council will continue to be upheld and improved.
- 7.5 In addition to the Key Challenges listed in paragraph 6 of the report the Council also has regard of the Health and Safety Executive guidance - "*Leading health and safety at work*". This publication lists the 4 Principles which an organisation should fulfil in order to achieve good health and safety management. Therefore ANNEX 1 lists these Principles and identifies those actions which the Council will continue to undertake to ensure good health and safety management within the organisation in the year 2013/14.

ANNEX 1

Principle	Areas of focus	Actions to be taken	Milestones	Officer
1. Plan the direction of health and safety	Health and safety should appear regularly on the agenda of senior management meetings	Health and safety to be reported to Corporate Management Team & General Purposes Committee annually	October 2013	Environmental Health Manager
	Visible and active leadership from the top	Continued involvement of the Corporate Director as the Council's Health and Safety champion	Ongoing	Corporate Director
	The health and safety arrangements of partners, key suppliers and contractors should be assessed	Where partners, suppliers or contractors are engaged then the Service responsible follows the procedure given in the Council's Health and Safety Manual.	On going	Heads of Service who engage contractors
	The provision of specific health and safety training as necessary to some members of the senior management can promote understanding of the key issues	Briefing session to be provided, upon request, to Corporate Management Team	As necessary	Strategic Management Team
2. Monitor health and safety	The impact of changes such as new procedures, work processes or any major health and safety failure is reported to the senior management as soon as possible	(Actions as for Principle 2) plus The development of health surveillance, where identified through Risk Assessment	On going	Management Team Heads of Service
3. Review health and safety	Performance on health and safety is being recorded in the organisation's annual reports to stakeholders. Good health and safety performance can be celebrated at all levels	Publication of Corporate health and safety report on the Council's website	Dec 2013	Environmental Health Manager