

Test Valley Borough Council Corporate Annual Health and Safety Report 2013 - 2014

1.0 Introduction

1.1 This report covers the year April 2013 to the end of March 2014 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
- Electrical safety
- 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. Proactive monitoring includes annual audits which are undertaken by each Service, risk assessments with the continued development of e-forms for this purpose, site inspections coupled with appropriate health and safety training. Reactive monitoring involves incident recording and investigations.

2.4 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, Safety and Welfare 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 Group is composed of Service representatives from, Management, Staff and the Trade Unions and it is chaired by the Strategic Human Resources Manager. The 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, Procedures and documentation are available to all employees on the organisation's Intranet. In addition employees receive specific health and safety induction training, as appropriate, 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, along with the Aggressive Dogs list. These lists are regularly updated and with each update new passwords are issued. The procedure involves offenders receiving a letter, from the Corporate Director, advising them that they are being placed on the list. The names of offenders are removed from the list after a period of one to three years, depending on the type of abuse, as long as there is not a reoccurrence of the unacceptable behaviour during that period. To ensure that employees are aware of the risks and how to protect themselves, 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	2011/2012	2012/2013	2013/2014
First Aider training & equipment	£909.59	£892.00	1230.00
Equipment	£709.81	£1,295.00	832.44
Fire Awareness training	-	£895.00	-
External Safety Management training	£546.00	£1,301.20	810.00
RoSPA subscription	£443.00	£425.00	425.00
Dealing with Aggressive people training	£1239.60	-	1506.00
Occ. Health	£140.00	-	356.92
Safety Adviser training	£668.00	£449.94	290.00
Total	£4656.00	£5,258.14	£5449.92

** The estimated budget for Health and Safety for 2013/2014 was £5000*

5.0 Monitoring and Reviewing Performance

5.1 Corporate Achievements

- The Introduction to Health & Safety e-learning module is available on the Intranet.
- Continued development of the E-Form for Risk Assessments.
- Continued implementation and evaluation of e-learning
- Continued review of Health and Safety Manual.
- Piloting of the Hampshire & Isle of Wight Safety Officers Group Accident Statistics Benchmarking project.
- Approval of the revised Mobile Phone Policy.
- Regular use of the Staff Information Bulletin to increase health & safety awareness.
- Review of the Council's Lone Working procedure

5.2 Corporate Training provided

- Training of Responsible Persons and new Safety Representatives
- 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.
- Staying Safe when Lone Working
- E-learning for induction is available for new starters to complete and is also available as a refresher for established employees.
- There is e-learning available for fire awareness, personal safety and DSE workstation assessment. Other topics will eventually be available including manual handling, stress, managing health and safety, driving safely and asbestos awareness.
- Health & Safety training in specialist areas

5.3 Results of Service Audits for 2013/14

5.3.1 The audit questionnaire was issued in February 2014 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.

Community and Leisure

The lone working risk assessment and arrangements have been reviewed and are ongoing. Some Display Screen Equipment assessments are to be completed due to the recent office move

Planning and Building

Some on-going Display Screen Equipment assessments are in hand.

Finance

Certain manual handling assessments are to be reviewed.

Estates & Economic Development

Certain risk assessments are to be reviewed.

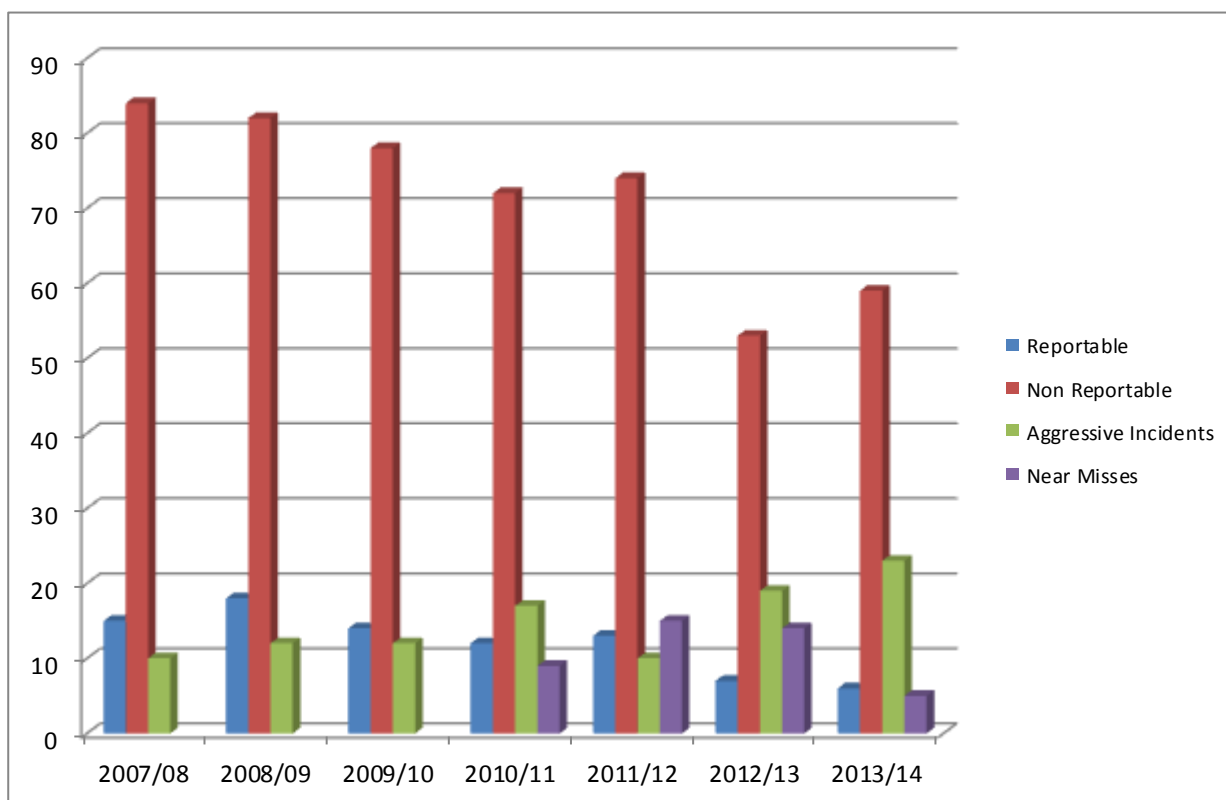
5.4 Number of Incidents*

Note: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 changed the requirement for employers to report accidents that resulted in a 7day+ absence rather than the previous 3 day+ requirement.

	2011/12	2012/13	2013/14
Total number of incidents reported to the HSE	13	7	6
Total number of non-reportable incidents	74	53	59
Total number of abusive/violent incidents	10	19	23
Total number of near miss incidents	15	14	5

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

Accidents and incident trends



Accidents by Service 2013/2014 (2012/2013 figures)

Service	Non reportable		Reportable		Abusive/Violent		Near misses	
Finance	1	(0)	0	(0)	0	(0)	0	(0)
Chief Executives (incl. HR)	1	(0)	0	(0)	0	(0)	0	(0)
Community & Leisure *	8	(10)	0	(0)	3	(0)	0	(0)
Customer Services**	8	(3)	0	(0)	2	(3)	0	(0)
Planning Policy & Transport	5	(3)	1	(1)	11	(7)	1	(2)
Estates & Economic Development	2	(3)	2	(1)	1	(0)	0	(1)
Housing & Environmental Health	0	(2)	0	(0)	4	(2)	1	(0)
IT	0	(0)	0	(0)	0	(0)	0	(0)
Legal & Democratic	2	(1)	0	(0)	0	(1)	0	(0)
Planning & Building	2	(5)	0	(0)	1	(1)	0	(1)
Revenues	0	(0)	0	(1)	1	(2)	0	(0)
Environmental Services	30	(26)	3	(4)	0	(4)	3	(9)

* 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 For the year 2013/14, 93 accidents/incidents occurred. Of this total, 6 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) 23 were abusive/violent incidents and 64 non-reportable (this included 5 near misses). The overall trend is a reduction in the numbers of incidents and near misses but the instances of verbal/physical abuse is increasing, with a 60% increase in 5 years.
- 5.4.3 As would be expected there are more incidents within Environmental Services due to the hazards and risks associated with the work they undertake. However, there is a continued decrease in the overall number of incidents, especially for near misses, which supports the fact that their management of health and safety is effective.

6.0 Key Challenges for 2014/15

- Continued review of Health and Safety Manual.
- Hampshire Safety Officers Group re-scheduled Inter Authority Audit of the health and safety management of contractors.
- Continued implementation and evaluation of e-learning
- Continued review of violence to staff list – To ensure the protection of employees but also compliance with the Data Protection Act and the Human Rights Act.

7.0 Conclusion

- 7.1 The year 2013/14 saw the continued review of the work of the HSE with a change from routine inspections to a more targeted approach in an effort to achieve health & safety compliance and improve standards. These changes mean that HSE inspectors focus on certain high risk industry sectors or on those businesses with a poor compliance track record. As a result the likelihood of Test Valley Borough Council having a routine inspection by the HSE is reduced and this reflects the Council's ability to manage health and safety in a good and proportionate manner.
- 7.2 Accidents and incidents still happen and according to the HSE in 2013/14 133 workers were killed at work and of these 4 worked in the Waste/recycling industry. So, despite the absence of regulatory inspections, it is important the Council's positive approach continues and that new legislation and good practice are incorporated into the organisation's day to day management and culture.

8.0 The Four Principles of Health and Safety Management.

- 8.1 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 for the year 2014/15.

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 2014	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 2014	Environmental Health Manager