

Annex

**Test Valley Borough Council's Corporate Annual Health and Safety
Report 2014 - 2015**

1.0 Introduction

1.1 This report covers the year April 2014 to the end of March 2015 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 proactive and reactive monitoring of the Council's health and safety performance. Proactive monitoring includes audits, 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 Environmental Health Manager, the Council's Health and Safety advisor (0.5FTE), the Environmental Services's 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 and/or abusive person 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 recurrence 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 Table 1 below.

Table 1 – Expenditure on Health & Safety

Purpose	2012/2013	2013/2014	2014/2015
First Aider training & equipment	£892.00	£1230.00	£1436.00
Equipment	£1,295.00	£832.44	£185.00
Fire Awareness training	£895.00	-	-
Safety Management training	£1,301.20	£810.00	£550.50
Subscriptions	£425.00	£425.00	£595.00
Dealing with Aggressive people training	-	£1506.00	-
Occ. Health	-	£356.92	£138.99
Safety Adviser training	£449.94	£290.00	£125.00
Total	£5,258.14	£5,449.92	£3,030.49

*NOTE: The estimated budget for Health and Safety for 2014/2015 was £6700
The under spend was due in part to the long term absence and subsequent retirement of Council’s Safety Advisor during this period. Her Continued Professional Development needs did not have to be provided for and her absence resulted in certain planned training for Council staff not being organised.*

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.
- Regular use of the Staff Information Bulletin to increase health & safety awareness.
- An ongoing review of the Council’s Lone Working policy and procedures, including a new Risk Assessment approach.

- The establishment of a multi Service working group to explore and implement a suitable corporate Lone Worker Monitoring system.

5.2 Corporate Training 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.
- 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.
- Health & Safety training in specialist areas

Table 2 – Number of Incidents*

Type of incident	2012/13	2013/14	2014/15
Total number of non-reportable incidents	53	59	52
Total number of incidents reported to the HSE	7	6	4
Total number of abusive/violent incidents	19	23	11
Total number of near miss incidents	14	5	8

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

Chart 1 - Accidents and incident trends

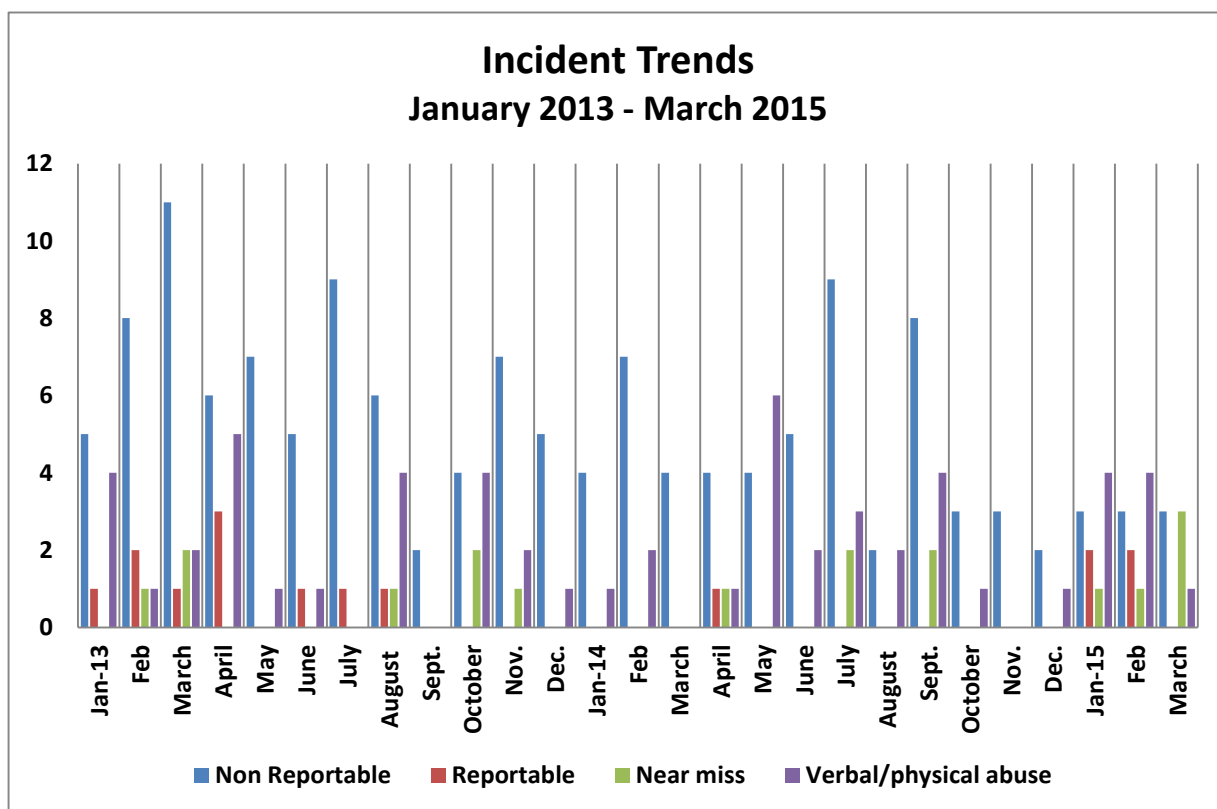


Table 3 – Accidents by Service 2014/2015 (2013/2014 figures)

Service	Non reportable		Reportable		Abusive/Violent		Near misses	
	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014	2014/2015	2013/2014
Finance	0	(1)	0	(0)	0	(0)	0	(0)
Chief Executives (incl. HR)	2	(1)	0	(0)	0	(0)	0	(0)
Community & Leisure*	10	(8)	0	(0)	1	(3)	1	(0)
Customer Services**	0	(8)	0	(0)	2	(2)	1	(0)
Planning Policy & Transport	0	(5)	0	(1)	3	(11)	0	(1)
Estates & Economic Development ***	2	(2)	1	(2)	0	(1)	0	(0)
Housing & Environmental Health	3	(0)	0	(0)	3	(4)	0	(1)
IT	1	(0)	0	(0)	0	(0)	0	(0)
Legal & Democratic	1	(2)	0	(0)	0	(0)	0	(0)
Planning & Development Control	2	(2)	0	(0)	1	(1)	1	(0)

Revenues	0	(0)	0	(0)	0	(1)	1	(0)
Environmental Services	31	(30)	3	(3)	1	(0)	4	(3)

** Includes incidents to the public at TVBC owned leisure facilities and at the Lights*

*** Includes incidents to the public whilst in the reception areas*

**** Includes incidents to the public at TVBC owned properties e.g. the Lights, sport grounds*

- 5.4.1 One of the Reportable incidents, notified to the HSE, involved an employee being struck by a moving vehicle at one of the Council's premises. The HSE did not elect to visit; nevertheless a full investigation was undertaken by the Council and its insurers. Incidents notifiable to the HSE always require investigation but it is important that all accidents and near misses are reported to managers so that proportionate action can be taken and where appropriate control measures implemented. As a learning organisation accurate incident reporting allows trends to be identified which in turn can highlight training needs or changes in working practices. For these reasons a reminder regarding accident reporting is issued via the Staff Information bulletin.
- 5.4.2 For the year 2014/15, 75 accidents/incidents occurred. Of this total, 4 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). Eleven were abusive/violent incidents and 60 non-reportable (this included 5 near misses). The overall trend continues to be a reduction in the numbers of incidents, near misses and notifiable accidents with a 19% decrease compared with the year 2013/14.
- 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.

6.0 Key Challenges for 2015/16

- 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 The Four Principles of Health and Safety Management.

7.1 The Council has regard of the Health and Safety Executive guidance - *“Leading health and safety at work”*. This publication lists the four Principles which an organisation should fulfil in order to achieve good health and safety management. Therefore Table 4 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 2015/16.

Table 4

Principle	Areas of focus	Actions to be taken
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
	Visible and active leadership from the top	Continued involvement of the Corporate Director as the Council’s Health and Safety champion
	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.
	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
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 1) plus The development of health surveillance, where identified through Risk Assessment
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

8.0 Conclusion

- 8.1 The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of Test Valley Borough Council having a routine inspection by the HSE. HSE inspectors focus their resources on certain high risk industry sectors or on those businesses with a poor compliance track record.

- 8.2 The absence of regulatory inspections makes it ever more important for the Council's positive approach to continue and that new legislation and good practice are incorporated into the organisation's day to day management and culture.