

**Test Valley Borough Council
Annual Health and Safety Performance Report
2019 - 2020**

1.0 Introduction

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

The Government's 'Revitalising Health and Safety' strategy document requires all public bodies to summarise their health and safety performance plans in annual reports, and that government (including local government) be exemplars of health and safety best practice.

This report summarises significant health and safety management activities over a twelve month period (April 2019 to March 2020) covering key achievements, council-wide statistics and developments for the year ahead.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the council performs well and also areas for improvement;
- Openness and accountability in all of the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

2.0 Executive Summary

The Council's health and safety function has delivered on its objectives during the year. A few highlights of the year are listed below:

- A positive response from the annual health and safety audit questionnaire, with less outstanding actions indicating greater compliance to health and safety policies and procedures.
- A number of safety training courses were run which this time included training for senior management.
- Although not directly attributed to the corporate health and safety function, the implementation of body worn cameras for the CEOs had reduced the severity of parking 'road-rage' incidents.

The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of non-routine inspections by the Health and Safety Executive (HSE).

3.0 Risk Exposure and Strategies for Control

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. 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

The end of the last financial year also highlighted the health risks associated with pandemics. The Council has always had a procedure for dealing with flu pandemics such as the avian (H5N1) flu, but the new coronavirus has called for a much larger, long-term strategy which is constantly evolving at this present time.

The Council continues to develop and implement appropriate strategies and systems to identify and record foreseeable risks and reduce them to as low a level as is reasonably practicable. These strategies are subject to periodic review and appropriate remedial measures or adjustments are made as necessary.

3.1 Monitoring

Risks are controlled using both proactive and reactive monitoring of the Council's health and safety performance.

Reactive monitoring is triggered by events including injuries, ill health, reports of damage or complaints whereby action is taken to prevent a reoccurrence. (See section 3.4 for a breakdown of incidents)

Proactive monitoring includes audits, risk assessments, site inspections and appropriate health and safety training. A couple of key areas are detailed below.

Annual Health and Safety Questionnaire findings

The annual questionnaire was sent to Heads of Service and all forms were returned confirming that procedures were in place to maintain good health and safety standards.

It was pleasing to note very few outstanding actions:

Action	Service(s)	Action completed?
Risk assessments – Complete and regularly reviewed	Planning & Building Control	Out of hours policy will be reviewed in 2020
Risk assessments – Training conducted for higher risk activities	IT	Gas suppression system training due Feb 2019
Risk assessments – Training records for higher risk activities	Leisure (Parks & Countryside team)	Further work required
Risk assessments – Control measures in place	IT	Safety footwear under review
Risk assessments – Documented procedures available	IT	Lone working procedures (awaiting confirmation that they are 'Service Specific')

Workplace Inspections

The council's Health, Safety and Wellbeing Group members have been tasked with performing regular inspections of their respective working areas. Regular inspections of the operational depots at Portway and Bourne House are conducted on a monthly basis by the Health and Safety Manager.

3.2 Corporate Training

- The Council has continued to provide training for new first aiders and refresher training, where appropriate.
- A number of IOSH (Institute of Safety & Health) training courses were run during July
 - A 1 day Managing Safely refresher course for those staff who had previously attended a number of years prior
 - A ½ day Leading Safely course attended by Heads of Service and the Senior Management Team
 - A 3 day Managing Safely course for a number of middle managers that had not previously attended
 - A further course was held in March 2020 for Health & Safety Reps within each service which was paid for by our insurance claims management company.

- Training for service DSE (Display Screen Equipment) Assessors was conducted as an online course for the first time, instead of class-room training.
- A new e-learning provider came on board this year, and the training site has an area dedicated to health and safety courses. The new system also allows for a dedicated focus of a particular mandatory course and so far Fire Safety and DSE has been covered and completed by all TVBC employees.
- The Environmental Service and Property and Asset Management Service carry out their own specific health and safety training as required for their staff roles.
- Health and safety training in specialist areas is arranged on request.
- Fire warden training was due but had to be postponed due to the Covid-19 outbreak.

3.3 Financial Resources

The annual budget is used to fund council activities such as staff training in health and safety matters and to enable the Council's Health and Safety Manager to be trained and kept abreast of developments in health and safety law and safety management practice.

The expenditure of this budget for the last 3 years is given in the table below:

Expenditure on Health and Safety

Purpose	2017/2018	2018/19	2019/20
First Aider training and equipment	£2304.83	£1941.15	£2338.08
Equipment	£1068.18	-	£1093.45
Other safety related training	£1292.00	£2874.00	£1602.00
Subscriptions	-	£115.00	-
Total	£4665.01	£4930.15	£5033.53

3.4 Accident/Incident Data

For the period 2019/20, there were a total of 79 incidents. Of this total, 1 accident was reportable to the HSE, 23 were verbal abuse/violent incidents and 55 were non-reportable incidents (these included 5 near misses).

Comparisons for the last 3 years are given in the table below:

Overview of incidents

Type of incident	2017/18	2018/19	2019/20
Total number of non-reportable accidents	45	35	50
Total number of accidents reported to the HSE	5	2	1
Total number of verbal abuse / violent incidents	26	22	23
Total number of near miss incidents	10	7	5

- 3.4.1 The total number of incidents reported has increased by 13 and is more on a par with 2017/18 figures.
- 3.4.2 The reportable incident that was notifiable to the HSE was due to an accident that resulted in an employee being absent from work for more than 7 days as a result of a minor injury.
- 3.4.3. As would be expected, there are more accidents within the Environmental Service due to the hazards and risks associated with the work that is undertaken.
- 3.4.4 There were 2 potentially violent incidents that involved food inspectors from Housing and Environmental Health. Both incidents were reported to the Police.
- 3.4.5 The greatest number of abusive incidents occurred within the Property and Asset Management Service and was mainly directed at the parking Civil Enforcement Officers. None of the incidents were physical in nature. The parking team have worn body worn cameras since 1 April 2019, and although the number of incidents has not decreased, the severity of harm has, with staff stating that mentioning the camera does help to diffuse a difficult situation.

A full breakdown by service is given in the table below:

Overview of incidents by service

Service	Non Reportable		Reportable		Abusive/Violent		Near Misses	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
Chief Executives (incl. HR)	0	1	0	0	0	0	1	0
Community & Leisure*	4	2	0	0	1	1	1	0
Environmental	24	36	2	1	3	0	3	2
Finance	0	0	0	0	0	0	0	0
Housing & Environ. Health	1	0	0	0	3	8	1	0
IT	0	0	0	0	0	0	0	0
Legal & Democratic	0	0	0	0	0	0	0	0
Planning & Building	1	4	0	0	0	0	1	2
Planning Policy	0	1	0	0	0	0	0	0
Property & Asset Management**	5	5	0	0	9	11	0	2
Revenues (incl. CSU***)	0	1	0	0	6	3	0	0

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

** Includes incidents to the public at TVBC owned properties e.g. the Guildhall and tenants within TVBC run buildings e.g. Beech Hurst

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

4.0 Key Challenges for 2020/21

Focuses for the current year include:

- Covid-19 has started the new financial year with a lot of uncertainty. The key challenge for 2020/21 will be to keep our staff as safe as possible whilst maintaining the key services that the Council provides.
- Ensuring that health and safety remains a focus for all and that staff use the resources available to them.
- Amendments to the Council's Driving at Work policy and introduction of a Driver Safety Handbook
- A revision of the Health and Safety intranet page due to the forthcoming change to the Council's file management system.
- Making further use of the resources available through our insurers i.e. 3rd party audits and reviews, to ensure that the Council is reducing risk and working to 'best practice'.