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Report Number **AuG/18/23**

To: Audit & Governance Committee
Date: February 2019
Status: Information Report
Responsible Officer: Alastair Clifford, Operations Manager
Andy Blaszkowicz, Assistant Director
Cabinet Member: Councillor Dick Pascoe

SUBJECT: CORPORATE HEALTH & SAFETY ANNUAL REPORT

SUMMARY: This report details the performance of Corporate Health and Safety over the last calendar year and looks into future work.

RECOMMENDATIONS:

1. To receive and note Report AuG/18/23.

1. INTRODUCTION

This report summarises the District Council's health and safety performance to the end of the Annual year 2018, and outlines its intentions for 2019 and beyond. Health and safety is monitored against an ongoing action plan devised by the Corporate Health & Safety officer in agreement with assistant director for Environment and Corporate Assets and the Operations Manager.

This annual review against the action plan reveals that significant areas of work have been undertaken in relation to abuse, aggression and violence procedures, fire safety procedures and direct labour organisation related safety. This demonstrates that the District Council has a strong commitment to the health and safety of its workforce, and to others who may be affected by its activities.

Health and safety is provided by the Corporate Health & Safety officer in conjunction with managers and appropriate personnel. The Council employs approximately 372 employees in various roles, including full, part-time and casual staff; equating to 288 FTE. The Council has a broad range of activities with a wide variety of risks to manage. To ensure that all risks are identified, the Council has risk assessment processes for use by managers and staff. The most common risks identified include:

- Lone working
- Violence and aggression
- Transport and road risk
- Manual handling risks
- Slips and falls
- Work-related ill health, including work-related stress
- Working at height

2. KEY ACTIVITIES

CODES OF PRACTICE

Corporate Health and Safety provides codes of practice (COP) and guidance to managers and employees to equip them with the necessary support to meet their health and safety obligations. The Council has a rolling programme of COP review and implementation to support effective health and safety management. The following COP's were revised/implemented during the year;

- Abuse, Aggression and Violence
- Management of Contractors
- Personal Protective Equipment (PPE)
- Health Surveillance

TRAINING

Training provision is an important part of mitigating risks to health and safety. To ensure there is relevant training and sufficient funding the corporate health and safety officers work with Human Resource (HR) officers, Organisational Development (OD) Staff and service area managers. The electronic package WorkRite is used to deliver the majority of employees statutory training, however many of the Direct Labour Organisation (DLO) staff and specialists need further training as identified by individual job requirements.

It is understood that at present there is not a centralised database that identifies and records training requirements for individuals. The organisation and identification of training varies by service area and risk level. To address this issue the H&S officer, OD and HR teams will be working together over the next year to support service area managers to identify their statutory training requirements, fund and deliver these as necessary.

Table 1: Training delivered shows some of the critical training that was undertaken during the year. Training was predominantly delivered by external suppliers, except training for fire wardens which was internal, conducted by the corporate H&S officer.

It should be noted that in the DLO organisations of the council, such as that in Grounds Maintenance (GM), Engineering and Buildings (E&B) and the Hythe Pool teams, that practical sessions called toolbox talks and onsite job specific training for equipment are regularly delivered to new starters, seasonal staff and as reminders where near misses and incidents have occurred.

Table 1: Training delivered

Course Type	No.	Comment
Fire Warden (including tenants in rented office space)	14	Fire precautions and methods for evacuating staff in the event of a fire.
Conflict Management	53	Skills and confidence for dealing with conflict and risk situations.
Driving Assessor	2	To enable assessment of fleet drivers and essential car users.
Personal Resilience	10	Develop Strengths. Understanding Resilience. Cope with Pressure.
Manual Handling Techniques	18	Training in correct lifting techniques & risks through incorrect lifting.

Handling difficult customers	15	Customers services dealing with members of public.
First Aid at Work (3 days)	3	Competence to become a qualified First Aider.
Face fitting for dust / fumes masks	38	In line with on the job requirements in DLO.
Grounds Maintenance Safeguarding venerable people.	42	This is how to recognise the venerable that are in public places.
Asbestos awareness.	9	Half day course directed at those that are most likely to come into contact.
Reactec HAVWEAR monitoring system for Hand Arm Vibration.	52	Training users and managers on the system and how to prevent HAVS

FIRE SAFETY

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained as Fire Wardens. They perform two roles; undertaking ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conducting a sweep of their allocated fire zone to ensure all persons have safely evacuated.

To ensure compliance with the Fire Safety order a review is being undertaken by the Engineering & Buildings team. Work has started on high risk buildings, such as the Civic Centre, Oxenden Road Depot and Hawkinge Depot and will continue through all Council Operated Assets. In general only minor items have been raised which are being addressed predominantly within allocated budgets, but also utilising the capital enhancement funds.

FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Folkestone and Hythe Civic Centre there is a mixture of full First aid at Work and Appointed Persons (for the 24hr Lifeline call centre). Hythe Swimming pool staff undergo further training superficially design for swimming pools. Requalification is in line with the HSE guidance and the level of first aid required is based upon specific job risk. DLO staff are also individually identified depending on work location and risk.

MEETINGS OF HEALTH AND SAFETY GROUPS

The Council has in place a number of health and safety groups to ensure that there is a corporate approach and understanding to all relevant issues. The Health and Safety Officer reports to the Staff Consultation Forum (SCF) on a six weekly basis. The SCF is chaired by the corporate HR manager, and comprises the Health & Safety Officer, a range of appointed workplace SCF champions, and a UNISON Safety Representative. The Group discuss codes of practice, reports and supports the Corporate Health & Safety Officer in determining the Council's priorities in health and safety.

In addition to the SCF an Environmental & Corporate Assets meeting is held every 6 weeks, that gathers all the high risk service area managers within the Environmental and Corporate Assets service areas. It is used as a forum to discuss and share best practice regarding any accidents, incidents, near misses and insurance claims in detail and looks at how these can be prevented or reduced.

OCCUPATIONAL HEALTH

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion. Table 2: Health surveillance shows a breakdown of the teams that health surveillance is provided to.

The Health, Safety Officer works closely with HR who manages the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on two yearly programme of health surveillance checks, consisting of hand-arm vibration, skin surveillance, respiratory and audiometry.

Table 2: Health surveillance

Team	No.	Notes
Grounds Maintenance	54	Park Keepers, Sports Ground, Cemeteries, Highways.
Property	6	Maintenance
Other	1	Driver

3. PERFORMANCE

The following section details accidents in relation to the years 2017 and 2018. With the appointment of the Corporate H&S officer all accidents are recorded in one place, therefore in the future this report will move towards detailing accidents over a rolling five year period.

The total number of accidents remains low, with an increase over the past year from 8 (an incident rate of 0.028 per FTE) to a total of 14 accidents recorded (an incident rate of 0.049). As can be seen from

Table 3: Accident totals, there is no individual type of accident that is the most significant; however most of the accidents can be grouped into “slip trip and falls” along with manual handling related injuries.

Table 4: Accidents by service area shows that there has been an increase in the accidents incurred by “other council staff”.

Table 5: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) shows there has been one reportable RIDDOR incident involving a council employee in the year 2018. This was a disease related incident, linked to Hand Arm Vibration Syndrome (HAVS). The RIDDOR incident did not result in the Health and Safety Executive conducting any follow up investigations, and involved an older member of staff whose work life had predominantly been spent working on machinery not employed by FHDC.

Table 6: Work days lost due to accidents shows that again no days have been lost due to accidents. Table 7: Accidents involving members of the public have remained low over the past two years.

Accident statistics continue to remain low, however there has been a slight increase in the number of recorded accidents. This is believed to have incurred in line with a drive to report all accidents, no matter how small. As the largest service area within the Council, grounds maintenance remains as the department with highest related risks.

Training and other interventions remain in place to address the areas of highest injury. The wider H&S team continues to not only address the accident related incidents but also focus on areas which have potential to cause serious injury and must therefore not be overlooked. Such areas identified during the previous year include asbestos/legionella management, fire safety and contractor control.

Table 3: Accident totals

Type	2017	2018
Contact with machinery	0	1*
Struck by moving object	2	2
Strike by moving vehicle	0	1
Strike against fixed object	2	1
Slip, trip, fall same level	1	3
Lifting & handling injuries	0	3
Injured by an animal	0	1
Fall from height	1*	0
Physical Assault	0	0
Contact with electricity	0	0
Trapped by something collapsing	0	0
All other kinds & unspecified	2	2
Total	8	14
Incident Rate <i>per 100 FTE employees</i>	0.028	0.049

*RIDDORS (reportable injuries)

Table 4: Accidents by service area

Service Area	2017	2018
Grounds Maintenance	7	8
Engineering & Buildings	0	0
Other Council Staff	1	6

Total	8	14
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Table 5: RIDDOR

Type	2017	2018
RIDDOR Accidents	1	0
RIDDOR Disease	0	1*

Table 6: Work days lost due to accidents

Type	2017	2018
Number of work - related days lost	0	0

Table 7: Accidents involving members of the public

Type	2017	2018
Public	1	1

WORK RELATED ILL HEALTH DAYS LOST

Lost working time statistics through ill health e.g. stress, anxiety and depression are gathered and produced via the Human Resources team.

4. AUDIT

The audit report from January 2018 contained seven agreed management actions to reduce the identified risks. Table 8: Audit Criticality details how these were categorized and whether or not they have been implemented to date. Table 9: Task Update details the recommendation and any progression for each task to date.

Table 8: Audit Criticality

Risk Priority	No. of Initial Recommendations.	No. Fully Implemented	No. Partially Implemented	No. Outstanding
Critical	-	-	-	-
High	-	-	-	-
Medium	4	2	2	0
Low	3	2	1	-

Table 9: Task Update

Priority	Recommendation	Progression
Medium	The draft Health & Safety Policies & Procedures should be approved and brought into effect as soon as possible.	The policy and procedures have been amended to reflect change of council name, relevant legislation and responsible persons. There are 3 outstanding procedures to further amend due to changes in policy.
Low	All policies should be reviewed to ensure that the correct officer titles are included in them.	This has been completed and also taken into account the council name change.
Low	Managers should be reminded to update their risk assessments on a regular basis.	A central H&S drive has been set up and is accessible to all. Grounds Maintenance risk assessments have been completely reviewed and other departments are being contacted in line with perceived risk, therefore work is currently focused around the DLO operations.
Medium	To establish whether the daily and weekly checks are required on fire equipment and if so responsibility for these should be allocated.	The responsibility for the completion of the monthly fire checks now lies with Engineering & Buildings team and they are completing all statutory checks.
Low	To reconcile the list of First Aiders from phone book to Intranet.	The list of the First Aiders on the Intranet is correct, however the noticeboard information is still to be

		<p>updated. This will be completed once the refresher training is undertaken during February 2019.</p> <p>The Fire Warden information is up to date and various training has been completed recently. New trays and folders are in the process of being installed to retain the information and hi-vis for the wardens.</p> <p>Training has also been carried out for the three different sets of tenants in the Civic Centre.</p> <p>Further training being planned for later in 2019 to replace any leavers that were fire wardens.</p>
Medium	Reports should be taken to Audit & Governance Committee at least annually to enable it to meet its terms of reference	This is the first of these annual reports.
Medium	Senior management should satisfy itself that it is receiving sufficient information on Health & Safety matters to fulfil its responsibilities.	<p>The corporate health and safety officer has 6 weekly meeting with other service managers with the Deputy Director of Commercial & Technical Services, who then reports to his respective Corporate Director and the Portfolio Holder.</p> <p>A quarterly H&S report is produced and sent to the CLT.</p> <p>It should be clarified what information is required by the Head of Paid Service as the ultimate responsible officer of the Council for Health & Safety matters.</p>

5. LEGISLATION UPDATE

No HSE legislation changes have occurred that affected the Councils current policies and procedures.

6. HEALTH AND SAFETY ACTIONS FOR 2019/20 AND BEYOND

In 2019/20 the emphasis will be to support managers and staff to continue good standards of health and safety and continuous improvement. An action plan has been developed that tracks this work; a summary of key actions are provided below:

- a. Review the corporate health and safety procedures (2 year programme).
- b. Revise corporate guidance on fire safety and fire wardens.
- c. Revise the corporate guidance on legionella management.
- d. Revise the corporate guidance on asbestos management.
- e. Deliver a health and safety training programme.
- f. Undertake audits/inspections of individual services/teams/buildings.
- g. Undertake fire risk assessments across all council managed buildings and assets.
- h. Update and improve intranet based health and safety information for staff use.
- i. Undertake driving assessments on all fleet drivers and then all essential users.

7. HEALTH AND SAFETY EXECUTIVE VISIT / CONTRAVENTIONS

The Health and Safety Executive (HSE) visited the Grounds Maintenance department in 2017 and a number of contraventions were investigated. The most significant was a failure to comply with the HAVS regulations. In the scheduled follow up visit in September 2018 to review the progress the HAVS concerns were closed and a few other issues was raised. These are all now considered closed by the HSE, however they have stated they will be visiting DLO staff to ensure they are acting accordingly and to policy. The contraventions are explored in more detail, along with the actions that took place to remove the contraventions in the following section;

- Control of Substances Hazardous to Health (as amended) Regulations 2002, Regulation 9 - The local exhaust ventilation system (id0036) had not received a thorough examination or test within the previous 14 months. The inspection and test has now been completed and the machine is working as per manufacturer's specification. The weekly checks that have been setup have been completed and we will continue to monitor its use in the future.
- Control of Substances Hazardous to Health (as amended) Regulations 2002, Regulation 7 - Face masks have been provided for staff but it had not been ascertained whether they are sufficient or suitable for use. A review of all operations that could require RPE has been undertaken. – The FFP3 masks are now in stock. The face fit testing has been completed with the appropriate staff. Suitable masks have been identified and these are in the process of being ordered.
- Control of Substances Hazardous to Health (as amended) Regulations

2002, Regulation 7 - We had not ensured a suitable and sufficient COSHH assessment had been conducted for our welding operations on site. The COSHH assessment was completed and in line with the Risk Assessment we have provided suitable PPE and to achieve this the users have completed the actions as seen in contravention 2.

- Control of Substances Hazardous to Health (as amended) Regulations 2002, Regulation 11 - We had not provided health surveillance for our welding operatives & we had not provided health surveillance for grounds maintenance employees so that they are aware of the exposure to substances such as oil can cause skin conditions such as dermatitis. We have started delivering the dermatitis toolbox talks to our staff and have completed 60% of these, the rest will be ongoing over the following months. The health surveillance has been arranged with our supplier and is due to start in March on a rolling program.
- Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 21 - No washing facilities have been provided at a readily accessible site. The works have now been completed and suitable facilities are provided locally to the office/canteen area.

A number of general issues were also highlighted, and these are detailed below;

- Manual Handling and Working at Height – large items were found to be stored at height, these have been individually addressed and toolbox talks are on-going in relation to this.
- Air guns – users were utilising the compressed air system to remove debris and build up on the radiators of plant machinery with no restriction or risk assessment of the consequences. We tested the pressure of the air guns and found them to be at >90PSI. We have also checked the manufacturer's recommendation and found that they do suggest air pressure is used to blow out the radiators so need to continue with a more controlled process. We have achieved this by installing two separate 29PSI low pressure connection points where this work is completed, and have locked the pressure at these points mechanically, with the key held offsite with the Technical Services supervisors of the Grounds Maintenance team. We are also installing an alternative connection to these locations and the air guns used so they cannot be used on the high pressure system accidentally. Face shields have also been ordered to protect the user.
- Uneven Flooring; Areas both internally and externally were found to have uneven ground, these areas have now been addressed.

8. CLAIMS DUE TO ACCIDENTS / INCIDENTS /OTHER

The following section and Table 10: Claims details provide details on what is registered on the insurance database. This is a high level extract and is intended to be indicative only and further information can be requested. In 2017 there were a total of 104 claims with a minor decrease in 2018 to 102.

Road traffic collisions rose to 20 incidents from 14 in the calendar years 17-18. To address this the council has started a driving assessor scheme. Two officers have been placed on driving assessor courses and will be training and evaluating all fleet

and essential car users within the council. This has started with the fleet users, such as in GM and E&B, but will roll out over 2 years to all staff.

Strimming incidents remain fairly high, but in line with what is to be expected from the considerable Grounds Maintenance routes. Investigations are being made into the practicality of reducing strimming requirements through alternative methods such as preventative spraying.

Public liability claims have reduced overall, half of this reduction is attributed to play area claims, showing that the focus applied too this within the E&B team is having the desired response.

Table 11: Insurance Claim Costs shows that there has been a reduction in total claim costs. This pattern continues if the removal of the potential data breach claim is considered. However it should be stressed that as claims are ongoing and based upon financial years this data could alter significantly.

Table 10: Claims

Type	2017	2018
Road Traffic Collision. Council vehicles involved in accidental incident either with other vehicles or fixed objects.	14 incidents; 7 Hit third party vehicle 5 Hit stationary object 2 other type of incident	20 incidents; 6 Hit third party vehicle 6 Hit stationary object 8 other type of incident
Members of public vehicles hit by flying debris from strimming etc	14 strimming incidents; 2 incidents involve injury to a person	16 strimming incidents; 0 incidents involve injury to a person
Injured members of public from faulty equipment, i.e. play equipment, park benches, and uneven ground.	76 claim for public liability; 7 Play Area incidents 9 Slip incidents 6 Trip incidents 43 Other types of claim	66 claim for public liability; 2 Play Area incidents 2 Slip incidents 6 Trip incidents 56 Other types of claim
	Total: 104	Total: 102

Table 11: Insurance Claim Costs

Type	2017/18	2018/19
Motor claims	£31,228	£3,845
Miscellaneous	£3,367	£2,699
Property	£2,970	£1,299
Public	£411,890*	£1,929

**This includes potential claim for Data Protection Breach for £323,500.*

9. CONCLUSION

Accident levels albeit slightly higher than previous year are still very low for the type of work being undertaken within the council. This is testament to the great work of all officers and especially within the DLO sections of the council. There have been 0 lost days caused by accidents for the year and only one RIDDOR for the year.

The HAVS contraventions investigations and actions have been considered closed by the HSE, however the momentum and the good work completed during this must continue in other at risk areas.

There has been a significant drive to have a more proactive approach to the H&S within the council, led by the Assistant Director – Environment & Corporate Assets and the Corporate Health and Safety Officer. This year has set a bench mark on what can be achieved and it is understood there is still an ongoing significant volume off work to continually improve safety for all staff and others affected by our work.

10. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

10.1 Legal Officer's Comments (DK)

There are no legal implications arising directly out of this report other than as already stated therein. It is the Council's duty under the Health and Safety at Work etc. Act 1974 (as amended) to protect the health, safety and welfare of its employees and other people who might be affected by its business, which includes making sure they are protected from anything that may cause harm and controlling any risks to injury or health that could arise in the workplace.

10.2 Finance Officer's Comments (RH)

There are no financial implications concerning this report.

11. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councilors with any questions arising out of this report should contact the following officer prior to the meeting

(Alastair Clifford: Operations Manager)

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