1. PURPOSE

1.1 The report refers to key aspects of health and safety which occurred across the Strategic Alliance during the period from July 2008 to May 2009. The report also provides supporting statistical information.

2. RECOMMENDATION

2.1 The Committee is asked to note and support the report.

3. BACKGROUND

3.1 The Council’s Corporate Aim “Improving the Council” includes the encouragement of a positive health and safety culture where everyone takes responsibility for safety and risk minimisation.

3.2 The Council outlines its legal and moral responsibilities in its Health & Safety at Work Statement of Policy and Specific Responsibilities for Health & Safety within the Council.

3.3 The primary role of the corporate health and safety team is to provide managers with the necessary support and advice to implement their Service Health and Safety Plans. This involves updating staff on new legislation and ensuring written guidance is revised regularly, updated and accessible.

4. ISSUES AND ANALYSIS

These are detailed in the main body of the attached report.

5. IMPLICATIONS

5.1 The requirements of health and safety legislation have been referred to within the attached report.
5.2 There are no environmental, financial, equal opportunities, human rights, risk management, project management or community safety implications raised by this report.

6. **BACKGROUND PAPERS**

Copies of Health and Safety Committee reports, accident reports, violent incident reports and the like are available from Human Resources & Payroll.
Annual Health and Safety Report
Financial Year 2008/9

CONTENTS

Corporate Health and Safety Report

Appendix 1: Corporate Health & Safety Statistical Information
CONTENTS

1. Summary
2. Corporate Commitment to Health & Safety
3. Provision of Competent Health & Safety advice and Support
4. Systems in place to identify and assess risks to the organisation
5. Monitoring of contractors
6. Consultative arrangements
7. Corporate Health & Safety Training
8. Health and Safety Monitoring
9. Key Performance Indicators
10. Progress against action plan 2008/9
11. Proposed plans and targets for 2009/10
1. **Summary**

The Corporate Health and Safety Section has continued to ensure policies, procedures and systems are in place to meet the requirements of current legislation and best practice. Principal areas of work have included a review of the Council’s Safety Management Systems in order to ensure they are robust in light of the new legislation regarding Corporate Manslaughter, which came into effect on 6 April 2008, and the Institute of Directors and Health & Safety Commission guidance ‘Leading Health & Safety at Work’.

The activities of the section have also been subjected to a review by internal audit. The Alliance was also successful in being awarded a RoSPA Silver Award.

This report refers to key aspects of health and safety which occurred across the Strategic Alliance during from April 2008 to March 2009. The report also provides supporting statistical information.

2. **Corporate Commitment to Health & Safety**

The Strategic Alliance recognises its obligations under health & safety legislation and has declared its commitment to improving the health, safety and welfare of its employees and others within the Health & Safety Policy Statement.

The Policy Statement was reviewed during 2008 and signed by the Joint Chief Executive of the Strategic Alliance.

The Health & Safety Management Systems that complement the Policy Statement are presently under review with the aim of creating one electronic health and safety portfolio available to all employees across the Strategic Alliance.

The Health & Safety Policy and associated documentation will eventually be available via the Council’s Intranet site.

3. **Provision of Competent Health & Safety Advice and Support**

Increasing legislative demands and expectations intensify the focus on health and safety related issues.

The Corporate Health and Safety team consists of two and a half posts, two of whom currently have a part role in Emergency Planning at Staffordshire Moorlands District Council. Since July 2008, the team has embraced the wider role for health and safety across the Strategic Alliance. The Corporate Health and Safety Adviser is a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) and oversees operation of the policy and safety management system on the Joint Chief Executives behalf, and is available to advise all staff on health and safety matters.
This integral function has raised awareness to health and safety standards and other requirements, which in turn will hopefully result in raised confidence towards health and safety by our staff, managers and partners.

4. Systems in place to identify and assess risks

Risks to the organisation arise from a lack of resources to carry out the function, changes in legislation, changes in service provision, and changes in work activities.

All new legislation and guidance is reviewed by the Corporate Health and Safety Adviser to determine whether action is necessary to meet these requirements within the Council. New or significant changes in policy are agreed by the Joint Senior Management Group, Joint Consultative Committees and Health and Safety Committee.

The cornerstone of health and safety is risk assessment. The risk assessment process is embedded within the Safety Management System and training is provided as required to ensure competent persons are available to undertake appropriate assessments.

The Assistant Chief Executive and Executive Director & Monitoring Officer are the nominated Safety Champions within the Strategic Alliance. This role includes being responsible for the general co-ordination, implementation and monitoring of the Health & Safety Policy and Performance on the Chief Executive’s behalf.

The introduction of a ‘safety champions’ ensures that health and safety issues are considered for all major projects at the concept stage, where interaction is essential to maintain standards without incurring additional costs. The ‘safety champions’ chair the health and safety committees.

5. Monitoring of Contractors

The Council’s contractor guidance provides advice to those seeking to work in partnership with us. At the corporate level a joint policy on complying with the Construction Design and Management Regulations 2007 (CDM) is presently being developed following a visit from the Health and Safety Executive. The Council does not have a corporate list of Approved Contractors to aid the selection of contractors.

However, with the business partnership to be established with Derbyshire County Council we anticipate being able to use their corporate list of Approved Contractors. The list includes contractors who have been vetted for compliance including issues such as insurance, health & safety awareness and legislative compliance, past performance, qualifications and accreditation to trade bodies.
6. Consultative Arrangements

Four meetings of each of the two Corporate Health & Safety Committees were held during the year. The groups worked within the spirit of co-operation with consultation taking place on a number of key subjects including:-

- European Week for Safety and Health at Work 2008
- Guardian 24 Lone Worker Communication Support System
- Revised No Smoking Policy
- Planned Health and Safety Inspections
- Health and Safety Performance Audits
- Red Box Innovation
- Radon
- RoSPA Submission 2009
- Corporate Manslaughter Legislation
- Corporate Policy on Controlling Vibration at Work

Four meetings are planned for the year 2009/10 and it is now considered prudent to eventually move to a single Health and Safety Committee to cover the Strategic Alliance.

7. Corporate Health & Safety Training

Health and Safety Training was delivered on a number of topics to support corporate and service requirements. Sixteen specific health and safety courses were run throughout the year with 384 employees receiving training. New courses developed during 2008/9 included Contractor Management.

Below are details of the training provisions:-

<table>
<thead>
<tr>
<th>Corporate Health &amp; Safety Training 2008-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
</tr>
<tr>
<td>Manual Handling</td>
</tr>
<tr>
<td>Corporate Induction</td>
</tr>
<tr>
<td>Asbestos Awareness Training</td>
</tr>
<tr>
<td>Safe Lone Working</td>
</tr>
<tr>
<td>Personal Stress Management</td>
</tr>
<tr>
<td>Dealing with Difficult Customers</td>
</tr>
<tr>
<td>Risk Management Awareness</td>
</tr>
<tr>
<td>Risk Assessment Training</td>
</tr>
<tr>
<td>First Aid</td>
</tr>
<tr>
<td>Guardian 24</td>
</tr>
<tr>
<td>CDM 2007 Regulations</td>
</tr>
<tr>
<td>Managing Contractors</td>
</tr>
<tr>
<td>DSE</td>
</tr>
<tr>
<td>Electrical Overhead/Underground Safety</td>
</tr>
<tr>
<td>Fire Warden Training</td>
</tr>
<tr>
<td>CAT &amp; Genny Training</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>
8. Health and Safety Monitoring

8.1 Audits
Corporate Health & Safety Performance Audits were carried out of Leisure Centres across the Strategic Alliance.
A total of 1 establishment audit was completed.

8.2 Inspections
21 planned inspections across the Strategic Alliance took place in line with the newly introduced programme of planned inspections.

8.3 Environmental Monitoring
Work continued as required regarding monitoring of the workplace for Radon/humidity levels at HPBC.
22 Vibration measurements were undertaken in line with the new Corporate Policy.

8.4 Accident Investigation
All accidents occurring across the Strategic Alliance were investigated and corrective and preventative measures put in place as required.

9. Health and Safety Monitoring

9.1 Accident and Assault Statistics
Comprehensive accident data is now to be collated across the Strategic Alliance for use by internal and external clients as required.
A summary of accident information and accident category type is attached at Appendix 1.

<table>
<thead>
<tr>
<th></th>
<th>HPBC</th>
<th>SMDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HSE) RIDDOR Reportable</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Non - (HSE) RIDDOR Reportable</td>
<td>26</td>
<td>22</td>
</tr>
<tr>
<td>TOTAL</td>
<td>29</td>
<td>23</td>
</tr>
</tbody>
</table>

* Total accidents across the alliance (SMDC & HPBC) : 52

9.2 Enforcement Notices
During 2008/9 no enforcement action was taken against the Council by any Health and Safety Enforcing Body. Four visits by the HSE took place.

9.3 Dangerous Occurrences
There were no dangerous occurrences reported during the period.
9.4 **Achievement Awards**
The Strategic Alliance was awarded the RoSPA Silver Award for continuous improvement in its management of health and safety.

10. **Actions undertaken in 2008/9**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a Corporate Policy on Managing Vibration.</td>
<td>Achieved</td>
</tr>
<tr>
<td>Target: March 2009</td>
<td></td>
</tr>
<tr>
<td>2. Undertake a review of the Corporate Policy Statement, organisational responsibilities and arrangements.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Target: December 2009</td>
<td></td>
</tr>
<tr>
<td>3. Submission for RoSPA Silver Award.</td>
<td>Achieved</td>
</tr>
<tr>
<td>Target: March 2009</td>
<td></td>
</tr>
<tr>
<td>4. Introduction of Guardian 24 Lone worker system:</td>
<td>Achieved</td>
</tr>
<tr>
<td>Target: February 2009</td>
<td></td>
</tr>
<tr>
<td>5. Review and Develop Operational Risk Assessments Council Wide. Target: December 2009</td>
<td>Ongoing</td>
</tr>
<tr>
<td>6. Maintenance of accident/assault database across the Strategic Alliance. Target: March 2009</td>
<td>Achieved</td>
</tr>
<tr>
<td>7. Introduction or a programme of Planned health and safety inspections. Target: February 2009</td>
<td>Achieved</td>
</tr>
<tr>
<td>8. Maintain consultation arrangements with the Trade Unions through the Corporate Health and Safety Committee. Target: 4 meetings/year</td>
<td>Achieved</td>
</tr>
<tr>
<td>9. Ensure all establishments have a current Fire Risk assessment. Target: May 2010</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Target: March 2009</td>
<td></td>
</tr>
<tr>
<td>11. Develop a Safety Management System/ Portfolio in line with the objectives of the Strategic Alliance.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Other Key Actions Undertaken

- Presentation to the Health and Safety Committees regarding the Corporate Manslaughter and Homicide Act 2007 and IoD guidelines.
- Undertaking Pregnant Worker Assessments.
- Development of stress risk assessments both at a corporate and generic level.
- Review the Constitution and membership of the Health and Safety Committee.
- Undertaken Personal Risk Assessments
- Developed a health and safety training matrix. This enables managers to review training needs and establishes the frequency at which training should be given.
- Developing transport safety plans for the three operational depot sites.

11. Plans and Targets for 2009/10

Target
01 Further developing the Electronic Safety Portfolio and Safety Policy.

Target
02 Produce Quarterly Health and Safety Bulletins.

Target
03 Deliver training on Contractor Management.

Target
04 Develop a Policy on Legionella Control & Management.

Target
05 Develop an Extreme Temperature Policy.

Target
06 Develop Sectional Health and Safety Action Plans

Target
07 Provide training to appropriate staff on Asbestos Management.

Target
08 Carry out un planned visits to Contractors Sites

Target
09 Produce Guidance on the Construction Design and Management Regulations 2007

Target
10 To reduce the amount of COSHH related products used by 5%.
Conclusion

As organisations with a total of approximately 700 employees, health and safety and employee wellbeing is integral to the delivery of effective and efficient services.

Central to this is the holistic approach that is taken towards health and safety at the corporate level. This culture is gradually being embedded across the Strategic Alliance. Key themes include the management of risk, keeping employees healthy and safe, managing attendance and having effective occupational health and rehabilitation programmes in place.

The continued support and leadership of the Joint Chief Executive, Executive Directors, staff and elected members is key to driving forward health and safety standards, reducing accidents and ill health and improving the working environment.

The report summarises the performance and programme of works undertaken at a corporate level during 2008/9 and demonstrates a developing culture that promotes high standards in health and safety management.
Appendix 1

Accident Statistics HPBC / SMDC 2008/09

<table>
<thead>
<tr>
<th>Accident Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact With Electricity</td>
<td>0.5</td>
</tr>
<tr>
<td>Exposed/Contact Hurt/Injure Substance</td>
<td>0.5</td>
</tr>
<tr>
<td>Hit by moving/forfalling object</td>
<td>0.5</td>
</tr>
<tr>
<td>Injured by an animal</td>
<td>0.5</td>
</tr>
<tr>
<td>Hit by something fixed or stationary</td>
<td>0.5</td>
</tr>
<tr>
<td>Injured by a vehicle</td>
<td>0.5</td>
</tr>
<tr>
<td>Hit by a customer</td>
<td>0.5</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0.5</td>
</tr>
<tr>
<td>Verbal Abuse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

HPBC

SMDC