

OADBY & WIGSTON BOROUGH COUNCIL



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HEALTH AND SAFETY ANNUAL REPORT (2018/19)

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Health and Safety Officer
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1. Introduction and Overview

The Council recognises that health and safety are management responsibilities that rank equally with professional and service responsibilities.

The purpose of the Council's health and safety policy is to provide a framework around which a safe and healthy working environment can be maintained by good working practices concerning health and safety of the employees, public (including visitors to our premises), members and contractors within the Council.

Whilst legislation exists to enforce good standards of health and safety, all employees, the public (including visitors to our premises), members and contractors, should recognise their responsibility and actively ensure that all health and safety policies are adhered to.

This is the third health and safety annual report brought to this Committee and covers the period from April 2018 to March 2019 (and will be described in this Annual Report as financial year 2018/19).

2. Corporate Governance

Elected Members of the Council shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems.

Chief Executive Officer (CEO) will take overall responsibility for health & safety across the Council and lead in setting corporate policy and direction.

Senior Leadership Team (SLT) which consists of the Chief Executive, Deputy Chief Executive, Monitoring Officer and the Chief Financial Officer are responsible for the management of risks at a corporate level.

Heads of Service are responsible for managing the risks created by their service area's activities. In particular they should ensure that work related hazards are identified and risk assessments are undertaken and that these are communicated to all relevant parties, monitored and updated.

Managers, Team Leaders and other Supervisory Staff have day-to-day responsibility for managing health and safety of the people under their control.

Employees will take reasonable care of their own health and safety and that of others affected by their acts or omissions.

Health and Safety Officer (H&SO) will be responsible for the distribution of information for effective management systems on health and safety matters.

3. Statistical Information

Regulatory Interventions: There has been one intervention from the Health and Safety Executive regarding the incident at Willow Park in July 2018, where there will be no further action. There have been no interventions by the Leicestershire Fire & Rescue Service.

Auditing Activity: The audits carried out by the Health and Safety Officer are given in detail in section 6. Internal Audit has not carried out one on health & safety in 2018/19. The most recent one concerned updating and reviewing depot risk assessments (also see Section 6)

Accident Statistics: The two tables below show the number of accidents at each council location and 'elsewhere' for 2017/18 and 2018/19. Accidents categorised as 'elsewhere' are normally staff from the depot that have accidents on site whilst collecting refuse/ recycling or undertaking grounds maintenance or street cleansing works.

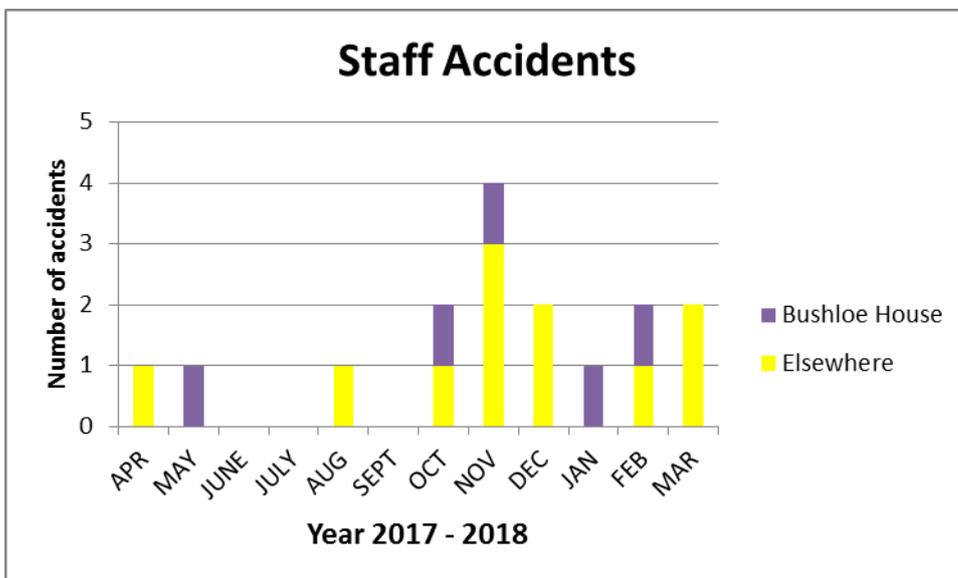


Table 1: Staff Accidents via location 2017/18

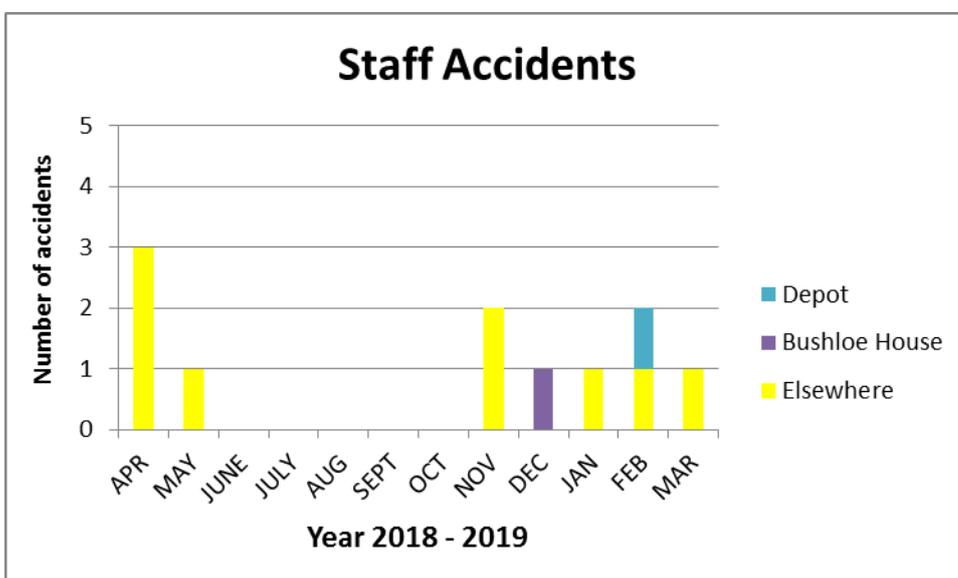


Table 2: Staff Accidents via location 2017/18

For 2018/19 the accidents at Bushloe House and the depot were due to fixtures and fittings becoming loose and or at the end of their useful life. Of the nine accidents at 'elsewhere', seven were due to lifting plastic refuse sacks which caused cuts (glass, tin cans), back pain and other musculoskeletal injuries. The other two were due to when wheeled bins were in use – one traffic accident and one musculoskeletal injury due to the incorrect use of the bin.

In 2017/18 the majority of 'elsewhere' accidents were due to injuries sustained in the collection of plastic sacks for recycling and household waste.

Accident investigations into the above resulted in:

- Window fittings at Bushloe House checked and refitted where appropriate
- A number of fixtures at the depot disposed of
- Reduction in musculoskeletal injuries because of the introduction of wheeled bins

Near Misses

Despite the reporting of near misses being that much easier, as they can now be completed on line, only one has been reported in 2018/19. This resulted in works at Bushloe House that would remove the probability of the incident reoccurring. Staff have been informed of the importance of reporting incidents, especially by information contained within the Learning Pool health and safety module.

Accidents (RIDDOR): The Council has had two reportable accidents in 2018/19, both in November 2018. One accident concerned a member of staff who was injured whilst moving a wheeled bin and the other was concerned with the traffic accident referred to earlier. Due to the type of the traffic injury, the Health and Safety Executive (HSE) considered the health and safety processes of the refuse and recycling service. At present the HSE are satisfied with the management of the health and safety processes at the depot.

4. Partnerships

The Leicester, Leicestershire and Rutland Safety Advisers Group has not met for over twelve months, but regular dialogue is undertaken via email.

5. Joint Consultation

The health, safety and maintenance sub group has been meeting for over a year and reports into the Health and Wellbeing Group. The meetings cover all aspects of health and safety and also maintenance issues that have a link to safety. Fire evacuation, lone working and depot welfare facilities are some of the areas that have been discussed and worked on.

6. Key Activities 2018/19

The Health and Safety Policy was submitted to this Committee in May 2018 and approved.

The non-exhaustive list below shows a number of areas that the Health and Safety Officer has been involved in financial year 2018/19:

- Fire evacuations have been successfully carried out at Bushloe House, Customer Services and the depot over the last twelve months. Revised fire evacuation plans have been produced for Bushloe House because of the building work at reception
- The risk assessments at the depot have been revised and updated where necessary. A handbook of safe working practices for all operational staff based on these risk assessments has been issued to all depot staff last year. It is currently being updated to reflect a number of changes, principally because of the introduction of wheeled bins
- Accident investigations undertaken at the depot
- Monitoring the customer alert system
- Display Screen Assessments are now carried out by managers on an annual basis. A small number of in-depth work station assessments have been carried with staff who have individual areas of concern
- A 'homeworking' risk assessment has been made available on the intranet for staff to use
- A trial of lone working equipment is currently being undertaken for staff who could potentially be at risk in their day to day work
- The 'Report It' procedure is now available on the intranet and is a much easier way of reporting accidents, incidents and near misses
- Commenting on health and safety submissions by contractors carrying out housing maintenance schemes
- The large majority of work in 2018/19 has been involved with the inspection of a number of the council's land ownings – the majority being parks and open spaces. The inspections revealed a number of minor health and safety issues that are being dealt with by the operational teams
- Working with the HR team to inform staff via the intranet of wellbeing activities (stress, work station exercises etc.)
- Supporting the Health at Work Day

7. Risks

The high level risks associated with the council's business are shown in the table below, along with a brief description. Risks that were very high – such as the monitoring of accidents on the use of refuse sack collection methods is now linked with risk (7). The introduction of wheeled bins has considerably reduced accidents associated with refuse sacks – cuts, sprains etc.

Risks that are 'above the line' will be worked on over the year, i.e.,

- Risk assessment training via the Learning Pool module and training sessions
- To ensure that the health, safety and maintenance group continues to meet quarterly in order to coordinate health and safety issues at the council
- To have adequate accident investigations that are carried out by supervisory staff or the H&SO and to ensure that appropriate changes are made to protocols to reduce accident reoccurrence
- To ensure that the high risk land holdings are inspected annually

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant		6	5, 7, 8	
	D	Low		3, 4		
	E	Very Low			1	2
	F	Almost Impossible				
		Negligible	Marginal	Critical	Catastrophic	
		1	2	3	4	

IMPACT

Risk No.	Description
1	First Aid – ensuring numbers and competencies are up to date
2	Fire Risk assessments are updated and evacuation procedures are regular
3	Health and Safety Policy (and annual report) updated annually
4	Awareness training on health and safety carried on annually (and Inductions)
5	Risk Assessment training
6	To ensure the Health, Safety and Maintenance Group meets quarterly
7	Accident Investigations
8	Council land holdings – inspections and maintenance work undertaken

8. Action Plan 2019/20

The main focus in 2019/20 will be:

- Introduction of a lone working monitoring system
- Re-visiting the Learning Pool module on risk assessments, which will be mandatory for staff to undertake every two years
- Health and safety booklets for depot staff, agency staff and volunteers and 'tool box' talks to inform staff
- Risk assessments at the depot in a variety of areas
- Re-inspection of the council land holdings

9. Conclusion

The role of health and safety at both Senior Leadership Team and by all officers is increasing in importance and in profile. The dissemination of information by the health and wellbeing groups and especially the Intranet is assisting in this process.

The work in 2019/20 will build on these foundations and lead to more informed officers on their role within health and safety culture.

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