

Report to: Performance Scrutiny Committee

Date of Meeting: 16 July 2015

Lead Member/Officer: Lead Member for Finance, Corporate Plan and Performance/
Corporate Director: Economic and Community Ambition

Report Author: Corporate Health and Safety Manager

Title: Corporate Health and Safety Annual Report

1. What is the report about?

This report provides an update on Health and Safety management within DCC as seen from the perspective of the Corporate H&S team.

2. What is the reason for making this report?

To provide information regarding an annual update on H&S management in DCC

3. What are the Recommendations?

That the Committee reviews the report and comments on the activities and observations of the CH&S team.

4. Report details

4.1. Summary

4.1.1 CH&S team activities take us into many DCC operational workplaces where we continue to see improvements in H&S awareness and management. When weaknesses, gaps or problems are identified in management systems or processes we provide the necessary support, guidance and training to the extent of our available resources.

4.1.2 HSE feedback suggests that they see DCC safety management in a positive light however a single significant failing has the potential to change how we are perceived by the regulator and could tarnish the credibility of DCC. So despite us being in a generally positive position we must not become complacent and we must continue to drive and support the H&S improvement process.

4.1.3 The raw data for accidents\incidents for April 2014 to March 2015 indicates that the number of incidents is showing a decrease from 2013\2014. This decrease reflects the advice we provide to schools as the single largest contributor to the numbers and we have to be aware that the potential for under-reporting is ever present. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incidents have also decreased partly due to the reporting requirements of RIDDOR being changed late in 2013

- Total number of incidents 2013\2014 = 1741 2014\2015 = 1440
- RIDDOR level incidents 2013\2014 = 21 2014\2015 = 9

4.1.4 During the period we had one significant incident that instigated a full HSE investigation. A domestic waste collection operative was badly injured when he became entangled in the bin lifting machinery of the vehicle. The HSE investigation concluded that the DCC safety management system was adequate, the cause of the incident was put down to human factors. No action was taken against DCC and we received positive feedback from the investigating officer. The injured person has instigated litigation proceedings which are being handled by our insurers.

4.1.5 The CH&S team have delivered a large number of training courses and carried out numerous on site monitoring activities.

4.1.6 Fire safety management consumes about 20% of the time available to the team. All known properties have been subject to a Fire assessment and the continuing reviews are supported by property services and often audited by the North Wales Fire and Rescue Service (NWFRS) with whom a good working relationship has developed.

4.1.7 Driver training and development consumes about 20% of the time available to the team. Plant equipment, minibuses, general driving, certificate of professional competence (CPC) are the core elements delivered.

4.1.8 Although an annual work plan is developed for the team a significant proportion of our work continues to be reactive where we respond to incidents and requests for support. This is an important element of what we do and utilises around 25% of our time available.

4.2. Training 2013 \ 2014

4.2.1 All current CH&S team members have attained a "Preparing to Teach in Lifelong Learning" (PTLLS) qualification to support the credibility of our extensive training provision. In the past year we have delivered

- Risk assessment and general H&S awareness
- Managing safely in DCC. (A two day course)
- H&S awareness. The principles and practice of safety management
- Risk assessment. A one day practical workshop
- Driver Certificate of Professional Competence (CPC) for professional drivers
- Fire safety awareness.
- Manual Handling of objects.
- Care home safety management.
- Lone working safety management principles
- Hazardous substances, confined spaces, construction safety, short courses

4.2.2 A significant amount of driving advice and driver training is carried out by our Road Risk advisor. The main focus of this support is fleet drivers however support is offered wherever it is requested.

- Plant equipment (tractor, ATV, Telescopic Handler, Forklift, HIAB) = 42
- D1 (minibus) Assessments and tests = 48
- Driving Assessments various vehicles other than minibus = 26
- General Driving visits = 17
- Drivers CPC = 5

Totals

- H&S training courses = 52
- Fire safety training = 13
- Driver training course = 138

4.3. Monitoring by CH&S

4.3.1 Monitoring of safety systems in workplaces is frequently carried out by the CH&S team as part of planned systems assessments. Below are some examples of monitoring activities carried out by the CH&S team in 2014 \ 2015

- Control of Legionella bacteria in water systems in social housing
- Property Services “control of Legionella bacteria in water systems”
- Cefndy Healthcare general factory safety arrangements
- Lone worker systems in Social Services.
- Highways major project group
- Streetscene (in progress)
- Ysgol Tir Morfa
- Fleet depot – (Refer to Appendix 3 for ongoing issue with Plastecowood)
- School D&T workshops
- School safety tour processes
- Monitoring activities = circa 48

4.3.2 Monitoring at the corporate level is only one element of the monitoring process. Senior managers and line managers are advised that they must continue to monitor activities under their control.

4.4. Fire safety

Fire risk assessments (FRAs) are carried out and reviewed internally on all DCC facilities. A flexible program of FRA reviews is in place. The flexibility of the program enables us to respond reactively to requests from the regulator or other sources. Feedback from the Fire Service as the regulator continues to be positive. 31 fire assessment reviews have been carried out with the NWFRS carrying out 8 audits resulting in 6 deficiency notices which were rapidly dealt with resulting in no further action.

4.5. HSE

We have had a number of queries from the HSE.

- Gas safety maintenance
- Injury to a secondary school pupil using a wood lathe
- We have recently been asked by the HSE to provide Flintshire C.C. with copies of the safety systems used in our waste collection business as they regard our systems as displaying the use of best practice.

4.6. Coroner

We responded to a coroner request to look at Prestatyn promenade following a fall that resulted in a fatality. Development of the response required a border to border safety tour and was cleared by our own legal and insurance departments before being released. Report attached as appendix 2

4.7. Rhyl Yacht Club – Quay Wall & Boat Yard

Concerns about the structural integrity of the quay wall and boat yard have been raised and DCC as the landlord has responded accordingly. See Appendix 4 for the briefing note sent to Council

4.8. Staff Protection Register (SPR)

This is a process for enabling the flagging up of individuals or addresses where there is considered to be a significant H&S threat to DCC workers. The intranet based SPR has been running for 18 months. This system and supporting process is compliant with data protection legislation. The system is a useful resource that is available via the intranet to all DCC employees

4.9. Schools

Schools are able to use their remote management structures and delegated budgets in a way that reduces centralised influence. We attempt to mitigate the risks to people in schools and to DCC corporately by providing a range of training courses, guidance documents, personal support and site visits.

4.10. CH&S Team structure

The team structure is currently:

- 1 x Team manager, 1 x Senior Advisor, 1 x Advisor, 1 x Road Risk Advisor, 1 x Administration officer (part time - 22 hours)

4.11. Accident / Incident Reporting

The DCC electronic accident and incident reporting form is accessed via the intranet. The process is managed by the CH&S team, all data is stored electronically in the EDRMS system. A summary of reported incidents appears in Appendix 1. All RIDDOR level incidents are fully investigated by the CH&S team. Lesser incidents are investigated to a level deemed necessary by the team

5. How does the decision contribute to the Corporate Priorities?

The information contributes to the knowledge and understanding of the Council about the arrangements in place for the management of Health and Safety.

6. What will it cost and how will it affect other services?

There is no additional cost identified with the information. The CH&S team support all services within DCC

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?

This report is an information update on existing activities and has no adverse equality impact. See Appendix 5.

8. What consultations have been carried out with Scrutiny and others?

Consultation has been carried out with the Lead Councillor for H&S, lead officer for H&S and Head of Service

9. Chief Finance Officer Statement

This is an update report and has no additional financial impact.

10. What risks are there and is there anything we can do to reduce them?

This report indicates the council's progress on managing H&S risk

11. Power to make the Decision

The Health and Safety at Work etc. Act 1974, Section 2 requires amongst other things the sharing of H&S related information and a review of H&S measures.

Article 6.1 and 6.3.4(b) outline scrutiny's powers with respect to Health and Safety and performance monitoring.

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