



# Corporate Health and Safety Annual Report 2016-17

**July 2017**

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## Introduction

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Corporate Health and Safety (CH&S) is a team of H&S advisors who provide advice, guidance, assessments and training on occupational safety and health matters throughout the organisation. The team has no powers to regulate or enforce.

The CH&S team consists of

- 1 Team Manager \ Advisor
- 1 Senior Advisor
- 1 Advisor
- 1 Assistant Advisor (professional development role)
- 1 Road Risk Advisor \ Trainer
- 1 Administration Officer (part time, 3 day week)

Service operational H&S professionals employed by DCC include:-

Facilities Assets and Housing service

- 1 Construction H&S Manager
- 2 Asbestos Specialists
- 1 H&S \ Asbestos Officer

Environment and Highways

- 1 H&S advisor

The CH&S team focusses on:

- The development and review of a CH&S policy (absolute requirement under H&S legislation)
- The provision of H&S guidance documents
- Collection, collation and reporting of accident \ incident data
- Accident \ incident investigations
- Monitoring \ assessing H&S management in DCC workplaces
- The provision of H&S training
- Fire risk assessment and review for all DCC facilities (other than single domestic dwellings)
- Fire safety training

- Road risk advice
- Road, driver and plant operator training
- Responding to reactive work requests from our customers

## Assessment of DCC safety standards 2016-2017

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The assessments in this document are based on the assurance ratings outlined below

<b>Green</b>	High Assurance	H&S management systems are fully developed and recorded. Significant hazards are identified and managed to minimise risk to an acceptable level. All employees are involved in the development and use of H&S management systems.
<b>Yellow</b>	Medium Assurance	H&S management systems are generally developed and recorded. Significant hazards are generally identified and managed to minimise risk. Employees are generally involved in the development and use of H&S management systems.
<b>Amber</b>	Low Assurance	Some H&S management systems have been developed and recorded. Some significant hazards have been identified and these are sometimes managed to minimise risk. Employees are generally not involved in the development of H&S management.
<b>Red</b>	No Assurance	Few H&S management systems have been developed and recorded. Risk is not properly managed. Employees are not involved in the development and use of H&S management systems.

The assessment is based on first-hand knowledge gained during:

- Monitoring activities
- Face to face meetings
- Accident \ incident investigations
- Reactive work
- Attendance at H&S committees and local meetings
- Training feedback

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The overall assessment of DCC's implementation of H&S systems is **medium** assurance.

The overall assessment of employee involvement in H&S is **medium** assurance

This assessment is qualified in that it is made with information from workplaces that the CH&S team has had any involvement with.

DCC is also assessed by CH&S as being an organisation that sits between the “calculative \ proactive” zones on the model below. Ideally we would aspire to being a “generative” organisation but pragmatism suggests that in the short to medium term (one to three years) sitting fully in the “proactive” zone is a realistic target.



Adapted from a Lattitude Productions Ltd. presentation

## Summary of activity during 2016 – 2017

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1. CH&S team performance, quarterly indicators
  2. Accident \ incident statistics
  3. Developing a positive safety culture
  4. CH&S Planned work 2016\2017
  5. Reactive work
  6. Taking it forward into 2017 – 2018
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1. CH&S team performance, quarterly indicators

	Target	Actual
Number of courses, including short courses delivered (safety)	48	67
Number of courses delivered (driver \ plant)	72	76
Number of monitoring activities (safety & driving)	96	107
Number of monitoring activities and FRA reviews (fire)	48	69
Incidence rate less than target. (HSE measure)**	457	355
Cost of HSE interventions less than	£0	£0



\*\* Incidence rate = RIDDOR reports (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) divided by the number of employees times 100,000. The resultant number is inflated by RIDDOR events involving members of the public including school pupils

2. Accident\incident (A\I) information summary April 2016 to March 2017.  
Full details provided in appendix 2.

Our reported accident / incident statistics for the year show a small increase in “all incident reports” from the previous year, 1122 to 1186.

- 339 relate to employees
- 366 relate to service users
- 236 school pupils
- 182 relate to members of the public
- 48 none injury
- 11 agency staff
- 2 not specified
- 1 work experience
- 1 aggressor

The number of RIDDOR reportable incidents remains the same as last year at 16. Of these only the fatality received any interest from the regulator.

- 1 fatality in extra care housing that by its nature was reportable to the health and Safety Executive (HSE).
- 9 lost time incidents. (incapacity for normal duties or absence from work for 7 days or more)
- 6 related to members of the public

3. Developing a positive safety culture.

- The drive to advance a positive safety culture has continued. This is being driven through a combination of training and support for staff.
- Training in “Managing Safely in DCC” has been made mandatory for managers. This has seen 64 managers attend one of 5 courses run to date. Two further courses have been planned for this year

- H&S training has been provided to our Direct Labour Organisation (DLO) operatives in housing, built environment officers, numerous social care teams and schools.
- A significant number of subject specific short courses have also been run e.g. confined spaces awareness, COSHH awareness, manual handling, working at height, ladder safety and fire safety
- A monitoring and assessment programme is used as a means of measuring how H&S is managed in our workplaces. The 2016–2017 programme saw CH&S carry out facility assessments in 59 independent care homes for the social services contracts team
- A self-assessment and gap analysis tool is used to get people thinking about how H&S is managed in their work environment. In 2016–2017 the tool was used at the service level. The overall outcome indicates medium assurance

Assurance rating applied to services and schools 2016 based on self-assessment feedback and CH&S opinion

	Self-assessment	CH&S assessment
Business Improvement and Modernisation	Yellow	Yellow
Community Support Services	Yellow	Yellow
Education and Children’s Services (not including schools)	Yellow	Yellow
Facilities Assets and Housing	Green	Yellow
Finance	Green	Green
Highways and Environment	Green	Yellow
Legal HR and Democratic Services	Yellow	Yellow
Planning and Public protection	Green	Yellow
Education (Schools)	Yellow	Yellow

4. CH&S Planned work 2016\2017. The CH&S team's planned activities are developed using information acquired from the hazard and gap analysis, training feedback, reactive work, HSE initiatives and other sources that highlight any given subject. A sample is indicated below.

Radon monitoring carried out in all DCC facilities (excluding residential properties. Monitoring of these is planned for winter 2017\2018).	
Independent care home monitoring. 59 facilities visited.	
Cefndy Healthcare, H&S support	
Lone worker, assessment of management processes in place	
Hand arm vibration (HAV) monitoring programme	
Review of fire safety management	
Fleet vehicle management and driver competence	
Level of H&S knowledge identified during training and monitoring visits	

5. CH&S Reactive work is generated from Accident \ Incident reports, E-mails, phone calls and face to face contacts. This work stream provides direct access at the operational team and individual level. The activities emanating from reactive requests often lead onto the provision of thorough training, advice and guidance relating to a given issue. A sample is indicated below, the resulting assessments are following intervention

Libraries conversion to One Stop Shop \ cash handling services	
Extra care housing. Medication management and falls management	
Pre-trial meetings - prep for court appearances	
Rhyl underground car park management	
Denbigh multi-storey car park management	
Crown lane Denbigh, high wall, youth access	

Country side, managed environments	
Leisure centre water hygiene management	
New school playground understanding of play provision standard	
New school, external route high level safety	
School and care home tumble dryer, fire safety management review	
Schools, laser cutter fires	
Management of horizontal vehicle barriers	

## Taking it forward into 2017 – 2018

### 6. Work plan for 2017 – 2018

The CH&S team work plan picks up on the significant areas needing support that have been identified during previous activities.

Hand arm vibration (HAV) monitoring programme	Currently in street scene and street lighting
Secondary school safety systems selective monitoring programme	All DCC secondary schools, higher risk subjects e.g. science, D&T, PE, visits
Fire risk assessment reviews	Rolling programme 1 full time employee
Professional driver certificate of professional competence (CPC) training. D1 assessments and plant machinery training	Rolling programme 1 full time employee
H&S training programme	Focus on managing safely in DCC, lone working and subject specific short awareness sessions
H&S committees and local meetings	An opportunity for management and employee representatives to discuss H&S in a number of forums. Supported by CH&S
Service management team meetings (Each service at least one team meeting)	Provides an opportunity to discuss service GAP analysis and improvement programme

Development of H&S element of an online corporate induction	Currently in development.
H&S awareness survey	Using Survey Monkey as an additional opportunity of measuring H&S knowledge within the organisation

Due to the nature and unpredictability of reactive work a significant proportion of available person hours are left open to accommodate this work stream.

CH&S approximate time allocation to work streams excluding dedicated admin officer role

- H&S training (development and delivery) 15%
- Driver and plant training 15%
- Fire assessments 15%
- Monitoring 20%
- Reactive work 25%
- Back office and admin 10%

Safety management is a continuous improvement process, it is not something we do once and move onto the next thing. Although DCC has a relatively good safety record we should remain vigilant and not rest on our laurels.

Gerry Lapington. June 2017