
CORPORATE HEALTH AND SAFETY REPORT 2013-14

SUMMARY REPORT

Purpose of the Report

1. To enable the Audit Committee to review performance on health and safety. The report details both progress and future actions associated with the implementation of the Council's plans for health and safety management.

Summary

2. The main focus for the year was to complete the Health and Safety management Project and to continue to drive health and safety improvements across the Council.
3. A Think Safety Group was established to develop a strategy to drive improvement in the health and safety culture of the organisation and ensure health and safety is embedded and an integral part of the Councils core business.

Recommendation

4. It is recommended that the progress to date and key planned actions for 2014-15 be noted.

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Director of Neighbourhood Services and Resources**

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S17 Crime and Disorder	There is no specific crime and disorder impact.
Health and Well Being	The report notes the health and safety performance figures for 2013-14 and the objectives for 2014-15 which aim at improving health and safety within the Council.
Carbon Impact	There are no issues which this report needs to address.
Diversity	Diversity issues are incorporated into health and safety arrangements and training.
Wards Affected	All wards are affected equally.
Groups Affected	Employees, members of the public, clients and pupils in schools.
Budget and Policy Framework	This report does not affect the budget or policy framework.
Key Decision	This is not a key decision.
Urgent Decision	This is not an urgent decision.
One Darlington: Perfectly Placed	Action detailed in the report supports the Healthy Darlington aspect of the SCS.
Efficiency	Good health and safety performance has a positive impact on efficiency.

MAIN REPORT

Information and Analysis

5. The main focus for the year has been to complete the Health and Safety Management Project and continue to drive health and safety improvements.
6. The Health and Safety Executive (HSE) visited in July 2013 to carry out an inspection of the organisations management of occupational health. During the visit the inspectors gave positive feedback on the improvements to Hand Arm Vibration Management and the overall health and safety culture of the organisation however they also identified three contraventions relating to breaches in the Control of Substances Hazardous to Health (COSHH) and Manual Handling Regulations.
7. Working groups were set up to review the arrangements and develop new processes. The revised arrangements were circulated in February for implementation and training, with early sessions targeting high risk operations.
8. The Think Safety Group was established to develop a strategy to drive continual improvement in the culture of health and safety in the Council and to ensure it is embedded and an integral part of the business.
9. The role of the Health and Safety Champions was further established, with the Champions assisting AD's across the organisation with various health and safety tasks and projects. Currently there are 55 champions.

10. A full programme of health and safety training for management was delivered. This included 50 managers attending 4 day training 'managing safely' course and 15 senior managers completing a day's training session.
11. Overall performance indicators show an improvement for the year, further details below.

Performance

12. This year has seen the number of accidents reportable to the HSE reduce to 11 (accident rate 412 per 100,000 employees) from 14 (502) in 12-13. Details of the Councils year on year accident data is provided in **Appendix 1**.
13. There were two major accidents in 2013-14, injuries sustained were a broken rib as a result of moving a dishwasher and a fractured coccyx when knocked to the ground operating a mechanical sweeper.
14. The main types of over 7 day absence accidents, were manual handling (3) and slips, trips and falls (3) with the remaining 3 in different categories.
15. Investigations identified a lack of suitable risk assessments and sufficiently detailed safe systems of work in a number of cases and a need for refresher training and improved monitoring systems. Behavioural safety factors also played a part in a number of accidents reported to the HSE.
16. There was an increase in the number of minor accident in 13-14. Minor accidents are classified as those which do not require reporting to the HSE. The continuing work to raise awareness in the importance of reporting all accidents however minor, to ensure we have a true representation of health and safety standards is likely to have had a positive impact on the number reported.
17. There were nine cases of occupational disease diagnosed in 2013-14 which is a small increase on the previous year. Diseases reported were in relation to exposure to vibration (7 Hand Arm Vibration and 2 Carpal Tunnel Syndrome). Work has been carried out over the last two years to reduce exposure to vibration, identify all those employees that require health surveillance and maintain a robust system of recall and record keeping. At the end of the year 94.4% of those persons that required health surveillance had attended.
18. Lost time as a result of accidents during 2013-14 was 299 days, a decrease of 25% on the previous year. A breakdown of performance is provided in **Appendix 2**.
19. The recording of near misses is not a statutory requirement however, it is good health and safety management as it helps to identify areas of weakness in procedure and reveals trends, from which lessons can be learnt. In 2013-14 we continued to raise awareness and 53 near misses were reported. Details are provided in **Appendix 3**.

Brief outline of objectives for 2014-15

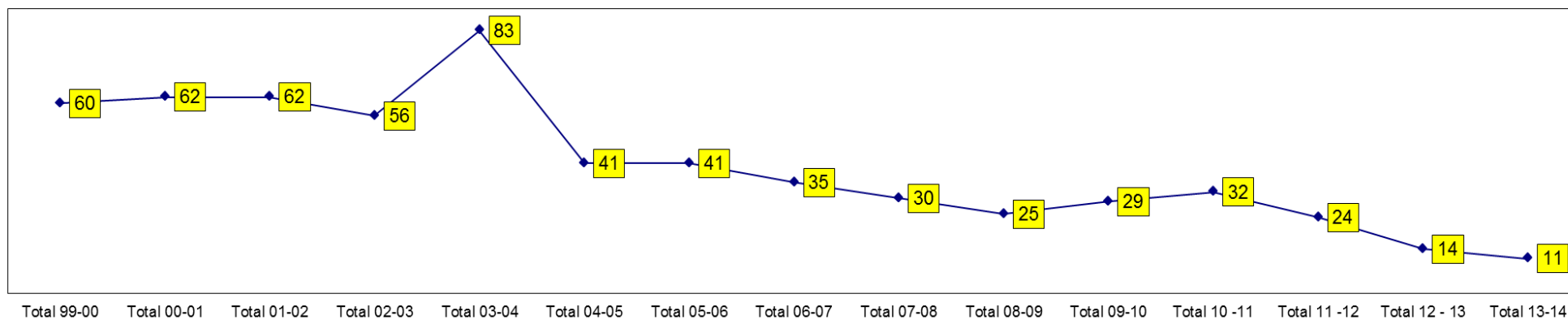
20. To ensure continual improvement in both health and safety management and safety culture the following strategic priorities have been identified as applicable for the whole of the authority. Each element compliments and supports the other in achieving the main aim of a safe and healthy workplace.
21. Ensure the health and safety management system is embedded within the Authority, by continuing to plan for hazard identification, risk assessment and risk control to include routine and non-routine activities as well as addressing behavioural issues.
22. Ensure a full programme of health and safety training is delivered.
23. Focus on the successful implementation of health and safety arrangements and effective self-monitoring by services.
24. Continue to follow the 'Think Safety' approach, delivering the message across the authority and encouraging success through senior management leadership and support from all levels.
25. Continue to introduce effective health and safety documentation and data control of health and safety management system.
26. Continue to ensure emergency preparedness and response, first aid, fire etc.
27. Continue to measure and monitor performance (key performance indicators) utilising both proactive and reactive measures.
28. Carryout a programme of audits ensuring non-conformance and corrective and preventative actions are followed up and closed out.

Conclusion

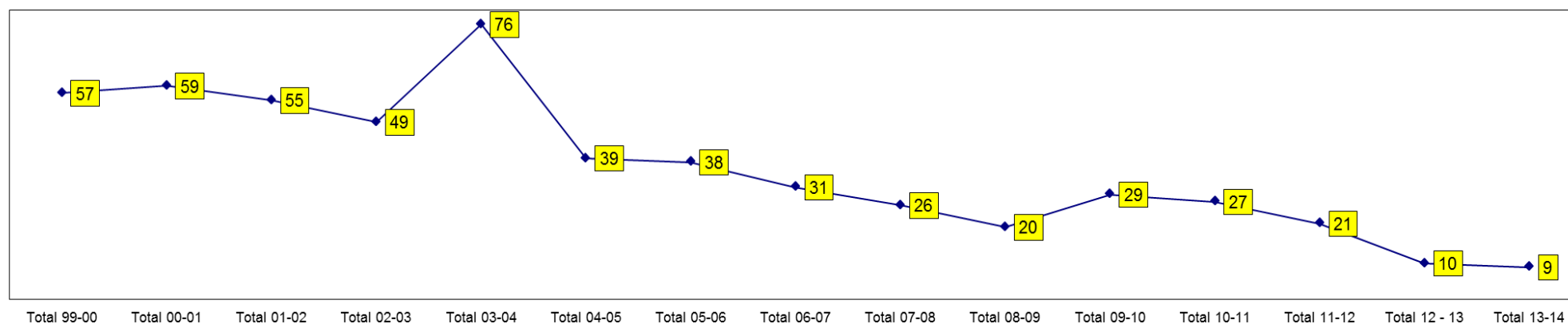
29. Health and Safety in the organisation has always been high priority and the performance results show improvements are being made year on year. The objectives for 2014-15 will ensure continual improvement is achieved and embedded into all the council's activities.

Appendix 1

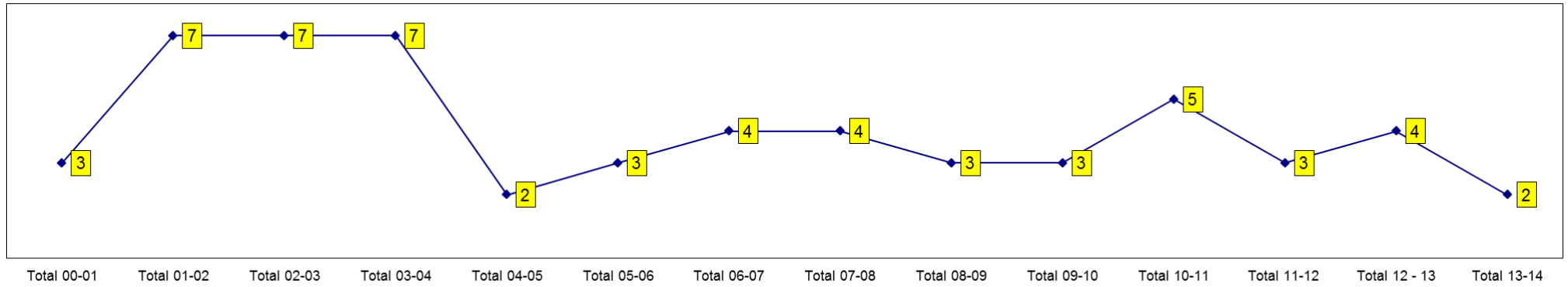
Year on Year Overview of Total Reportable Accidents



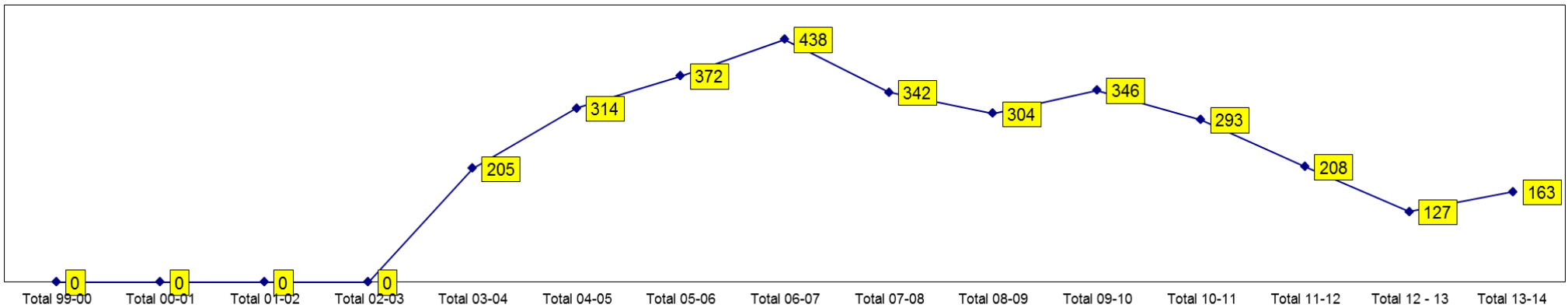
Year on Year Overview of Over Three / Seven Day Accidents



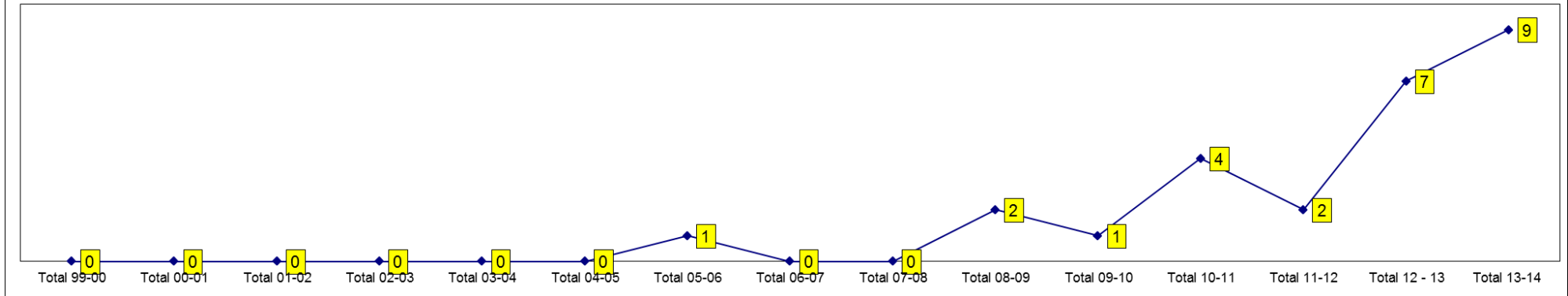
Year on Year Overview of Major Accidents



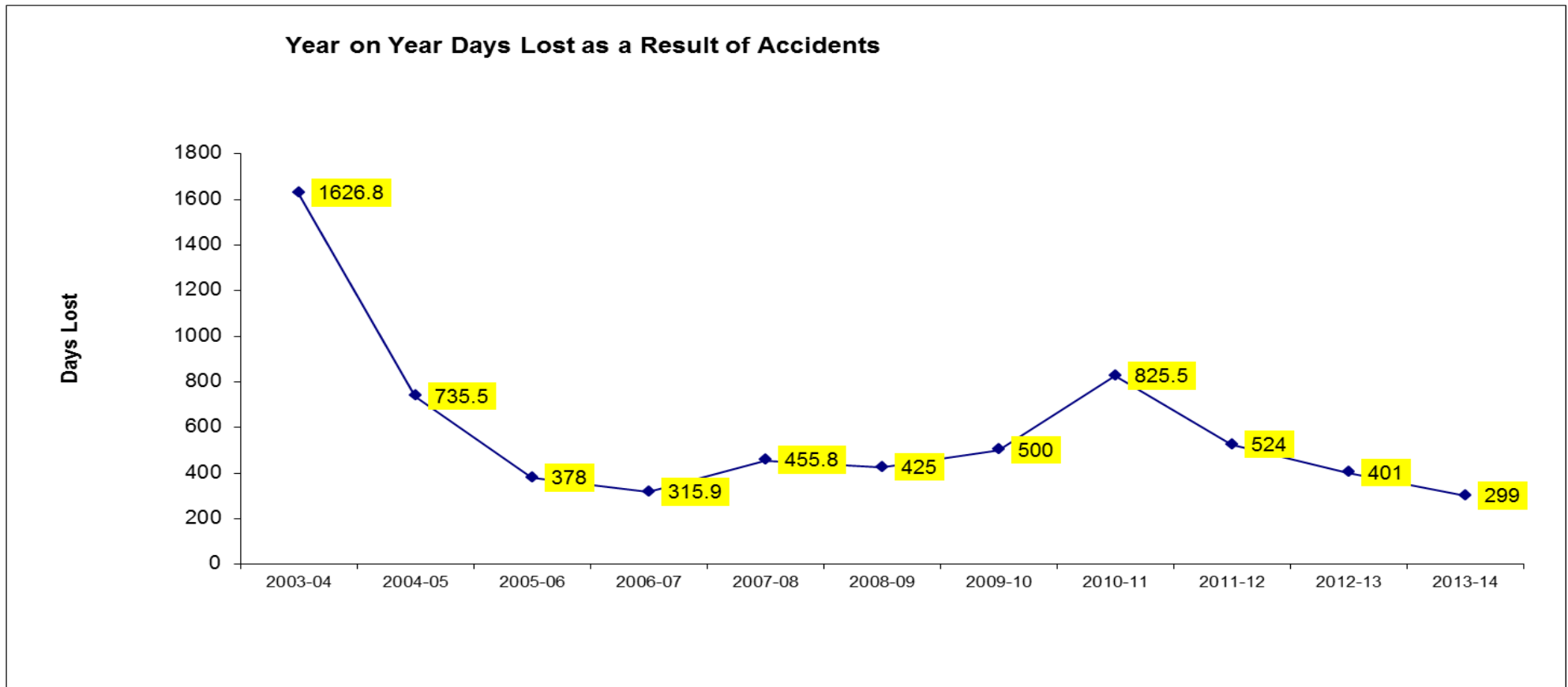
Year on Year Overview of Minor Accidents



Year on Year Overview of Reportable Diseases



Appendix 2



Appendix 3

Year on Year Overview of Near Miss Incidents

