
CORPORATE HEALTH AND SAFETY REPORT 2015/16

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 continue the development of the health and safety management system and improve health and safety compliance.
3. Think Safety initiatives have continued to have a positive influence, maintaining health and safety at the forefront of everyone's minds.
4. The overall health and safety performance indicators show some general improvement.

Recommendation

5. It is recommended that the progress to date and key planned actions for 2016/17 be noted.

**Paul Wildsmith
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 2015/16 and the objectives for 2016/17 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

6. Think Safety initiatives including monthly health and safety briefings, have become a key method of giving health and safety messages, and have received encouraging feedback from both management and employees who welcome a more informal style of health and safety communication.
7. Employee involvement is one of the key principles of a positive culture and the role of the health and safety champions continue to be a successful way of engaging with employees and benefiting from their experiences. Their main roles include promoting health and safety, communicating information and raising awareness of near miss reporting. This year champions have been given the opportunity to attend special Chief Executives talk times to discuss health and safety issues in their service area and the wider organisation.
8. The Construction Design Management Regulations governs the management of health, safety and welfare when undertaking construction projects. Changes to the Regulation in April 2015 include; increased responsibilities for client's, the introduction of a new duty holder the principal designer and a focus on preventing risk by planning and co-ordinating during the pre-construction phase.
9. Workshops have taken place for internal duty holders covering their responsibilities and new arrangements have been developed and implemented.

10. The Council has employees in a variety of services carrying out lone working on a daily basis which can increase the risk to employees carrying out their activities (threat of violence / working at heights). This year has seen the introduction of the Identicom device, which provides a technological solution to support existing lone working arrangements, i.e. risk assessment, training and the employee protection register (EPR).
11. New sentencing guidelines came into force in February 2016. The courts will now follow a step by step approach when considering the fine or sentence given to organisation for breaches of health and safety legislation. Primarily examining culpability, the seriousness of harm risked and the likelihood of harm and assessing the organisations turnover/annual revenue budget to identify a starting point for a fine, with a stronger focus on the risk of custodial sentence for those found guilty of serious breaches.

Performance

12. This year has seen the number of employee accidents reportable to the HSE increase by one to 13. The reportable accident rate is 6.92 (per 1000 FTE) 2015/16, compared to 6.29 (per 1000 FTE) in 2014/15. Details of the Council's year on year accident data is provided in **Appendix 1**.
13. Three of the reportable accidents resulted in specified injuries (included on the HSE list of serious injuries) and two within the slip, trip and fall category. A fractured elbow as a result of a slip, and a fractured hand resulting from a trip on a lowered gravestone. The third reportable accident was a fractured hand which had been trapped in a vehicle tailgate.
14. The types of over 7 day absence accidents reported to the HSE were, manual handling (3), contact with sharp objects (2), slip, trip, fall (2), entrapment (1), struck by (1), and physical assault (1). Investigations identified a number of failings including insufficient risk assessments and lack of suitably detailed safe systems of work in a number of cases, a need for further training and improved monitoring by management.
15. The overall accident incidence rate (minor and reportable) was 101.12 (per 1000 FTE) employees, which is an improvement on 2014/15 where the rate was 122.22 (per 1000 FTE). Swindon Borough Council asked Darlington to do some benchmarking with them to compare accident incidence rate and their figures were 278 (per 1000 FTE) 2014/15 and 172.5 (per 1000 FTE) in 2015/16. The accident rate by service and the type of accident and incidents in 2015/16 are provided in **Appendix 2**.
16. Overall minor accidents have dropped by 25. Minor accidents, are classified as those which do not require to reporting to the HSE but have resulted in injury or harm. We continue to work to raise awareness in the importance of reporting all accidents however minor, to ensure we have a true picture of health and safety standards across the organisation.

17. There were zero reportable occupational diseases diagnosed in 2015/16.
18. At the end of the financial year 98.7% of employees that required health surveillance had completed this. Health surveillance includes; monitoring for signs of hand arm vibration; lung function test for effects of exposure to dust i.e. silica, skin checks and audiometry test for signs of noise induced hearing loss.
19. Lost time as a result of accidents during 2015/16 was at 521 days, an increase of 28.96% on the previous year. Of the 32 accidents that resulted in lost time 5 were long term absence (>20 days), which accounted for 375 days in total. Two accidents as a result of slips, trips and falls, two lacerations and the final as a result of entrapment. A breakdown of performance is provided in **Appendix 3**.
20. A near miss is an unplanned event that did not result in injury or illness, but had the potential to do so. The total number of near miss reports received was 126, an increase of 42% on the previous year. This is an indication of the improvements that have been made in the health and safety culture. A robust reporting system allows the organisation to identify areas of weakness, make improvements before accidents happen and share these lessons between services. Details are provided in **Appendix 4**.

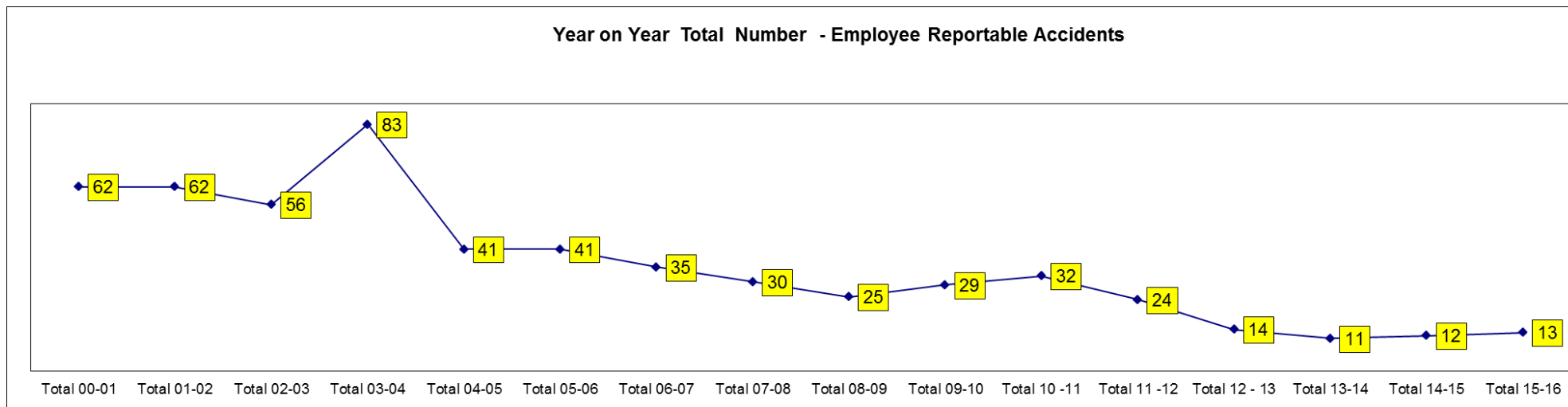
Brief outline of objectives for 2016-17

21. 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 Council. Each element compliments and supports the other in achieving the main aim of a safe and healthy workplace.
22. Ensure the health and safety management system is embedded within the Council, 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.
23. Continue to develop and implement arrangements to ensure the Council complies with legal requirements including Construction Design Management Regulations, ensuring adequate resourcing of the functions and competence of duty holders.
24. Ensure lone working systems are implemented consistently across the Council and management information is used to develop robust arrangements to protect employees working alone.
25. Ensure a full programme of health and safety training is provided, including the use of e-learning options with the further development of Academy 10.
26. Continue to follow the 'Think Safety' approach with management leadership and support from all promoting the refreshed 10 core values for health and safety.
27. Continue to introduce effective health and safety documentation and data control of the health and safety management system.

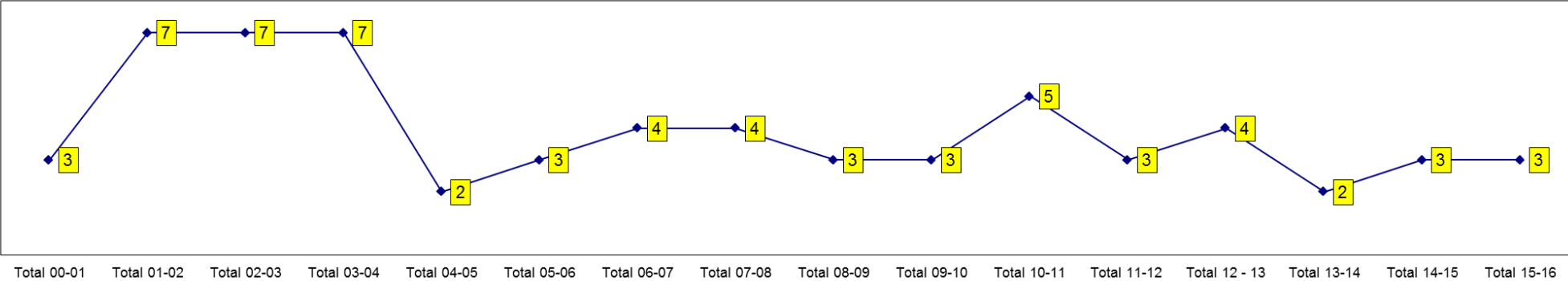
28. Continue to ensure emergency preparedness and response, through adequate first aid provision, fire arrangements etc.
29. Continue to measure and monitor performance (key performance indicators) utilising both proactive and reactive measures.
30. Carryout a programme of audits ensuring non-conformance and corrective and preventative actions are followed up and closed out.

Conclusion

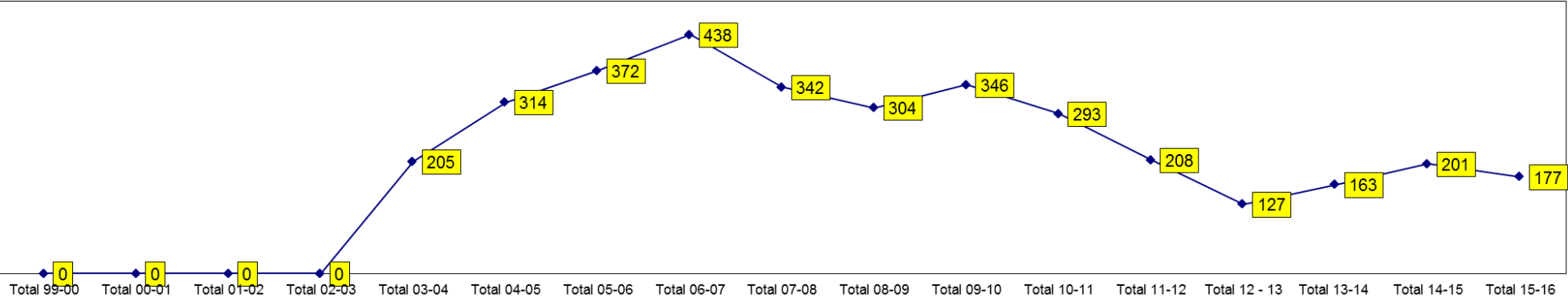
31. Health and safety in the organisation continues to be a high priority and the performance results show some improvements are again being made. The objectives for 2016/17 will ensure continual improvement is achieved and embedded into all the councils' activities.

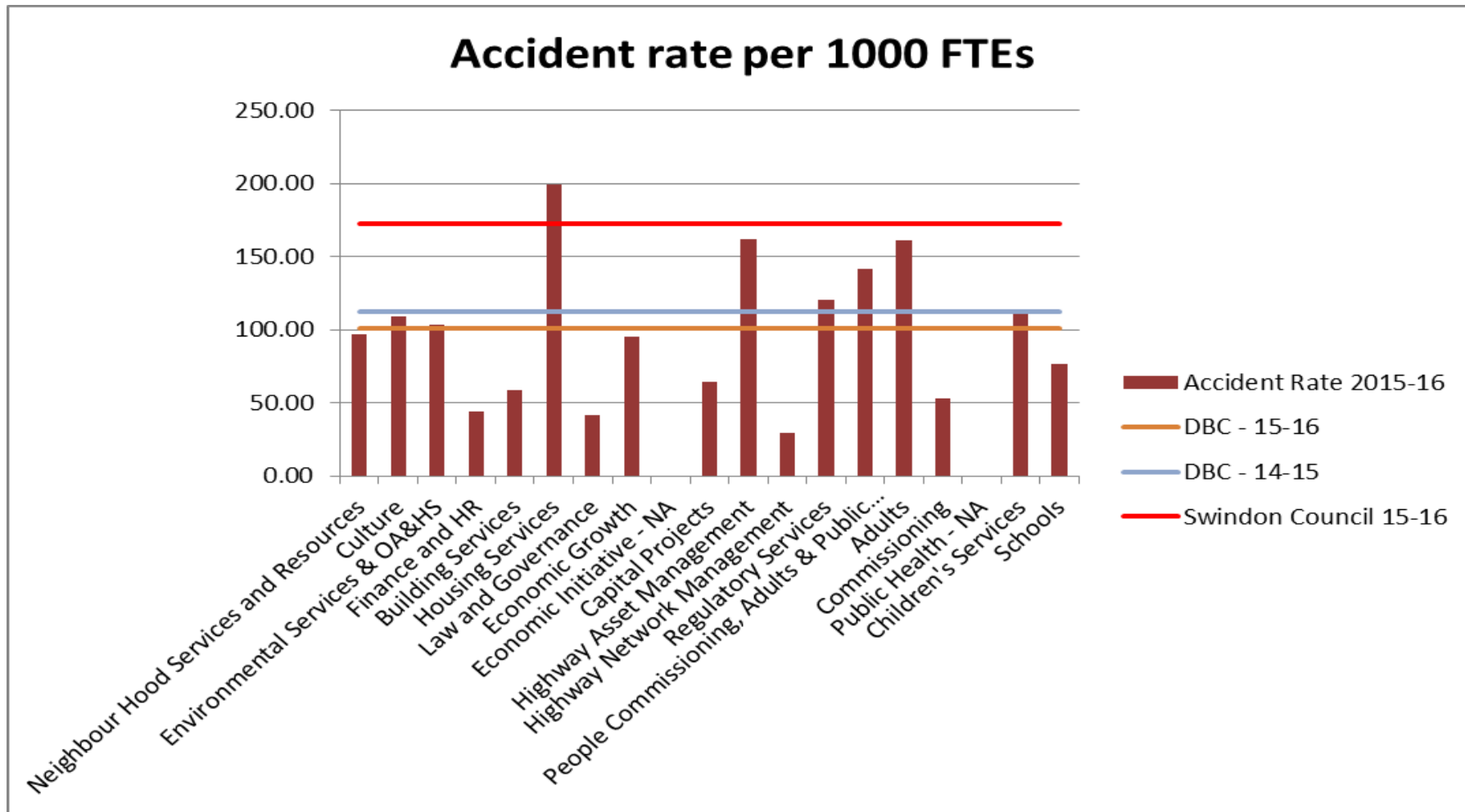


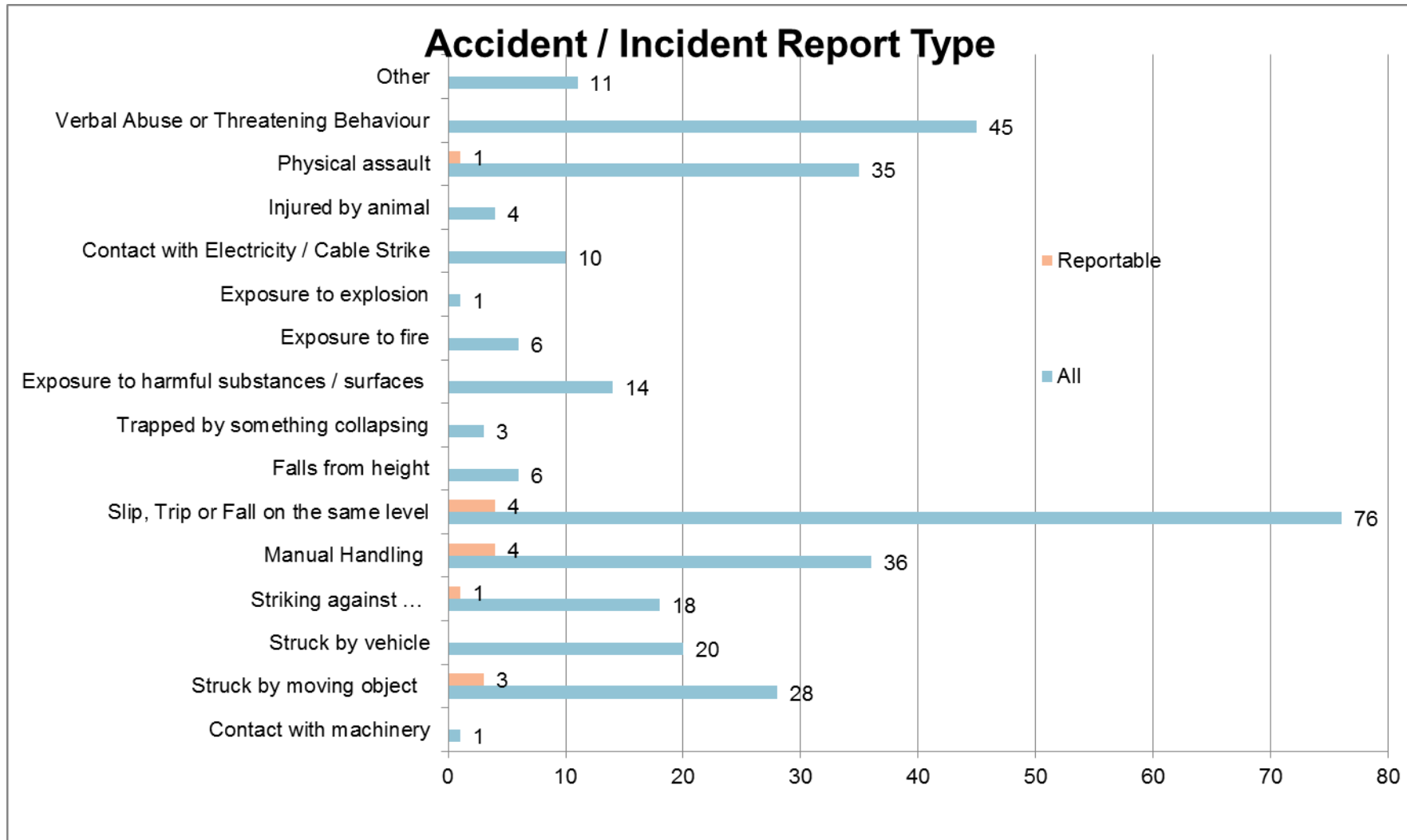
Year on Year Total Number - Employee Major /Specified Accidents

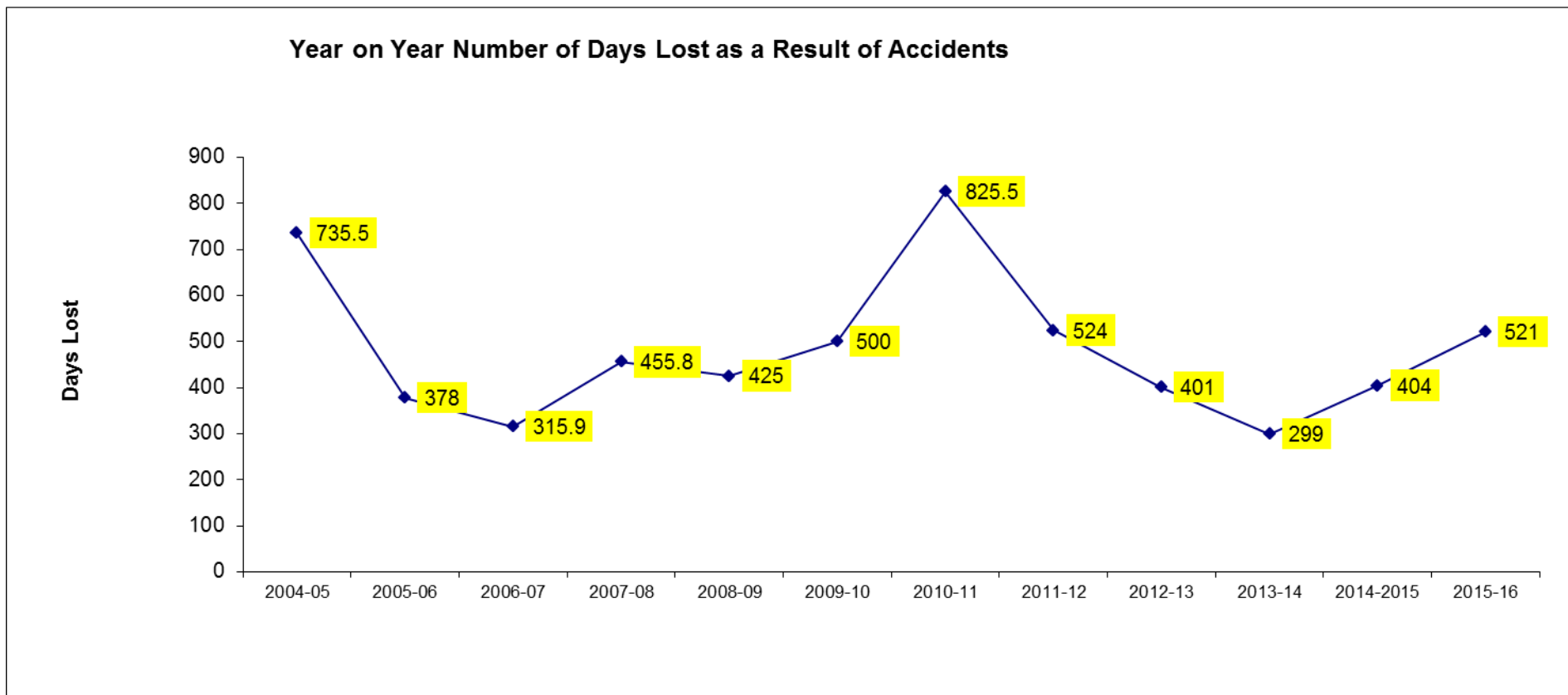


Year on Year Number of Minor Employee Accidents









NEAR MISS REPORTS

Division / Service Group	2014/15	2015/16	Difference
Neighbourhood Services & Resources	69	93	24
Community Service	30	19	-11
<i>Culture</i>	18	16	-2
<i>Environmental (Inc. OA&HS)</i>	12	3	-9
Finance & HR	19	24	5
Housing & Building Services	15	33	18
<i>Building Services (Inc. Engagement)</i>	1	18	17
<i>Housing Services</i>	14	15	1
Law and Governance (Inc. Comms)	5	17	12
Economic Growth	15	20	5
Economic Initiative	0	2	2
Highways Design & Projects	12	10	-2
<i>Capital Projects</i>	-	1	1
<i>Highways Asset Management</i>	-	3	-
<i>Highways Network Management</i>	-	6	-
Regulatory Services	3	8	5
People Commissioning, Adults & PH	3	11	8
Adult Social Care	2	9	7
Development & Commissioning	0	0	0
Public Health	1	2	1
Children's Services	2	2	0
<i>Education Services</i>	1	1	0
<i>Social Care and YOS</i>	1	1	0
<i>Support Services</i>	0	0	0
<i>Family Support</i>	0	0	0
Schools		0	

Total	89	126	37
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