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**CORPORATE HEALTH AND SAFETY REPORT 2016/17**

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**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 focus for the year has been to continue to embed the health and safety management system and improve health and safety compliance.
3. Think Safety initiatives to improve health, safety and wellbeing have continued throughout the year, including a refresh of the Core Values for health and safety and the completion of a Safety Culture Survey.
4. Overall performance indicators show an improvement for the year.

**Recommendation**

5. It is recommended that the progress to date and key planned actions for 2017/18 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 2016/17 and the objectives for 2017/18 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. A review of the Core Values for Health and Safety was carried out in 2016/17. The values now include the new value 'we are risk aware not risk adverse'. Posters have been displayed within council buildings promoting these values.
7. Health and Safety Champions have continued to play an active role in the implementation of initiatives, attending events to support the roll out of the refreshed Core Values. Champions have again been given the opportunity to meet with the Chief Executive and their Assistant Director to discuss health and safety matters and continue to be hugely beneficial in raising awareness.
8. The Construction Design Management Regulations (CDM) 2015 have now been in place for over a year and revised Corporate Arrangements have been developed with a supporting e-learning module on AC10. All internal duty holders are to complete the module which will assist with understanding both legislative and council requirements for compliance with CDM 2015.
9. A Culture Survey was carried out to seek the views and opinions of staff on the safety culture within the organisation. The survey was completed by 28% of the workforce, across all 3 service groups, and identified improvements since the previous 2013 survey. The majority agreed the Council is a safe and healthy place to work, with good communications on health and safety and are of the opinion management take health and safety seriously. However 50% of responses disagreed that near misses are always reported and 16% of employees agreed

accidents investigations are mainly used to identify blame. The findings have been communicated and actions to target improvements are being considered.

10. New sentencing guidelines came into force in 2016, with Courts following a step by step approach when considering the fine or sentence given 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.
11. Since their introduction the largest fine in 2016 was two and a half times the size of the largest fine in 2015 and almost ten times larger than the largest fine in 2014. Large fines are no longer limited to cases involving a fatality, with Nottingham County Council receiving a fine of £1million after a member of the public was struck by a council tractor and receiving bruising and injuries to his arms, legs and head.
12. Overall performance indicators show an improvement for the year, further details below.

## Performance

13. Good safety performance is characterised by effective leadership and real workforce involvement.
14. The number of employee accidents reportable to the HSE has remained at 13 for a second year. The reportable accident rate has however increased to 7.50 (per 1000 FTE), compared to 6.92 (per 1000 FTE) in 2015/16, as the number of FTE numbers have reduced. See **Appendix 1** Reportable Accident Rate.
15. One reportable accident resulted in a specified injury, a fractured arm. The employee fell from the back of a wagon whilst operating lifting equipment. Details of the Council's year on year accident data is provided in **Appendix 2**.
16. The other types of accidents reported to the HSE were, manual & handling (6), slip trip and fall (2), dog bite (2), laceration (1) and scald (1). Investigations identified a number of areas, including insufficient risk assessments, a lack of / or failure to follow safe systems of work and poor near miss reporting of unsafe conditions. In a number of cases there was a need for further instruction and better monitoring by management. See **Appendix 3** Reportable Accidents by Type.
17. The overall accident incidence rate (minor and reportable) was 103.79 per 1000 FTE employees. This is a slight increase on 2015/16 where the rate was 101.12 per 1000 FTE. The accident rate by service and the type of accident and incidents in 2016/17 are provided in **Appendix 4**.
18. The number of minor accidents reported reduced to 167. Minor accidents, are classified as those which do not require reporting to the HSE but have resulted in injury or harm. Overall minor accident have dropped by 10, which is good news, particularly as near misses are increasing, this demonstrates the culture of reporting on health and safety is improving.

19. There were zero reportable occupational diseases diagnosed in 2016/17.
20. At the end of the financial year 89.41% of employees that required health surveillance had completed this. Management processes are in place to follow up on the 45 outstanding appointments. Health surveillance includes; monitoring for signs of hand arm vibration; lung function tests for effects of exposure to dust i.e. silica, skin checks and audiometry test for signs of noise induced hearing loss.
21. Lost time as a result of accidents during 2016/17 was at 607 days, an increase of 16% on the previous year. Of the 29 accidents that resulted in lost time, 10 were long term absence (>20 days), which accounted for 496 days in total. Manual handling accidents accounted for 252 days absence and 186 days as a result of slips, trips and falls. **Appendix 5** shows year on year lost time.
22. The number of near miss reports continues to rise year on year with 158 reports received in 2016/17, an increase of 25% on the previous year. This is an indication that improvements continue to be made in the health and safety culture, however views expressed by employees in the Safety Culture Survey indicate not all near misses are being reported. Therefore promoting of the importance and benefits of near miss reporting must continue. Details are provided in **Appendix 6**.
23. Stress continues to be the highest reason for sickness absence, work related stress is marginally less than non-worked related stress (47.7% v 52.4%). Stress accounted for 26% of all absence reasons (28.1% in 2015/16).

#### **Brief outline of objectives for 2017-18**

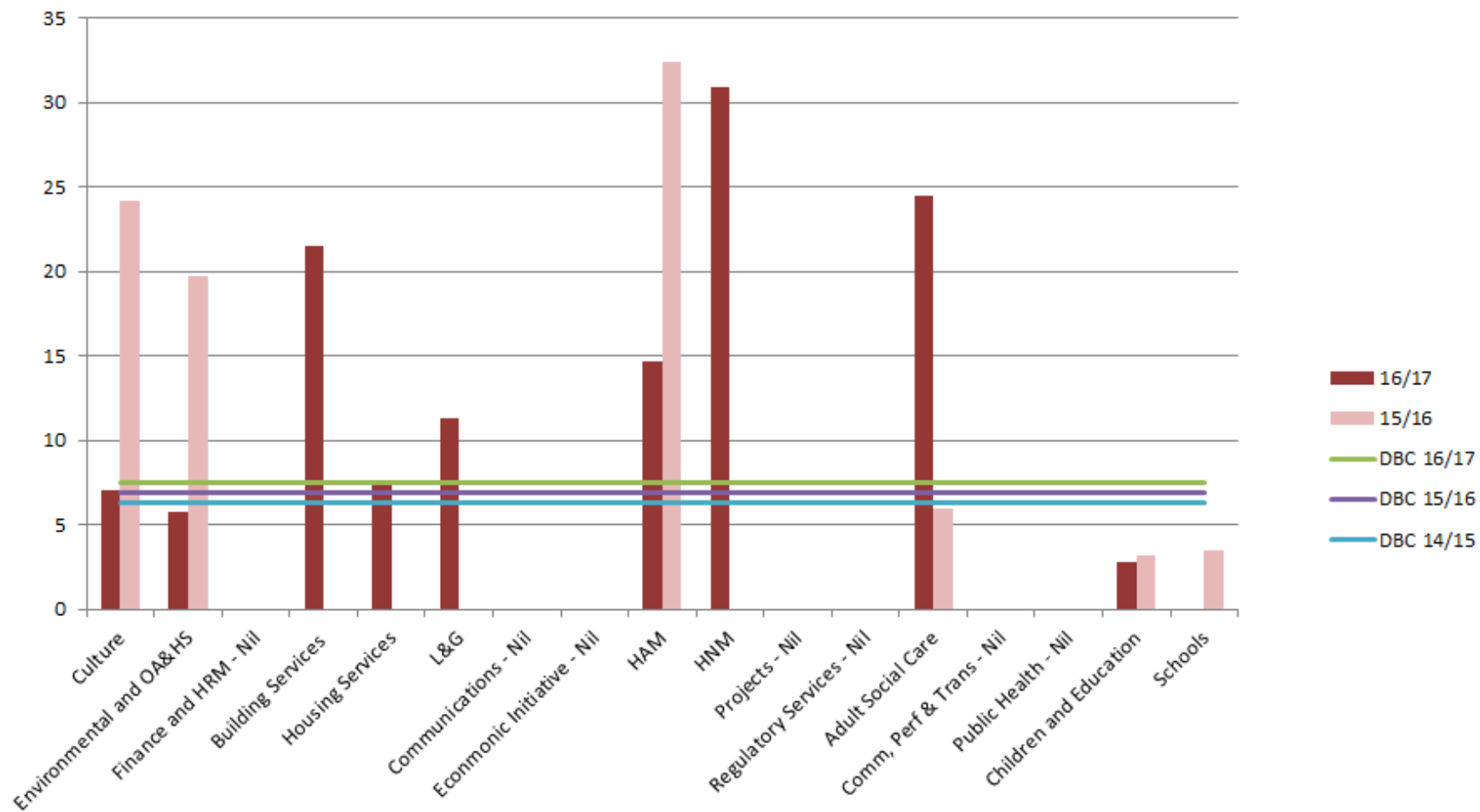
24. To ensure continual improvement in both health and safety management and health and safety culture within the Council the following priorities have been identified.
25. Ensure the health and safety management system is embedded within the Council, by continuing to plan for hazard identification, risk assessment and risk control to include routine and non-routine activities as well as addressing behavioural issues.
26. Review the Corporate Health and Safety Policy and General Statement of Intent and refresh the Think Safety Promise.
27. Continue to develop and implement arrangements to ensure the Council complies with legal requirements and current industry standard, to include the introduction of an electronic incident management system.
28. 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.
29. Continue to introduce effective health and safety documentation and data control of the health and safety management system.

30. Continue to ensure emergency preparedness and response, through adequate first aid provision, fire arrangements and security threats, etc.
31. Continue to measure and monitor health and safety performance (key performance indicators) utilising both proactive and reactive measures.
32. Carryout a programme of audits ensuring non-conformance and corrective and preventive actions are reported to senior management.

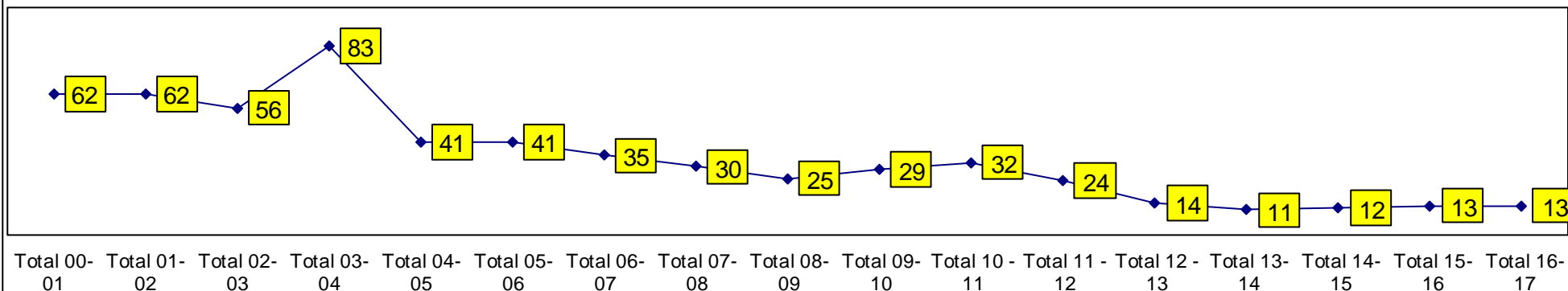
### **Conclusion**

33. Health and safety in the organisation continues to be a high priority and the performance results show improvements are again being made. The objectives for 2017/18 will ensure for continual improvement and embed health and safety into all the councils' activities.

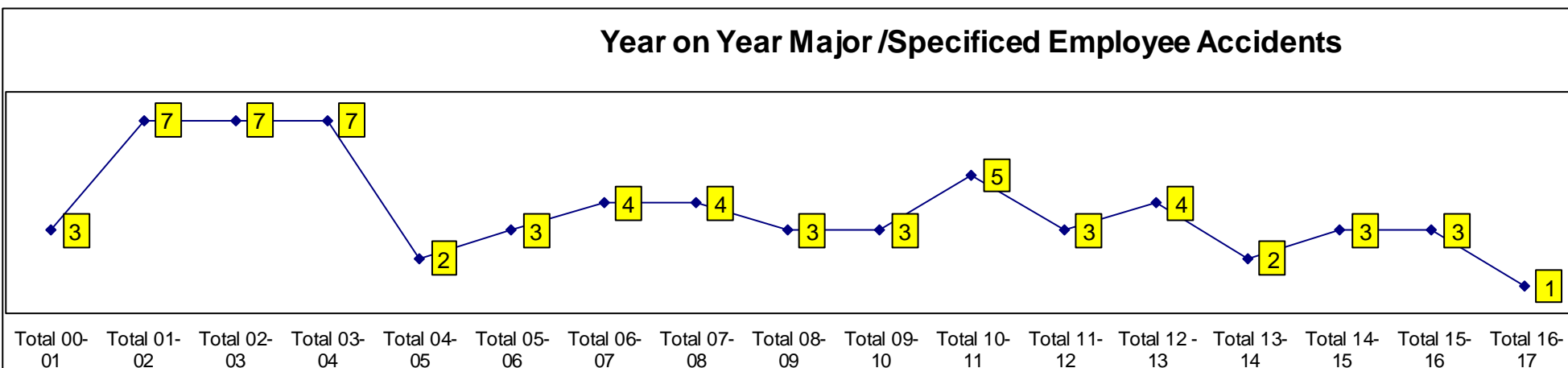
### Reportable Accident Rate (Per 1000 FTE)



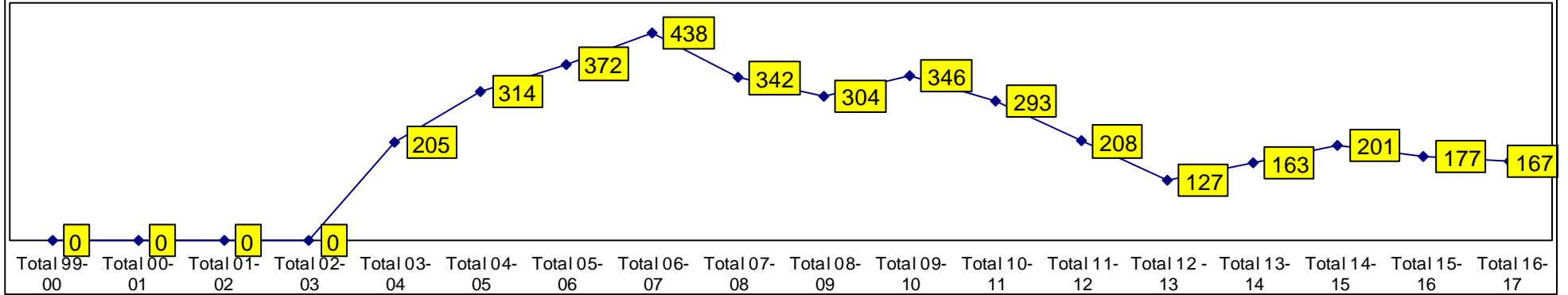
### Year on Year HSE Reportable Employee Accidents



### Year on Year Major /Specified Employee Accidents



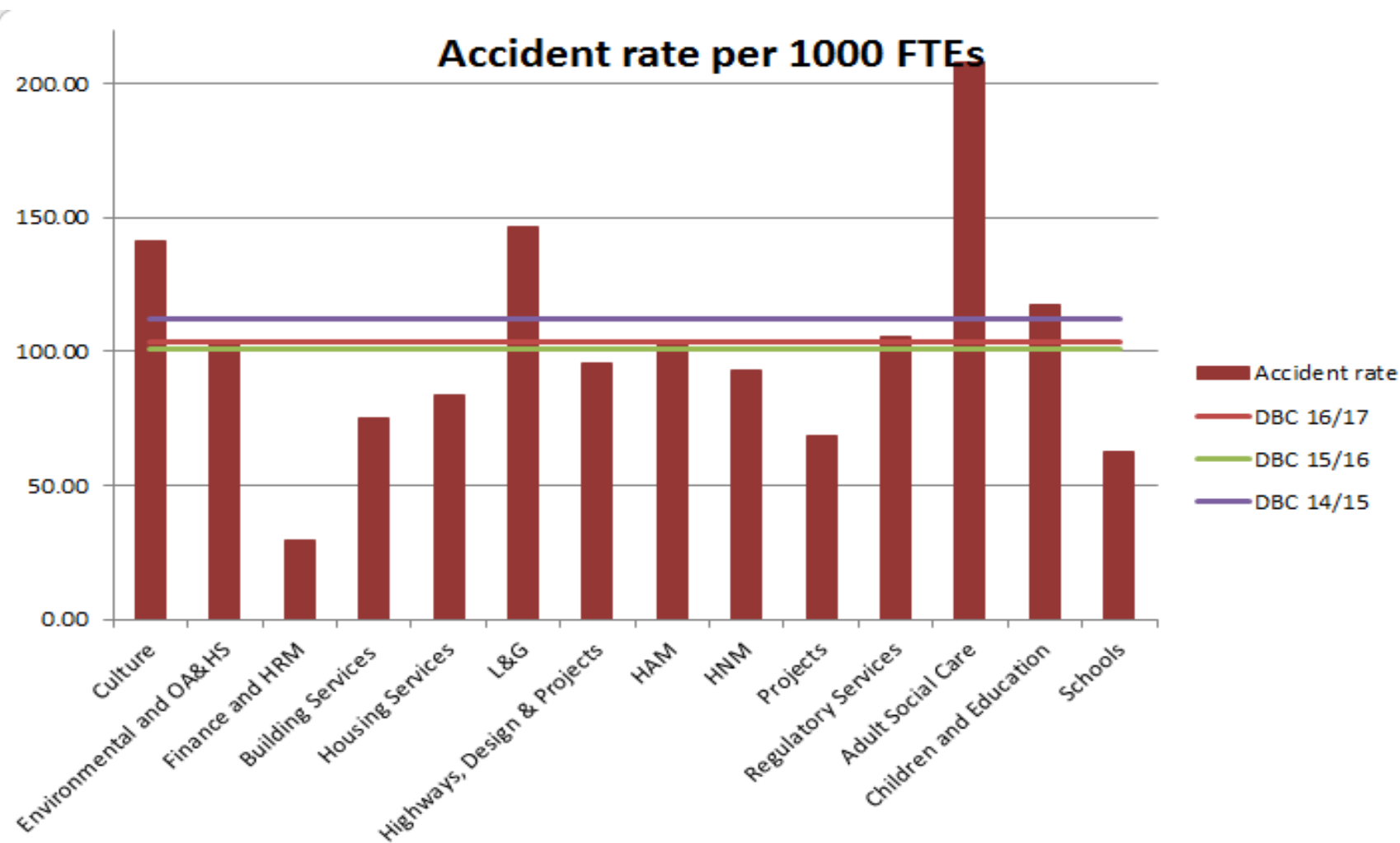
### Year on Year Minor Employee Accidents





## Reportable Accident by Type

Service Area (15/16 total)	Injured by animal	Striking against	Struck by moving object	Manual Handling	Contact with sharp object	Slip, Trip or Fall on the same level	Falls from height	Exposure to harmful substance	Physical assault	Total
Culture			(2)	(1)		(1)		1		1 (4)
Environmental Services		(1)		(1)		1 (2)				1 (4)
Housing Services				1						1
Building Services				1	1					2
Highways Asset Management			(1)	(1)			1			1 (2)
Highways Network Management						1				1
Adults	1			3 (1)						4 (1)
Children's			(1)	1						1 (1)
Schools									(1)	(1)
Law and Governance	1									1
<b>Total</b>	<b>2</b>	<b>0 (1)</b>	<b>0 (4)</b>	<b>6 (4)</b>	<b>1</b>	<b>2 (3)</b>	<b>1 (0)</b>	<b>1 (0)</b>	<b>0 (1)</b>	<b>13 (13)</b>





## Near Miss Reports – 15/16 v 16/17

<b>Division / Service Group</b>	<b>15/16</b>	<b>16/17</b>	<b>Difference</b>
<b>Neighbourhood Services &amp; Resources</b>	<b>93</b>	<b>109</b>	<b>16</b>
Community Service	19	29	10
<i>Culture</i>	16	12	-4
<i>Environmental (Inc. OA&amp;HS)</i>	3	17	14
Finance & HR	24	8	-16
<b>Housing &amp; Building Services</b>	<b>33</b>	<b>63</b>	<b>30</b>
<i>Building Services (Inc. Engagement)</i>	18	22	4
<i>Housing Services</i>	15	41	26
Law and Governance (Inc. Comms)	17	9	-8
<b>Economic Growth</b>	<b>20</b>	<b>20</b>	<b>0</b>
Economic Initiative	2	0	-2
<b>Highways Design &amp; Projects</b>	<b>10</b>	<b>17</b>	<b>7</b>
<i>Capital Projects</i>	1	1	0
<i>Highways Asset Management</i>	3	10	7
<i>Highways Network Management</i>	6	6	0
Regulatory Services	8	3	-5
<b>Children &amp; Adults Services</b>	<b>11</b>	<b>27</b>	<b>16</b>
Adult Social Care	9	11	2
Commissioning, Performance & Trans	0	1	1
Public Health	2	1	-1
<b>Children &amp; Educational Services</b>	<b>2</b>	<b>14</b>	<b>12</b>
<i>Early Years</i>	-	2	2
<i>11-19</i>	-	12	12
<b>Schools</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Total</b>	<b>126</b>	<b>158</b>	<b>32</b>