

Audit Committee – 10th December 2009

6. Health, Safety and Welfare – Annual Report

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Purpose of the Report

In order to keep members informed of health, safety and welfare issues relevant to SSDC activities and undertakings, the Safety Adviser provides an annual report for the Audit Committee.

The report contains an overview of health and safety matters and/or concerns, details of new or recent Health and Safety legislation and comments on other health, safety or welfare matters considered likely to have some impact on Council activities.

This report covers the period 1st January – 30th November 2009.

Recommendation

That members note and comment on the report.

Report

Accidents

DEPT/SECTION	NO. OF ACCIDENTS	DAYS LOST	COMMENTS
Transport	0	0	None
Streetscene	30	23	3 RIDDOR reports
Sport, Art, Leisure	0	0	None
Horticulture	3	1	None
Community, Heritage & Tourism	12	7	All minor incidents
Volunteers	3	N/A	As above
Offices	15	25	As above
Contractors	2	N/A	As above
Members of public	3	N/A	Minor incidents
Others	3	57 (all arising from one incident)	Pest officers, Car park inspectors, Cem/Crem.etc.
TOTAL	71 (76 during 2008)	113 (31 during 2008)	

Number of accidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) = 3 (2 during 2008)

Note:

For detailed report on 2009 accidents see Appendix A at pages 8-11.

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Legislation

The following Health and Safety related legislation came into effect during 2009:-

The First Aid at Work Regulations - have been in force for a number of years however they have been amended as of October 2009. The main changes are the length of first aid training courses and some changes to the course content, the requirement for the first aid provision to be based on a risk assessment remains. In addition, Management Board have approved a budget for ensuring the provision and re-qualification of first aiders, the budget is administered by the Safety Adviser.

The Control of Vibration at Work Regulations

The above Regulations came into effect during 2005 but to date we have had no control systems in place. A procedure has now been implemented that ensures the equipment is tested and the vibration readings recorded. Users will be given a personal log book to record their daily exposure to vibration, they will also be given training to ensure their exposure level does not exceed the legal levels.

Wincanton Office & Police Station

This joint project was completed during 2009 and as a result of close consultation and cooperation between the partners the inevitable Health and Safety issues were discussed and resolved. The site is now fully operational.

Health & Safety Training

Management Board has made funds available (£5k for 2009/10) for specific Health and Safety training. The budget is administered by the Safety Adviser and bids for training are put to the Safety Panel for approval. Training approved or undertaken for 2009/10 includes:

- Winch training
- Storage of pesticides
- Fire Safety Manager

Work/Life Balance Survey

During July a workshop was organised for the Senior Managers Forum in order to review the work that was being done following on from the survey in 2008. Feedback from this session has been collated and will be presented to the new Management Board in December. In addition to this, some half day sessions on workplace stress recognition and management have been arranged for the new 4th Tier Managers early in the new year.

Lufton Depot

A number of Health and Safety issues have been addressed on this site during 2009. They include a new overhead hoist and washing facilities in the Horticulture Workshop and 110v electrical supply for the main vehicle workshop. Plans are also being drawn up for improvements to the heating and ventilation system, which will also include improved roof insulation. The compound will also be upgraded to improve parking, storage and vehicle movement safety.

Lone Working

Following on from an Internal Audit report produced during July, a number of actions were identified including the need for more effective identification and risk assessment of lone workers, interview room safety and security and a reminder to all staff of what lone working is and where to find our policy and guidance. Internal Audit has been informed that the actions allocated to the Safety Adviser have been carried out.

Heatwave Risks

As a result of information being sent out earlier this year by the Health Protection Agency and the Met Office that suggested the country might experience a “BBQ summer”, the Safety Adviser produced guidance for staff and managers in respect of managing the Health and Safety risks. In the event the guidance was not needed this year but may well be useful in the future.

Swine Flu

The Safety Adviser has attended regular meetings to discuss and agree our response to the effects of Swine Flu. The first wave had minimal effect on our staff and services and procedures are in place for a future outbreak and can be escalated as required.

Maintenance of Open Spaces

Following HSE enforcement action and the subsequent prosecution against Cheltenham Council, we have started a system of risk assessing the open spaces maintained by SSDC. In time all sites will be risk assessed and instructions issued in respect of the correct machine to use and operational limitations.

Street Markets

Following a request from Internal Audit, the market sites at Yeovil, Crewkerne, Ilminster and Chard have been risk assessed and copies lodged with Audit and the Market Supervisor.

Priorities for 2010

A major review of the health & safety management system

Health and Safety training for senior executives and Elected Members

Managing the Health and Safety issues arising from major office moves

Background Papers: *None.*