

# AC

Audit Committee – 27<sup>th</sup> January 2011

## 6. Health, Safety & Welfare – Annual Report

*Strategic Director:* Vega Sturgess, Operations & Customer Focus  
*Assistant Director:* Laurence Willis (Environment)  
*Service Manager:* Pam Harvey, Civil Contingencies Manager  
*Lead Officer:* Pam Harvey, Civil Contingencies Manager  
*Contact Details:* pam.harvey@southsomerset.gov.uk or 01935 462303

### Purpose of the Report

In order to keep members informed of health, safety and welfare issues relevant to South Somerset District Council activities and undertakings, an annual report is presented to the Audit Committee.

This report covers the period from December 2009 to November 2010.

The report contains an overview of health and safety matters and/or concerns, details of any new or impending Health & Safety legislation and comments on other health, safety or welfare matters that may have some impact on Council activities.

### Recommendation

That members note and comment on the report.

### Report

Due to the recent retirement of the Safety Advisor, the responsibility for the management of health, safety & welfare has passed to the Civil Contingencies Manager. There has been a period of review of the service, which has recommended a number of minor changes to the way this service is provided whilst continuing to ensure the Council carries out their responsibilities under Health & Safety legislation. A report detailing these changes will be submitted to Management Board in due course.

### Health & Safety Management

Since the Health & Safety Advisor post was created in 1994 the role has evolved into one where the Health & Safety Advisor supported managers at South Somerset District Council to carry out their responsibilities under the Health & Safety at Work Act.

In November 2010 the post of Health and Safety Advisor was deleted following the retirement of the post holder. The responsibilities were subsequently transferred to the Civil Contingencies Manager. This made good sense because there is a strong overlap with the safety role and risk assessment and that of business continuity. In order to comply with legislation the Authority will need to be assured that the Civil Contingencies Manager is a competent person to advise on Health & Safety matters. The Civil Contingencies Manager has recently passed a Health & Safety course approved by the Institute of Occupational Safety & Health (IOSH). This is considered to be the minimum standard required to undertake the role.

In order to take the good work of the former post holder and move forward with Health, Safety & Welfare at work at the Council it is proposed to do the following:

- Continue to recognise the responsibility of managers and their teams to carry out the operational H&S work.

- Amend the H&S management system to reflect those changes.
- Set up the TEN system to be an online H&S system, giving managers an intuitive system that will manage their risk assessments, give them online incident reporting and generic risk assessments.
- Explore opportunities for the Health & Safety Advisor at Lufton Depot to play a greater part in the Health & Safety Management process eg: H&S inspections of Council Properties, Fire Risk Assessments, arranging First Aid Training and so on.
- The high-risk areas of Streetscene & Countryside will receive special attention in terms of support for supervisors to carry out risk assessments.
- The H&S Advisor will transfer to Brympton Way for the majority of the week but will still spend time at Lufton Depot.

## Accidents

Period covered December 2009 – November 2010

Service	No of Reported Accidents	Days Lost	Comments
Area Development	2	0	None
Cemetery/Crematorium	1	0	None
Community Health & Leisure	6	0	All minor injuries
Countryside	3	0	None
Customer Focus	1	0	Minor Injury
Engineering & Property	1	0	Minor Injury
Environmental Health	1	0	Minor Injury
Transport (Workshop)	3	5	1 incident resulted in days lost
HR	2	0	Trip Injuries
Legal	1	0	None
Parking Enforcement	1	0	None
Performance	1	0	None
Revenues & Benefits	2	0	None
Streetscene	16	24	5 incidents resulted in days lost
<b>Total</b>	<b>41 (71 in 2009)</b>	<b>21 (113 in 2009)</b>	

Number of accidents reported under Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) – 6 (3 in 2009)

Note: For detailed report on 2010 accidents see the appendix at pages 19-21.

## New Legislation relevant to SSDC

The Fire Safety (Employees capabilities) (England) Regulations 2010 came into effect 6<sup>th</sup> April 2010; this requires employers to take employees capabilities into account when carrying out fire risk assessments and making arrangements for fire safety. The requirements will be included in future fire risk assessment updates.

## Lord Young's Report

Following the General Election the new Government asked Lord Young to carry out a review of Health & Safety matters following media reports about the 'Nanny state' and of 'Health & Safety gone mad'. The report was published in September 2010 entitled Common Sense, Common Safety. This report made a number of recommendations under the various headings of Compensation, Low Hazard Workplaces, Raising

# AC

Standards, Insurance & Education that refers to general health & safety matters. Lord Young did not suggest radical changes to the way Health & Safety is enforced other than a recommendation to a change to the timing of the Reporting of Injuries & Dangerous Occurrences (RIDDOR) and recommends that the deadline for reporting incidents be extended to seven days.

## **Health & Safety Management System**

In the run up to the retirement of the Safety Advisor there has been some evaluation of Health & Safety management software systems to allow the Civil Contingencies Manager to monitor all risk assessments and safe systems of work, as well as allowing Service Managers to report online all incidents and update and create risk assessments and keep training records. In order to keep costs to a minimum it has been arranged that the current performance system (TEN) will have an additional module created. This will mean that, for the first time, the Council will have a central library of all risk assessments, safe systems of work and training records and that good practice can be shared across services. This system is in the process of being written, and at a future meeting of this committee it is planned that a demonstration of the new system will take place.

**Background Papers:** *None.*