

Audit Committee – 26th January 2012

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

*Strategic Director:* Vega Sturgess (Operations & Customer Focus)  
*Assistant Director:* Laurence Willis (Environment)  
*Service Manager:* Pam Harvey, Civil Contingencies Manager  
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### 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 2010 to November 2011.

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

Following the retirement of the Safety Adviser in November 2010, the responsibility for the management of health, safety & welfare passed to the Civil Contingencies Manager. As reported to this committee in January 2010 there had been a review of the service and it was planned that there would be some changes to the way Health & Safety is managed whilst continuing to ensure the Council carries out its responsibilities under Health & Safety legislation.

### Health & Safety Management

In last year's report it was proposed to do the following in order to make the management of Health & Safety more robust:

- 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 Adviser 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 Adviser will transfer to Brympton Way for the majority of the week but will still spend time at Lufton Depot.

I am pleased to report that there has been significant progress in most areas. However, the proposed transfer of the Health & Safety Adviser at Lufton to take on a more corporate role within the organisation was not successful. However, a temporary post of Civil Contingencies & Streetscene Assistant that supports the work of the Health & Safety Adviser 3 days per week has been created and is working successfully.

### Health & Safety Management System

The Health & Safety Management System is now a live system that services are in the process of transferring their operational risk assessments to. This system also allows for the online reporting of incidents and accidents. There will be a demonstration of this system at the meeting.

### Accidents Statistics

Period covered December 2010 – November 2011

Service	No of Reported Accidents	Days Lost	Comments
Area Development	2	5	One incident was a slip on a newly washed floor. The other was a back strain due to carrying an inappropriate load. Both incidents were investigated and recommendations made.
Cemetery/Crematorium	1	0	
Community Health & Leisure	1	0	Incident investigated and no risk assessment had been carried out.
Countryside	4	0	Mainly operational incidents.
Engineering & Property	0	0	
Environmental Health	1	0	
Fraud & Data	1	0	Slipped on a wet floor/accident fully investigated.
Legal	0	0	
Parking Enforcement	1	0	
Performance	0	0	
Revenues & Benefits	0	0	
Sports & Leisure/Arts & Entertainment	3	0	
Streetscene	19	11	All incidents investigated by the Streetscene Health & Safety Adviser
Transport (Workshop)	1	0	
<b>Total</b>	<b>34</b>	<b>16</b>	

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## Incident Statistics

Period covered December 2010 – November 2011

This table shows the number of incidents that have been reported to the Health & Safety Adviser. These incidents include reports of verbal or physical abuse towards members of staff.

Type of Incident	Location	Comments
Verbal Abuse	Brympton Way Reception	
Assault	Home Visit	
Verbal Abuse	Telephone	
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Home Visit	
Threatening Behaviour	Telephone Call	Anonymous call
Verbal Abuse	Cartgate TIC	
Verbal Abuse	Telephone Call	
Verbal Abuse	Telephone Call & Interview Room	
Verbal Abuse	Brympton Way Reception	5 members of staff abused in same incident
Verbal Abuse	Summerhouse Hill	Abuse to Countryside Volunteers
Verbal Abuse	Morrisons Supermarket	Abuse to member of staff outside of work
Verbal Abuse	Mudford Road	Abuse to member of staff working outside
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Telephone	
Verbal Abuse	Brympton Way Reception	
Verbal Abuse	Visit	2 members of staff abused in the same visit
Verbal Abuse	Telephone	
Verbal Abuse	Telephone	

## New Legislation relevant to SSDC

There was no major legislation in the last year that has had an effect on the Council. However, members will be aware that in 2010 the Government asked Lord Young of Graffham to carry out a review of Health & Safety. Lord Young's report contained 35 recommendations of which 16 have been completed. The only recommendation in Lord Young's report that will affect the Council is the change to reporting times for reportable accidents; this will increase from 3 to 7 days and comes into force in April 2012. Following Lord Young's report, Professor Ragnar Lofstedt, Director of the Kings Centre for Risk Management at Kings College London was asked to conduct an independent review of health & safety regulations to identify opportunities to simplify the rules. Professor Lofstedt's findings were published in November 2011 and made six key recommendations. The Government has developed an action plan of change that will begin immediately through to 2014 to implement those recommendations. Any legislation changes that will be enacted that affect the Council will be reported to members in the annual reports.

**Health & Safety Training**

Funds are made available for Health & Safety training. The Safety Adviser administers the budget and bids for training are put to the Safety Panel for approval. Training approved or undertaken for 2011/12 includes:

Practical Risk Assessment training (staff across the authority)  
ATV driver training for Countryside staff  
Fire Risk Assessment training

**Priorities for 2012**

Publish the revised Health & Safety Policy

Review all Health & Safety policies

Manage the Health & Safety system

Carry out a review of all Fire Risk Assessments in Council Offices

Annual Health & Safety Inspection of all Council Offices

**Background Papers:** *None.*

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