

Audit Committee – 25 April 2013

5. Health, Safety & Welfare – Annual Report

Strategic Director: Vega Sturgess, Operations & Customer Focus
Assistant Director: Laurence Willis, Assistant Director 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 November 2011- January 2013.

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 member's note and comment on the report.

Report

Health & Safety Management

Following the last report to Member's I am pleased to be able to report that there has been significant progress in a number of areas of health & safety management.

Health & Safety Management System

The Health & Safety Management System is now fully populated with the operational risk assessments for each service. Currently, the risk assessments are being evaluated to ensure that each service has operational risk assessments that are suitable for each activity.

Fire Risk Assessments

In order to properly conform to the Regulatory Reform (Fire Safety) 2005, all the Council's offices have been assessed as High, Medium or Low priority and a programme of inspections compiled. To ensure that all risk assessments comply with the legislation the Civil Contingencies Manager (who is a qualified level 2 fire risk assessor) will carry out the Fire risk assessments on those buildings designated as low or medium risk and the high risk buildings will be inspected by an independent assessor due to the complexities of their design or the risks associated with the building.

Annual Health & Safety Inspection's

During 2012 all Council buildings have been inspected and an action plan of remedial works drawn up for each building in conjunction with Property Services.

Accidents Statistics

Period covered November 2011 – January 2013

Service	No of Reported Accidents	Days Lost	Comments
Area Development	1	0	A member of staff felt unwell at work and was taken home
Corporate Services	2	0	Small injuries, simple first aid required.
Countryside	2	0	Mainly operational incidents
Engineering & Property	3	0	All incidents were simple crush injuries due to moving furniture.
Environmental Health	2	0	Both incidents happened in clients homes, one was a dog bite when client assured officer that the dog was 'harmless' & the other was a slight injury when gaining access to an attic for inspection.
Legal	1	0	Slipped & sprained ankle
Revenues & Benefits	1	0	Injury caused by carrying heavy load, no action.
Streetscene	16	-	All incidents investigated by the Streetscene H&S Advisor
Transport (Workshop)	1	0	
Total	30	0	

Incident Statistics

Period covered November 2011- January 2013

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

Type of Incident	Location	Comments
Verbal Abuse	Telephone	Abuse from a known customer
Threatening Behaviour	Brympton Way Reception	2 members of staff threatened in the same incident
Verbal Abuse/Threatening Behaviour	Home Visit	2 members of staff involved in the same incident
Threatening Behaviour	On Site	
Verbal abuse	Telephone	
Threatening behaviour	Home Visit	

New Legislation relevant to SSDC

Further to my last report 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. In October 2013 there are likely to be some amendments made to the First Aid regulations, most of those amendments are minor and will have little effect on the Councils current First Aid arrangements.

Health & Safety Training

Funds are made available for Health & Safety training. The Safety Advisor administers the budget and bids for training are put to the Safety Panel for approval. Training approved or undertaken for 2012/13 includes:

Practical Risk assessment Training (Staff across the authority)
Fire Risk Assessment training

Priorities for 2013

Publish the revised Health & Safety Policy.

Review all Health & Safety policies.

Manage the Health & Safety system.

Annual Health & Safety Inspection of all Council Offices.

Evaluate Lone Worker tracking systems for staff.
