

Audit Committee – 27 March 2014

9. Health, Safety & 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 South Somerset District Council activities and undertakings, an annual report is presented to the Audit Committee.

This report covers the period from February 2013 – February 2014.

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 regularly used by all services to enter and update risk assessments and to enter incident reports. There are over 500 operational risk assessments spread across the Councils services. All COSHH assessments have also been entered onto the system. The Civil Contingencies Manager has a rolling programme of evaluation to ensure that the operational risk assessments are suitable for each activity.

Fire Risk Assessments

In order to properly conform to the Regulatory Reform (Fire Safety) 2005, all the Councils offices have been assessed as High, Medium or Low priority and a programme of inspections was completed during 2013. With the exception of one office all Fire Risk Assessments have been completed and an action plan for each building has been agreed with property services.

Annual Health & Safety Inspection's

In order to avoid duplication of work the annual health & safety inspection was included in the Fire Risk Assessment visits, and an action plan of remedial works drawn up for each building in conjunction with Property Services.

Lone Worker Monitoring Systems

During 2013 some services have tested lone worker monitoring systems for staff working alone or undertaking high risk visits to resident's homes. This has proven to be successful and whilst evaluating Lone Worker risk assessments on the Ten system the Civil Contingencies Manager will be advising service managers on the best system to mitigate the risk to their staff.

Accidents Statistics

Period covered Feb 2013 – Feb 2014

Service	No of Reported Accidents	Days Lost	Comments
Community Heritage Access Centre (CHAC)	1	0	Small Injury
Community Health & Leisure	4	0	Small injuries, simple first aid required.
Countryside	1	0	Small Injury
Customer Support	3	0	Small injuries
Revenues	2	0	Small Injuries
Legal	1	0	Slipped & sprained ankle
Streetscene	18	24	All incidents investigated by the Streetscene H&S Advisor
Total	30	24	

Incident Statistics

Period covered Feb 2013 - Feb 2014

The Civil Contingencies Manager will give a verbal update on the incident statistics at the meeting.

New Legislation relevant to SSDC

During 2013 there were various small changes to the First Aid at work regulations and the Riddor reporting deadlines that made very little difference to the arrangements at SSDC.

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. There have been no applications for Health & Safety training in 2013.

Priorities for 2014

Publish the revised Health & Safety Policy

Implement the Fire Risk Assessment Action Plans

Advise on Health & Safety matters in regard to the Shared Office arrangements

Update the Fire Evacuation Plans for offices following the Shared office changes

Review all Health & Safety policies

Manage the Health & Safety system

Annual Health & Safety Inspection of all Council Offices
