

Joint Audit and Governance Committee



Report of the Head of Corporate Services

Author: Hanif Brora

Telephone: 07821 809505

E-mail: hanif.brora@southandvale.gov.uk

SODC cabinet member responsible: Councillor Andrea Powell

E-mail: andrea.powell@southoxon.gov.uk

Telephone: 07882 584120

VWHDC cabinet member responsible:

Councillor Debby Hallett

Telephone: 07545 241013

E-mail: debby.hallett@whitehorsedc.gov.uk

To: Joint Audit and Governance Committee

DATE: 5 July 2021

Health and safety progress review

Recommendation

That the committee notes the half yearly progress review of health and safety actions, as outlined in the health and safety strategic review, and notes the progress made against the corporate health and safety action plan.

Purpose of the review

1. This is the half yearly progress review of the Health and Safety actions as outlined in the Health and Safety Strategic review undertaken in 2019 and subsequent action plan. This review follows on from the joint audit and governance committee report on 26 January 2021.

Strategic Objectives

2. Managing the business safely underpins all of our strategic objectives.

Background

3. As part of the ongoing commitment to a robust health and safety management system some key actions were outlined in the report to this committee in January 2021.
4. The actions support and contribute to more efficient procedures and services, provide for an assessment where necessary, and update of health and safety compliance. They introduce mechanisms for the escalation of health and safety performance outcomes and enable the councils to demonstrate adherence to the requirements of UK health and safety legislation.

Progress on actions

5. The new Health and Safety Policy which was reported on in January is currently undergoing Unison consultation. We will amend the Policy prior to SMT approval and then launch. The Policy provides our general policy on health and safety at work, including our commitment to managing health and safety and our aims, roles of staff in our organisation who have specific responsibility for the various areas of health and safety, and details of the practical arrangements we have/are working on to achieve our Health and Safety Policy aims. The Policy conforms to the requirements of the Health and Safety at Work Act 1974 (HASAWA) and the fact that we are following the Health and Safety Executive safety management model as per Health and Safety Guidance no. 65.
6. As previously reported to the Committee the councils have a formalised system of governance and assurance in place to verify the positives and focus effort on areas requiring improvement in the councils' health and safety performance. Reports are produced monthly and include KPI's to support scrutiny and provide assurance; where current performance is known this is included in the graphs at appendix 1.
7. The team have proactively supported the councils' functions, providing a comprehensive set of guidance, checklists and procedures, to assist council staff in complying with health and safety requirements with regards to Covid 19. This includes reinstatement of face to face council meetings, elections, essential use of buildings including the offices at Milton Park.
8. We have developed a tailored South and Vale Managing Safely course and this has been delivered virtually as a pilot to a small number of Service Managers. The feedback received thus far has been constructive and positive. The duration of the course will be extended to meet the requirements identified by the trial group. It is anticipated that wider delivery of this training will commence face to face when Covid rules allow.
9. A centralised health and safety risk assessment document library for the councils is being trialled by one service area. It is anticipated that this will avoid duplication and provide overview for managers. Further information on this should be available during the second half of 2021.
10. Our lone worker arrangements have been reviewed to include:
 - Updating the lone worker guidance and policy;
 - Training on the LoneAlert app - along with personal safety training being made available on Leah.

- The personal and premises risk registers have been reviewed and, automated incident reporting has been added.

Key performance indicators

11. Current key performance indicators relate to the number of incidents and near miss incidents. Appendix 1 provides a summary of incidents and near misses between July 2020 and April 2021. Health and safety team have engaged with the various teams and motivated them to report all incidents. There is improved reporting and quality of investigation showing a positive move here on the health and safety journey.

Financial Implications

12. There are financial implications if we fail to fulfil our duties under HASWA. These range from prosecution and fines for lack of suitable safety management procedures and implementation through to specific prosecution fines and claims payments for not delivering safe plant, equipment, buildings, locations and processes.

Legal Implications

13. As above there are legal implications if we fail to fulfil our duties under HASWA.

Risks

14. Risk identification is an integral part of our health and safety management system, and of this progress review.

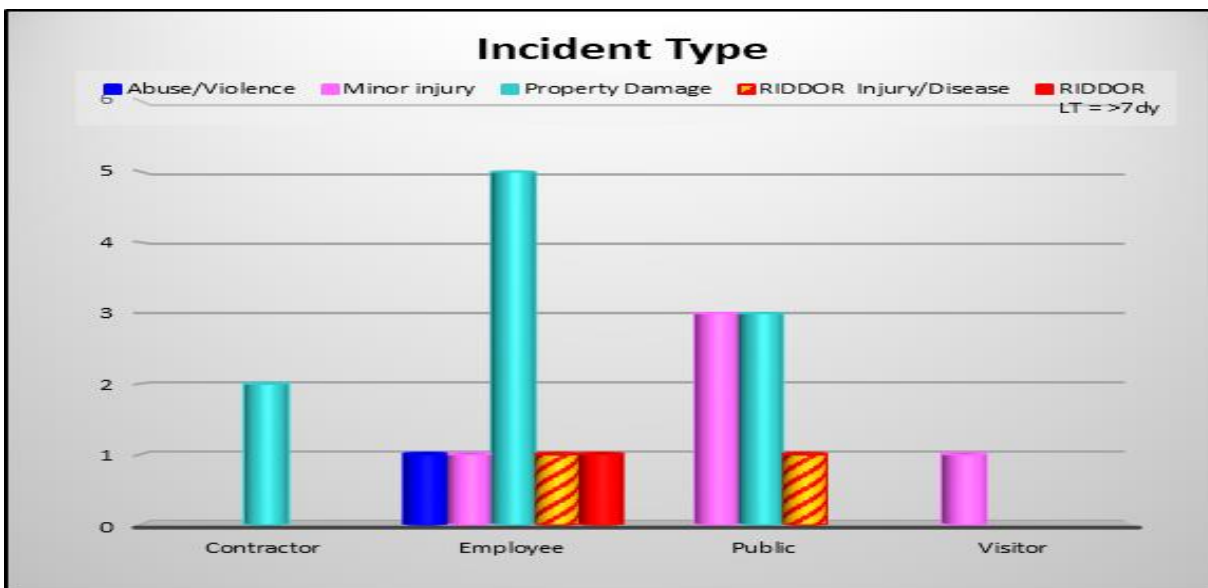
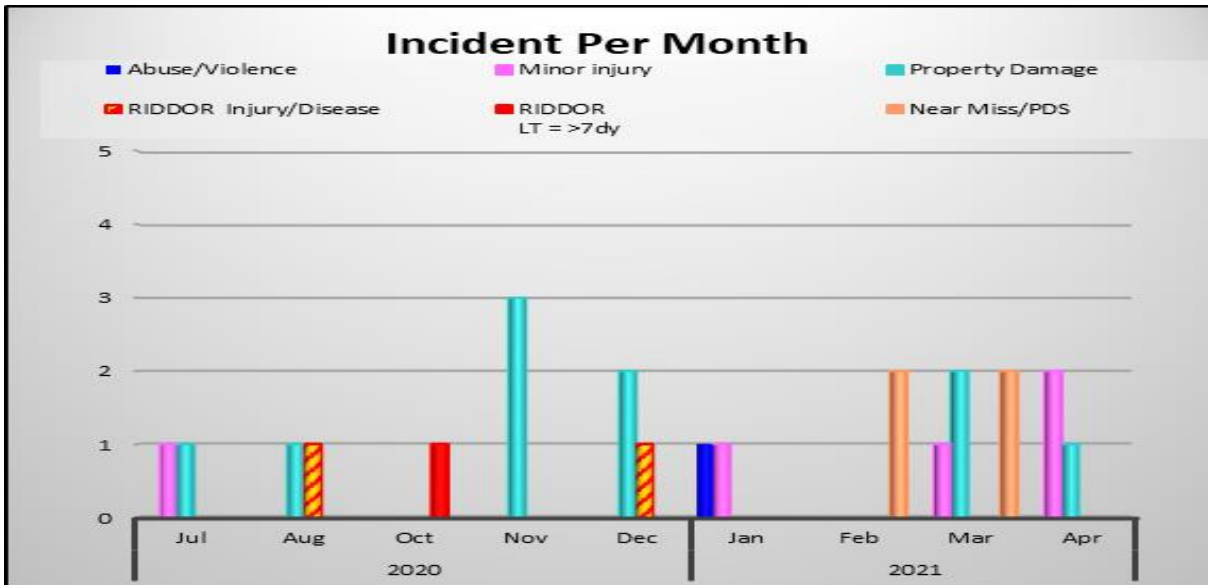
Other Implications

15. Any major incident or injury caused to staff, the public or our contractors as a result of failure in our health and safety system could result in significant reputational damage.

Background Papers

None

Appendix 1 - Health and Safety Key Performance Indicators



Accidents

This is a brief summary of all accidents that have occurred during the period covered by the report complete with an update of current status. This includes the type of accident such as Riddor specified injury, Riddor > 7 day, lost time, minor injury, employee, contractor, member of the public and visitor.

Note: The number of incidents reported to date has improved providing opportunity for remedial actions and reducing the Councils liability. These are being followed through to closure. The rate of reporting is significantly lower than theoretically expected for the type and size of our organisation.

Accidents				
Incident Ref	Date of Incident	Incident Category	Summary of incident and Immediate actions	Status
2020.001	07/07/20	Minor Injury	4-year-old child fell 1.5 metres into unguarded culvert resulting in minor injuries. Investigated and corrective action of guarding completed. Further action: to proactively risk assess culverts and identify where guarding is required and action accordingly, this is being undertaken collaboratively by property and technical teams. Completion by November 2021.	Pending
2020.003	06/08/20	RIDDOR	6-year-old child broke their leg while playing on a carousel. Investigated and remedial actions in progress. Riddor accident notified to Health and Safety Executive. Majority of the remedial actions have been completed and new annual inspection of playgrounds system including priority, clearly defined timelines instigated. Claim ongoing. Our insurers have asked for an update of the condition of the injured person awaiting third party response. Health and safety team to write Safety Training Policy.	Pending
2020.005	05/10/20	RIDDOR	Employee injured when they fell off playground climbing equipment whilst undertaking inspection resulting in bruising. Investigation ongoing. Riddor 7-day accident notified to HSE. Matter concluded no defects with equipment. No medical concerns. Reminder of safe method of climbing using 3 point contact undertaken.	Closed
2020.011	15/12/20	RIDDOR	Employee – Injured person feeling discomfort in right wrist from mid Nov 2020 whilst using DSE workstation at home. Doctor diagnosis is that of carpal tunnel syndrome. Matter notified to Health and Safety Executive per Riddor. Occ Health DSE assessment received.	Under Investigation
2021.002	19/01/21	Minor Injury	Tenant/ Visitor, Entering the ladies' toilets the injured person slipped on the wet floor as she pushed the door open. Injured person fell backwards to the floor. Potential bruising on arm. Investigated and remedial actions taken. Matter notified to leaseholder because this is an area controlled by them.	Closed
2021.008	30/03/21	Minor Injury	Child playing on swing. Moving to get ready to get off swing and allegedly struck head against basket swing rope securing point resulting in cut to head. No defects with equipment found and swing returned to operation.	Closed
2021.011	24/04/21	Minor Injury	Employee was driving a council vehicle on Bridge St. At time of accident was stationary waiting for traffic lights to change at a pedestrian crossing with cars in front of him. A third party vehicle failed to stop and drove into the rear of S&V vehicle. This resulted in employee suffering a bump to the head, nose bleeds, whip lash to neck, shoulders and arms, banged and cut knee on the dashboard, bruised left ankle, pulled lower back. Significant damage to rear of council vehicle	Under Investigation
2021.012	18/04/21	Minor Injury	Injured child appears to have pinched skin on hang swing wire between his bottom and front. Child was stuck and in pain until his mother released him from the swing seat. This resulted in a red mark on his skin in the pinched area.	Under Investigation
2021.013	28/04/21	Minor Injury	Agency staff caught left hand forefinger in the mechanism of a stepladder when opening the ladder for inspection resulting in a 2cm cut to finger.	Under Investigation

Property Damage

A brief summary of incidents which have resulted in property damage with no related injuries:

Property Damage				
Incident Ref	Date of Incident	Summary of incident and Immediate actions	Status	
2020.006	11/11/20	GM team supervisors were moving a pressure washer out of the building at Unit C when the tyre went over a surface joint (expansion seal) causing the pressure washer to turn sharply and hit the vehicle causing damage to rear wing. Changed practice to moving vehicle closer to item being moved. A risk assessment and safe system of work will be produced for any such future activity.	Closed	
2020.008	17/11/20	Council workers locked into external work area by 3rd party damaged a privately owned gate to escape. Investigation complete. Operational procedure put in place to access gate - completed.	Closed	
2020.010	09/12/20	Council vehicle driven by employee crashed into 3rd party vehicle causing damage. Insurance claim pending. Awaiting communication from 3rd party.	Pending	
2021.007	01/03/21	Lorry collided with employee's parked car whilst out on council business. Employee was sitting inside the car at time of collision which resulted in a severe cut along the passenger side of the car and damage to the bumper. The employee suffered no injuries. The lorry driver failed to stop at the scene, two witnesses with CCTV caught the incident on camera. Matter being dealt with by employee insurers.	Closed	
2021.009	30/03/21	Ride on mower operating, stone flew out from underneath machine and struck private home window resulting in broken glass.	Closed	
2021.010	08/04/21	Council team strimming area outside of rear of house on Stert Street. Strimmer appears to have cut the internet cable feeding the house which was bridging from the ground to the external side of the wall.	Under Investigation	
2021.014	25/01/21	Contractor employed by S&V broke main gas pipe and mains electric cable when carrying out dig.	Under Investigation	

Near Misses and Potential Situation Reports

A near miss or potentially dangerous situation is a report identifying potential hazards where no injury or damage has occurred. It is positive that Council employees are now beginning to report near miss incidents; this is good practice and the Team will continue to encourage this.

Near misses and potentially dangerous situations reported during the period are:

Near Misses/Potentially Dangerous Situations			
Incident Ref	Date of Incident	Summary of incident and Immediate actions	Status
2021.003	04/02/21	Permission for 3rd party to erect scaffolding in council owned carpark was given by SABA carpark managing company without consultation with the council	Under Investigation
2021.004	23/02/21	Charter Carpark Fire Risk Assessment audit actions outstanding. Upper floors closed pending actions to make safe. Intermediate actions taken to retain use of lower 2 floors. Awaiting interim Fire Risk Assessment. Awaiting permanent works.	Pending
2021.005	25/03/21	Cherwell Close bridge near Abbey Meadow not maintained and in unsafe condition. Finding out who owns bridge and is responsible for maintenance. OCC own and are responsible for the bridge. Property have formally notified OCC of the condition for them to address.	Closed
2021.006	25/03/21	Employee LONEALERT timer expired activating the escalation procedure. First contact in heirachy failed to respond, LONEALERT failed to follow heirachy process correctly leading to contact with the Acting Deputy Chief Executive. Employee reminded to follow correct procedure.	Closed

Council Staff Covid / Isolation

Please note since September 2020 to 30 April 2021 there have been zero work related covid cases out of a total number of 27 staff Covid related reports from 13 teams.