

BARNESLEY METROPOLITAN BOROUGH COUNCIL

This matter is not a Key Decision within the Council's definition and has not been included in the relevant Forward Plan

**Report of the Executive
Director of Core Services**

Health, Safety and Emergency Resilience Report 2016/2017

1. Purpose of Report

This report seeks to present issues raised in the 2016/2017 Health, Safety and Emergency Resilience Report. The 2016/2017 report provides a comprehensive overview of health, safety and emergency resilience activities and performance within the Authority.

2. Recommendations

- 2.1 That the Authority's Health, Safety and Emergency Resilience performance for 2016/2017 is noted and continuous efforts made to improve upon performance in this area.

3. Introduction

3.1 Health, Safety and Emergency Resilience Report 2015/2016: Executive Summary

3.1.1 The year April 2016 to March 2017 has seen further improvements in the Council's health, safety and emergency resilience performance and also the implications of challenges faced in delivery of these services and maintenance of this performance. Positive indicators seen in 2016/2017 are shown below (with comparative data for 2015/2016 shown in parentheses):

- A decrease in accidents reported to 151 (159) accidents (accompanied by an increase in the reporting rate to around 100%).
- A decrease in specified [major] injuries to 0 (2).
- The majority (96%) of audits show a satisfactory level of compliance with the Council's governance arrangements for health and safety
- A decrease in days lost due to accidents to 323 (721) days
- An decrease in RIDDOR recordable accidents to 14 (27) with 14 (25) over three day injuries; 7 (20) over seven day injuries and 0 (2) major injuries with the Council's performance when compared to national statistics remaining favourable
- An improvement in compliance with requirements to develop risk assessments to 74% (66%) – (77% corporately and 69% in schools)
- A decrease in the number of employer's liability claims to 23 (33) with 11 (14) related to accidents and 12 (19) to work related ill health

3.1.2 However, some negative indicators are also seen:

- An increase in reports of violence and aggression reported to 205 (200) incidents
- An under-reporting of near miss accidents

Overall a number of opportunities for improvements exist with these outlined below along with proposals to address them:

Opportunity for improvement 2016/2017	Proposed action in 2017/2018
1. Reporting of near misses is far lower than reasonably expected	As detailed in the body of this report it is by the reporting and investigation of these incidents that accidents may be prevented. As outlined above, managers are requested to reiterate the need for near miss reporting and treat these as any other reported incident with a proportionate investigation and actions to prevent recurrence.
2. Despite improvement made percentage completion of risk assessments remains lower than optimal – this is the corner-stone of sound health and safety management	These subjects indicate the need for basic health and safety management by the identification of hazards and risks and implementation, maintenance and monitoring of reasonable and proportionate risk controls.
3. The majority of reported accidents have basic causes indicating the need to focus on basic health and safety management	Managers are requested to ensure that risk assessments and safe systems of work are completed for employees/activities and implemented as necessary and these communicated to employees.
4. Reports of violence and aggression account for the majority of incidents reported	These reports reflect the often challenging nature of the provision of public services. The provision of essential public services is not an acceptance that employees should be exposed to violence and aggression. To reinforce this the Council has adopted a 'zero tolerance' policy with the Council to always seeking, as appropriate, apposite sanctions being brought on those carrying out occurrences of violence and aggression.
5. Up take of BOLD training is less than the uptake of the face-to-face training previously provided by the Health, Safety and Emergency Resilience Service	Managers are requested to ensure that all identified health and safety training needs are actioned and ensure that as necessary employees access the relevant BOLD course. The uptake of BOLD training has increased during the year but the number of delegates remains below that would be expected given the number of Council employees. In 2017/2018 the possibility of making minimum health and safety training mandatory as with other courses will be explored.
6. The resilience of Business Units to support the Council's response to an emergency	A separate action plan has been agreed by the Senior Management Team to revitalise the resilience of

	Business Units with each Business Unit charged with the development of their own resilience plan to detail how they would support the implementation of the Council's resilience plan. Some progress towards this has been made in 2016/2017 and a commitment has been made for this to be completed in 2017.
7. Need for increased volunteer numbers to support the Council's response to an emergency	Whilst there has been good support from Council staff to act as volunteers, the voluntary nature of volunteering means that a response is not guaranteed and therefore a much larger pool of volunteers is required than needed to allow for volunteers to not be available when required, particularly out of hours. Volunteer numbers remain relatively low compared to overall employee numbers and several requests for additional volunteers have been issued during the year and there has been a slight increase. Resourcing of Business Unit Emergency Response Plans is specifically addressed in the plan template.

- 3.1.3 Despite these negatives, reflecting the Council's overall performance in this area, the Council has not experienced any formal enforcement action by the Health and Safety Executive or South Yorkshire Fire and Rescue and achieved the Royal Society for the Prevention of Accidents (RoSPA) Order of Distinction for Occupational Safety and Health and the British Safety Council International Safety Award.
- 3.1.4 During 2015/2016 the Health, Safety and Emergency Resilience Service has worked internally and with multi-agency partners on maintaining and improving the Council's emergency resilience.
- 3.1.5 This year reiterates the need for a greater reliance on Business Units to fulfil aspects of the overall health, safety and emergency resilience function.

3.2 Current context of the service provision of the Health, Safety and Emergency Resilience Service

- 3.2.1 During 2016/2017 the Health, Safety and Emergency Resilience Service maintained the breadth of the services provided and capacity with which to deliver these services. However, the reduced overall capacity of the Service since 2011 emphasises the need for departments to dovetail service provision and appropriate and reasonable standards of health and safety. As the Service's service delivery is based on legal requirements, the curtailment and/or cessation of these services does not remove the need for the function but rather realigns the responsibility to operational departments. This, if not adequately managed by departments, may lead to decreased compliance with legislative requirements

and therefore increased potential for both criminal and civil liabilities. This is coupled with a reduced ability of the Service to monitor these standards within the Council. The Council's ongoing budget situation does not discount the possibility of future further reductions in either the breadth of service delivery or service capacity – all this will lead to difficult questions regarding what the Council expects from this Service and what it is able to deliver and what standards of health, safety and emergency resilience are to be maintained.

3.2.2 It is essential therefore that the fundamental improvement in the Council's health and safety performance – an improvement in the welfare of the Council's staff and a reduction in suffering as a result of accidents and ill health – must not be overlooked. The Council operates and more importantly, is able to operate in a manner which dovetails service provision and appropriate and reasonable standards of health and safety.

3.3 Overview of the content of the Health, Safety and Emergency Resilience Report 2016/2017

3.3.1 The report identifies the major causes and effects of accidents to employees and outlines remedial, responsive and proactive measures to reduce the risk of injury and work-related ill-health.

3.3.2 This report contains data in respect of the causes of accidents, the types of injury occurring and the parts of body injured. The report provides details of the cost of accidents to the Authority. Whilst the primary concern of the Authority is the health, safety and well being of its employees, this is nevertheless an important issue in economic terms. This issue is considered further with the incorporation of details provided by the Service Director Finance regarding Employer's Liability Claims.

3.3.3 The Report also details health, safety and emergency resilience initiatives for 2017/2018 that it is hoped will maintain performance in this area.

3.3.4 The report deals with the issue of Work Related Violence to Employees. It outlines the number of reported work related violent incidents to employees. It also provides details of the services of the Health, Safety and Emergency Resilience Service as they relate to statutory occupational health.

4. Consideration of alternative approaches

4.1 Due to the nature of this report, alternative approaches are not considered. However, as discussed above, the current challenges faced by the Council may lead to further reports to Cabinet on this matter in due course.

5. Proposal and justification

5.1 Accept the annual Health, Safety and Emergency Resilience Report 2016/2017 as a summary of current health, safety and emergency resilience performance within the Authority. This supports the Corporate Health and Safety Policy, the statutory requirement for the management of health and safety and the Annual Governance Statement.

6. Delivering Sustainable Community Strategy Ambitions and Local Area Agreement Outcomes

6.1 There are no foreseen implications of this report.

7. Long term sustainability of the proposal

7.1 The Report emphasises the need for maintained focus on the overall health and safety and emergency resilience function in order to uphold standards.

8. Impacts on local people

8.1 There are no foreseen implications of this report.

9. Compatibility with European Convention on Human Rights

9.1 There are no foreseen implications of this report.

10. Promoting equality and diversity and social inclusion

10.1 There are no foreseen implications of this report.

11. Reduction of crime and disorder

11.1 There are no foreseen implications of this report.

12. Conservation of bio-diversity

12.1 There are no foreseen implications of this report.

13. Risk management issues including health and safety

13.1 The report contributes to the Council's strive to maintain high standards of health and safety and emergency resilience. The report identifies risks and proposes appropriate control measures.

14. Financial implications

14.1 Whilst there are no financial implications stemming directly from the report, unless health and safety matters are continually addressed, the costs detailed in the Report may escalate.

14.2 The Health, Safety and Emergency Resilience Service, by development and implementation of the Occupational Health and Safety Management Strategy, can develop policies and procedures on health and safety, but without the day to day commitment of senior managers, managers, and those in supervisory roles, to ensure that these policies and procedures are effected, these measures are impotent

14.3 To appreciate the financial implications of health and safety, the report gives a detailed breakdown of the total number of accidents reported in 2016/2017 for the Authority, and the number of these that resulted in the injured person being absent from work.

15. Employee implications

15.1 Improvements in health and safety across the Council enrich the quality of employees' working life.

15.2 It is pleasing to note that in the 2015 Employee Survey 90% of staff responded positively to the statement "I know what I need to do in my role to minimise health and safety risks". A further 7% did not disagree with the statement (albeit that they additionally did not agree but this does imply that they at least in part know what to do to minimise risks and have

sufficient competence to recognise the opportunity for improvement) with only 2% of the workforce disagreeing (but again this is recognised by staff who can then raise their concern with their managers and/or Safety Representative).

16. Glossary

16.1 Not applicable

17. List of appendices

Appendix A – Health, Safety and Emergency Resilience Report 2016/2017.

18. Background Papers

18.1 See Appendix A

19. Annex – consultations

19.1 Financial implications

Whilst there are no financial implications stemming directly from the report, unless health and safety matters are continually addressed, the costs detailed in the report may escalate.

19.2 Employee implications

Improvements in health and safety across the Council enrich the quality of employees' working life.

It is pleasing to note that in the 2015 Employee Survey 90% of staff responded positively to the statement "I know what I need to do in my role to minimise health and safety risks". A further 7% did not disagree with the statement (albeit that they additionally did not agree but this does imply that they at least in part know what to do to minimise risks and have sufficient competence to recognise the opportunity for improvement) with only 2% of the workforce disagreeing (but again this is recognised by staff who can then raise their concern with their managers and/or Safety Representative).

19.3 Legal implications

The report assists the Council to fulfil its statutory duties under the Health and Safety at Work etc. Act 1974, the Civil Contingencies Act 2004 and the Fire Safety (Regulatory Reform) Order 2005 and associated legislation

19.4 Policy implications

The report supports the Council's Corporate Health and Safety Policy. There are no foreseen implications of this report.

19.5 ICT implications

There are no foreseen implications of this report.

19.6 Local Members

There are no foreseen implications of this report.

19.7 Health and safety considerations

The report assists the Council to fulfil its statutory duties under the Health and Safety at Work etc. Act 1974 and associated legislation. The report supports the Council's Corporate Health and Safety Policy.

19.8 Property implications

The report supports the Council's Corporate Health and Safety Policy as it applies to the safety of premises. There are no foreseen implications of this report.

19.9 Implications for other services

Measures outlined in the report impact upon all departments within the Council.

19.10 Implications for service users

The report assists the Council to fulfil its statutory duties under the Health and Safety at Work etc. Act 1974 and associated legislation.

19.11 Communications implications

There are no foreseen implications of these proposals.

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