

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 Director of Human Resources, Performance and Communications

Health, Safety and Emergency Resilience Report 2015/2016

1. Purpose of Report

This report seeks to present issues raised in the 2015/2016 Health, Safety and Emergency Resilience Report. The 2015/2016 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 2015/2016 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 2015 to March 2016 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 2015/2016 are shown below (with comparative data for 2014/2015 shown in parentheses):

- A decrease in accidents reported to 159 (182) accidents (but this is accompanied by a decrease in the reporting rate to 90.1% (96.3%))
- A decrease in reports of violence and aggression reported to 200 (215) incidents
- No increase in specified [major] injuries to 2 (2).
- The majority 78% of audits in schools show a satisfactory level of compliance with the Council's governance arrangements for health and safety albeit this shows a decrease on 2014/2015 (91%)
- A slight decrease in days lost due to accidents to 721 days (732)
- An decrease in RIDDOR recordable accidents to 27 (29) with 25 (27) over three day injuries; 20 (23) over seven day injuries and 2 (2) major injuries with the Council's performance when compared to national statistics remaining favourable
- A decrease in the number of employer's liability claims to 33 (34) with 14 (20) related to accidents and 19 (14) to work related ill health

3.1.2 However, some negative indicators are also seen:

- No improvement in compliance with requirements to develop risk assessments with this static at to 66% – (73% corporately and 60% in schools)
- The majority, 56% (70%) of audits in services show an unsatisfactory level of compliance with the Council's governance arrangements for health, safety

and emergency resilience albeit this is an improvement on 2014/2015

- 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	Proposed action
1. Percentage accident reporting has decreased to 90.1% meaning that around 1 in 10 accidents go unreported and hence actions cannot be taken to prevent their recurrence	The need for accident reporting is included in all training delivered by the Health, Safety and Emergency Resilience Service and forms part of the induction process for all staff. Managers are requested to reiterate the need for accident reporting and follow up as necessary where they post-event hear about accidents that have occurred – a late report is better than no report!
2. 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.
3. Increase in days lost per employee due to accidents which from a health and safety perspective reflects lower overall employee numbers but maintenance by the Council of a full range of front-line services	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. 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. Percentage completion of risk assessments remains low – this is the cornerstone of sound health and safety management	
5. The majority of reported accidents have basic causes indicating the need to focus on basic health and safety management	
6. 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. In particular two incidents have led to almost 200 days lost. The provision of essential public services is not an acceptance that employees should be exposed to violence and aggression

	and to support this during 2016/2017 a 'zero tolerance' policy will be developed with the proposal for the Council to always seek, as appropriate, apposite sanctions being brought on those carrying out occurrences of violence and aggression.
7. Need for improvement in occupational health and safety management by services based on the less than optimal audit results	Each audit completed elicited a detailed, prioritised action plan for the service/school to bring their management processes up to a standard that would lead, with ongoing maintenance, to a satisfactory audit outcome.
8. Compared to previous years school audit results are not as favourable as previous years	
9. 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.
10. Development of business continuity plans by all services	The support of Senior Management Team has been sought in expediting the completion of outstanding business continuity plans.
11. 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.
12. 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. This issue has been subject to discussion by Senior Management Team previously and a revised report on the matter will be developed.

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. Notably, the Service jointly delivered the South Yorkshire Local Resilience Forum's Gold Symposium and again led a review of South Yorkshire Local Resilience Forum's Community Risk Register which is now used as the evidence base for all the work of the Forum.
- 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 2015/2016 the Service maintained the breadth of the services provided and capacity with which to deliver these services. 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 2014/2015

- 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 Director of Finance, Property and Information Services regarding Employer's Liability Claims.
- 3.3.3 The Report also details health, safety and emergency resilience initiatives for 2016/2017 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 2014/2015 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 expected impacts of efficiencies on the capacity of the Health, Safety and Emergency Resilience Service will lead to reduced capacity and therefore next year's Report may be a much lighter version.

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 2015/2016 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 2015/2016.

18. Background Papers

- 18.1 See Appendix A

19. Annex – consultations

19.1 Financial implications

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19.2 Employee implications

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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.

Simon Dobby, Head of Corporate Health, Safety and Emergency Resilience;

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Telephone extension 2289