

**Decision maker:** Employment Committee

**Subject:** Health and Safety Annual Report: 1/04/2011 – 31/03/2012

**Report by:** Kay White – Head of Human Resources

**Wards affected:** All

**Key decision (over £250k):** No

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**1. Purpose of report**

To update the Employment Committee on Portsmouth City Council's (PCC) health and safety (H&S) performance for the period 1 April 2011 - 31 March 2012.

**2. Recommendations**

2.1 It is recommended that:

- (i) The 2012/13 H&S action plan be agreed and endorsed by the Employment Committee.

**3. Health and safety report**

3.1 Introduction:

3.1.1 The corporate H&S management system is maintained and monitored by the H&S Unit, who are accountable to the Strategic Directors Board (SDB) via the Head of Human Resources (HHR). The H&S team is directly employed by the council and their role is to provide advice, guidance and support to members, managers and employees to enable them to fulfil their legal/moral H&S responsibilities and comply with the corporate H&S policy.

3.1.2 Health and Safety Executive (HSE) involvement with PCC continues to be pro-active. There were no formal prohibition/improvement notices served on the council in 2011/12 or any interventions resulting from a 'council owned' accident or serious incident. A 'PCC Waste Management Audit' was facilitated by the HSE in November 2011 (as part of a national campaign) and the Council was commended for their management processes, with no material breaches in legislation identified.

3.1.3 Specific information relating to work undertaken by the H&S Unit during this reporting period is detailed in the remainder of this report. The proposed 2012/13 H&S Unit Corporate Action plan is attached as Appendix 1 and progress regarding the 2011/12 Action plan is detailed at Appendix 2.

3.2 Communication channels:

3.2.1 The Joint Health Safety and Wellbeing Forum (JHSWF), formed on 27<sup>th</sup> January 2011, continues to prove an effective corporate committee for addressing management issues and communicating health and safety related policy and procedural changes council-wide.

3.2.2 To assist managers in communicating issues discussed by the JHSWF and other important corporate health and safety information the quarterly H&S Unit e-newsletter 'Making your

Workplace Safer' was designed and the 1<sup>st</sup> edition was distributed in June 2011.

3.2.3 The H&S Unit webpage continues to be populated with corporate health and safety information relevant to all services and schools. The webpage also facilitates a single point source for posting new and revised corporate health and safety policies under consultation

### 3.3 Health and safety training:

3.3.1 The revised H&S Unit training strategy commenced in April 2011 and is proving successful and statutory health and safety training is being delivered council-wide in a more efficient and cost effective manner than in previous years. Greater numbers of council staff are now receiving training, with fewer resources borne by the council in terms of financial costs, downtime from core business and facilities/equipment utilised.

3.3.2 The recorded uptake in council employees receiving in-house health and safety training facilitated/assisted by H&S Unit in financial year 2011/12 was **2160**, which exceeds the combined total of 1913 for the previous four years (2007-2010).

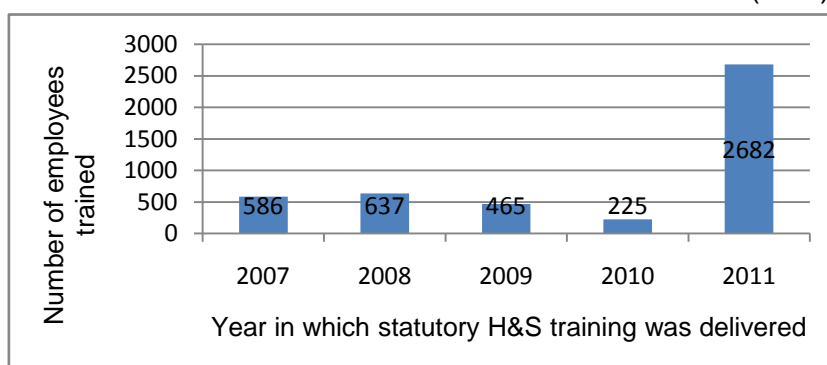
3.3.3 Statutory H&S training is now being delivered predominantly by e-learning and the courses were designed and created by the H&S Unit at no financial cost to the council. Classroom based training is still being delivered to staff groups where e-learning is not a viable option. A breakdown of training facilitated by the H&S Unit and PCC People Handling and Back Care Advisor (PHBCA) in 2011/12 is as follows:

#### E-learning courses

• H&S Induction	185
• H&S Induction for Members	6
• Using computers and DSE safely	399
• Manual handling	115
• Incident reporting and Investigation for managers	70
• Legionella awareness	16
• Asbestos awareness	17
• Fire safety awareness	1010
	<b>1818</b> (total)

#### Classroom based courses:

• Practical load handling	164
• Practical 'people handling' (delivered by PHBCA)	522
• H&S foundation for staff	45
• Control of substances hazardous to health	122
• Risk assessment	11
	<b>864</b> (total) <b>combined total = 2682</b>



Data taken from H&S records and MLE system on 23<sup>rd</sup> April 2012

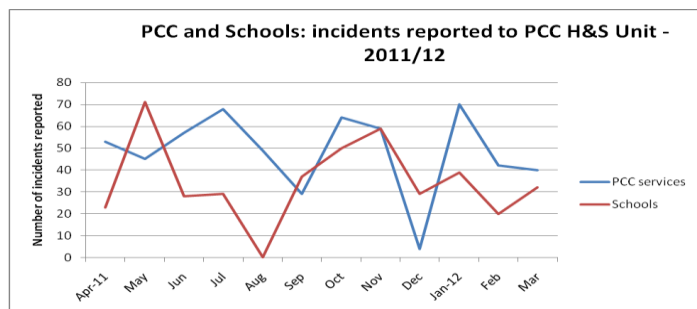
3.3.5 Although the new training strategy has improved staff participation in compliance with legislation there is still room for improvement, particularly in the mandatory e-learning courses i.e. using computers and DSE safely, H&S Induction and incident reporting and Investigation for managers

3.3.6 School staff have not been included in the above statistics due to technical issues but a resolution is expected in the near future.

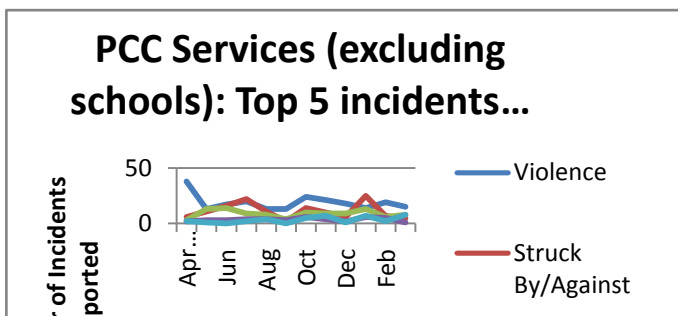
### 3.4 Incident reporting statistics for 2011/2012:

3.4.1 No fatalities or serious incidents involving council employees associated with work activities and/or infrastructure were reported to PCC H&S Unit in this reporting year. Overall incidents reported were 23% fewer than in the previous year and RIDDOR reports also reduced by 25%. PCC incident statistics for 2011/12 reflect a pro-active reporting culture and highlighted no negative trends in health and safety management by council employees.

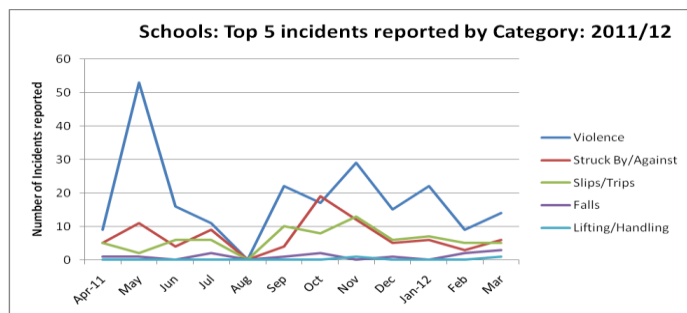
3.4.2 The total number of incidents reported (accidents and violent incidents) reported to the H&S Unit in 2011/12 was 1036 (619 PCC services + 417 schools), compared with 1353 in 2010/11 (698 PCC Services + 655 schools). The majority of the incidents reported for this year relate to minor injuries, non-injury events and precautionary hospital visits for school children involved in accidents at school.



Data taken from HR Schools VIR + H&S Unit Incident database on 4<sup>th</sup> May 2012



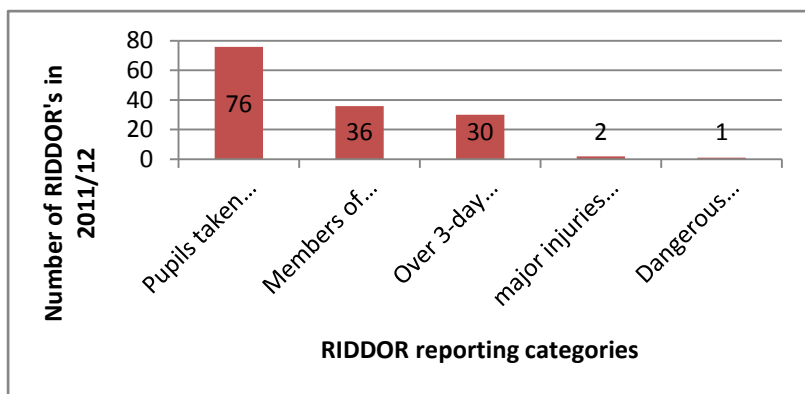
Data taken from H&S Unit incident database on 4<sup>th</sup> May 2012



Data taken from HR Schools VIR + H&S Unit incident database on 4<sup>th</sup> May 2012

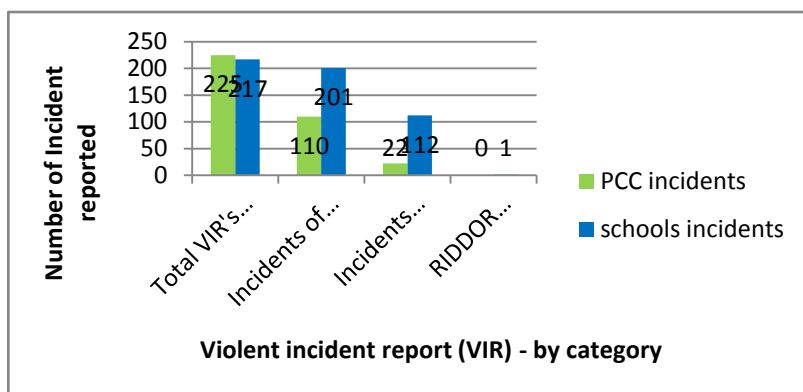
3.4.3 RIDDOR reports - accounted for 145 of the total number of incidents reported (63 PCC services + 82 schools), compared with 192 in the previous year (38 PCC + 154 schools). The

RIDDOR legislation was amended in April 2012 which is expected to reduce Council statistics in the future (the reporting requirements for over 3-day absences amended to over-7 day).



RIDDOR = a legal requirement to report specified incidents to the Health and Safety Executive (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

3.4.4 Violent incident reports - accounted for 43% of the total incidents reported in 2011/12 (225 PCC Services + 217 Schools). 70% of the violent incidents reported involved physical violence (110 PCC + 201 schools) but only 30% resulted in physical injury, mostly minor (22 PCC + 112 Schools). Only 1 x violent incident was RIDDOR reportable (due to the member of staff being off work for more than 3 days with bruising injuries).



Data taken from HR Schools VIR + H&S Unit incident database on 4<sup>th</sup> May 2012

### 3.5 Policy reviews in 2011/2012

3.5.1 The following corporate policies were produced/reviewed by H&S Unit:

- Health and Safety Policy - 2<sup>nd</sup> edition: Aug 2011
- Health and Safety Training Policy - 2<sup>nd</sup> edition: Jan 2012
- Display Screen Equipment (Using Computers for Work) Policy – Nov 2011
- Moving and Handling People Policy - Mar 2012
- Responding to an Emergency: Guide for Schools - Jan 2012

3.5.2 The following policies are currently undergoing council-wide consultation:

- Driving for work Policy (3<sup>rd</sup> draft)
- Policy for Managing Violence against School Employees (2<sup>nd</sup> draft)

3.5.3 The responsibility for portable appliance testing (PAT) was transferred from H&S Unit (HR) to Asset Management Services in October 2011

### 3.6 H&S Unit Service Level Agreement (SLA) for Schools:

3.6.1 The SLA was introduced in April 2011 and is reviewed every two years. Schools can choose to opt out after year 1 of the two year contract. Initially 66 of 67 schools under the umbrella of Portsmouth City Council signed up for year 1 and now all 67 schools have signed up for year 2, which commenced in April 2012.

3.6.2 The income generated from the SLA offsets partial cost of the H&S provision to schools provided by the H&S Unit (89% contribution towards Schools focal point H&S Advisor post)

3.6.3 PCC H&S team have worked pro-actively over the last 12 months to improve communication channels with schools. Feedback from schools focal points/forums, including Joint Executives, Primary Head Teachers, Secondary Head Teachers and Teachers Liaison Panel, has been positive and collaboration on several projects is progressing well.

### 3.7 Corporate H&S Unit Action Plans

3.7.1 The 2012/13 H&S Unit action plan, submitted for approval, is attached at Appendix 1.

3.7.2 The 2011/12 H&S Unit action plan has been reviewed and is attached as Appendix 2. The action to produce a corporate audit and inspection programme was deferred until 2013 (currently in draft form) to allow the H&S Unit sufficient time to implement corporate policies and management processes to facilitate the requirements of the pending audit/inspection management tool

## 4. **Reasons for recommendations**

4.1 These recommendations are put forward for approval to assist the council in complying with UK H&S legislation, PCC H&S policies and to strive for continual improvement of the corporate H&S management system

## 5. **Equality impact assessment (EIA)**

5.1 This report has undergone an effective Equality Impact Assessment

Signed ..... Date .....

Kay White, Head of Human Resources

## 6. **Head of legal services' comments**

There are no legal implications in this report and it ensures that the council meets its statutory duties and also supports the council's policies on H&S.

## 7. **Head of finance's comments**

7.1 There are no additional financial costs arising from the recommendations in this report.

### **Appendices:**

Appendix 1: H&S Unit Corporate Action plan for 2012/13

Appendix 2: Update of H&S Unit Corporate Action Plan 2011/12

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:

**Portsmouth City Council: H&S UNIT Corporate Action Plan 2012/13**

<b>Action</b>	<b>Objective</b>	<b>Target date</b>	<b>Lead person</b>	<b>Update/ outcome</b>
1. Annually review of the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	28/02/13	H&S Manager	
2. Produce/implement a corporate H&S audit and inspection policy	To provide corporate assurance and verify service/ workplace specific compliance with corporate H&S policy	31/03/13	H&S Manager	
3. Develop the H&S website on IntraLINK	Provide a one-stop location for corporate H&S information	Ongoing action	H&S Manager	
4. Draft and implement a schools violence management policy and associated database	To provide schools management teams and HR with direction on managing violent incidents against staff and producing meaningful data for trend analysis. Also to ensure compliance with RIDDOR Regulations 1995	31/7/12	H&S Manager	
5. Draft/implement a corporate driving for work policy	Requirement identified by PCC Fleet Manager	31/05/12	Fleet Manager	
6. Draft/implement a corporate accident and incident reporting policy	To provide user friendly forms and a new database to ensure meaningful data is collated and secure. Also to ensure compliance with RIDDOR Regulations 1995	31/12/12	H&S Manager	
7. Review the corporate H&S risk assessment guidance	To provide auditable trail for non-documented risk assessments and clear guidance for managers/staff, to include e-learning course	31/01/13	H&S Manager	
8. Review the corporate H&S e-learning courses	Task identified by L&D (transfer courses from 'seminar' to 'learning pool' software)	30/11/12	H&S Manager	
9. Deliver schools services in accordance with the SLA	To ensure compliance with H&S policy and legislation and generate income to support H&S Advisor post	Ongoing action	H&S Advisor for schools	
10. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/12	H&S Manager	

**Update: H&S UNIT Corporate Action Plan 2011/12**

<b>Action</b>	<b>Objective</b>	<b>Target date</b>	<b>Lead person</b>	<b>Update/ outcome</b>
1. Annually review the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	31/02/12	H&S Manager	Action complete
2. Produce and implement corporate the H&S audit & inspection policy	To provide corporate assurance and verify service/workplace specific compliance with corporate H&S policy	31/03/12	H&S Manager	Action deferred (until 31/03/13)
3. Develop the H&S website on IntraLINK	Provide a one-stop location for corporate H&S information	Ongoing action	H&S Manager	Action ongoing (continual review)
4. Draft and implement a corporate H&S Risk Management policy	To provide managers/staff with direction/guidance on risk assessment and ensure compliance with the Management of H&S Regulations 1999 and corporate H&S policy	31/12/11	H&S Manager /Risk & Insurance Manager	Action reviewed (changed to risk assessment guidance action in 2012/13 )
5. Revise the corporate Display Screen Equipment policy	To reflect current working practices and ensure compliance with the DSE Regulations 1992	31/08/11	H&S Manager	Action complete
6. Design and implement corporate e-learning courses (risk assessment for managers, manual handling and Induction for members)	For compliance with corporate H&S training policy	30/09/11	H&S Manager	Action complete (risk management action cancelled)
7. Deliver schools services in accordance with the SLA	To ensure compliance with H&S policy and legislation and generate income to support H&S Advisor post	Ongoing action	H&S Advisor for schools	Action complete
8. Maintain PAT 2-year rolling programme	To protect staff from electrical hazards and comply with corporate H&S policy and HSE guidance	Ongoing action	PAT tester	Action transferred to AMS
9. Produce the annual report for employment committee	For compliance with corporate H&S policy	31/03/12	H&S Manager	Action complete