

Title of meeting: Employment Committee
Date of meeting: 14 June 2016
Subject: H&S Annual Report (1 April 2015 - 31 March 2016)
Report by: Owen Buckwell – Director of Property & Housing Service
Wards affected: All
Key decision: No
Full council decision: No

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 2015 - 31 March 2016.

2. Recommendations

It is recommended that the 2016/17 H&S action plan be agreed and endorsed by the Employment Committee.

3. Background

3.1 Introduction:

3.1.1 The corporate health and safety (H&S) management system is maintained and monitored by the H&S Unit, who are accountable to the Chief Executive via the Director of Property & Housing Service. The H&S Unit team (comprising 1 x full time specialist advisor/trainer, 1 x part time specialist advisor and 1 x part time administrator) are directly employed by the council and their role is to provide advice, guidance, training and support to members, managers and employees to enable them to fulfil their legal H&S responsibilities and comply with UK H&S legislation.

3.1.2 Health and Safety Executive (HSE) involvement with the Council continued to be pro-active and there were no formal prohibition/improvement notices or 'fee for intervention' charges served on the council in this 2015/16 reporting period. Unannounced visits by HSE inspectors were carried out on several Council managed construction and refurbishment projects and feedback from the HSE inspectors on every occasion was complimentary with no H&S management issues identified.

3.1.3 No work related deaths involving council employees in council managed services and local authority schools occurred and no serious management failings (trends) were identified by the H&S Unit.

3.1.4 No legionella outbreaks (incidents or exposures) were reported to the HSE or the H&S Unit and legionella management throughout all council managed workplaces and the PCC property portfolio continued to be pro-active. Capital bid funding was secured in this reporting period to enable re-designing of the council's only remaining cooling tower (central library) and eliminate any potential risk of legionella bacteria associated with cooling towers.

3.1.5 Following the latest in-house review of the legionella management policy (April 2015), the Director of Property and Housing Service engaged an external consultant to carry out an

independent audit of the policy and associated council management systems to verify compliance with legislation and gain independent advice where improvements can be achieved. The audit result was positive and recommendations identified by the external auditor were incorporated into the corporate legionella action plan managed by Property and Housing Service.

3.1.6 No asbestos incidents relating to council work activities (including schools) were reported to the HSE or the H&S Unit. The corporate Asbestos management policy was reviewed and republished in April 2016 and asbestos management continued pro-actively throughout all council services and local authority schools/academy schools that purchased traded services from the H&S Unit and Property and Housing Service.

3.1.7 The corporate incident reporting policies were pro-actively adopted throughout all council services and those schools signed up to the H&S Unit's traded service. The process facilitated compliance with law and the opportunity for the H&S Unit to assist management teams in collating factual evidence in lieu of any post incident intervention by external authorities or future litigation claims brought against the council. The associated database also provided meaningful data which was readily available to internal service/department management teams and external parties i.e. freedom of information requests.

3.1.8 The H&S Unit continued to work closely with other corporate specialists including the fire safety advisor, environmental health team, HR/Legal and Performance team, Property & Housing Service, Adult/ Children's social care, etc. on H&S related issues/incidents within the city, particularly where the HSE, Environment Agency, Hampshire Fire and Rescue Service or other external enforcement bodies requested information or intervened.

3.1.9 Information relating to specific work undertaken by the H&S Unit during this reporting period is detailed in the remainder of this report. The proposed 2016/17 H&S Unit action plan is attached as Appendix 1 and a review of the 2015/16 action plan is detailed at Appendix 2.

3.2 Communication channels:

3.2.1 The Joint Health Safety and Wellbeing (JHSW) forum continued as the corporate meeting for reviewing and addressing H&S management issues and communicating H&S related policy and procedural changes council-wide. The forums membership remained constant with quarterly meetings being well attended and the associated e-newsletter produced by the H&S Unit (Making your Workplace Safer) proved a popular means of ensuring important corporate H&S information was cascaded council-wide, including schools (issue 20 was issued in March 2016).

3.2.2 The sixteen corporate H&S policies and associated corporate forms, guidance documents, etc. were maintained by the H&S Unit and were accessible council-wide and in all schools via Policy Hub, the staff intranet and the schools' google-based website hosted by the H&S Unit.

3.2.3 The H&S Unit continued pro-active working relationships with union safety representatives within the council and schools, which included consultation on new and revised corporate H&S policies and regular attendance at JHSW forum meetings.

3.3 Health and safety training:

3.3.1 A record total of **5313** H&S training courses (facilitated by the H&S Unit and the 'People Handling and Back Care Advisor') were undertaken by council members, council staff and school employees. These mandatory and statutory training courses were delivered cost-effectively and the positive annual increase in uptake evidences the council's continued improvement in corporate and legal compliance.

3.3.2 The H&S Unit 'stand-alone' portable training kit proved a popular alternative training tool, for managers of staff groups where e-learning was not a viable option for undertaking corporate H&S training courses. Schools in particular pro-actively engaged via this option, a key factor in the significant rise in corporate training statistics, when compared with previous totals (see figure 1 below).

3.3.3 In addition to maintaining the 8 x corporate e-learning courses, the H&S Unit routinely delivered two 'classroom based' corporate training courses to council and school employees, booked via the council's 'managed learning environment' (MLE) system i.e. 'work activity risk assessment' and 'practical load handling' courses.

3.3.4 People handling training continued to be developed and delivered to council employees by the corporate 'People Handling and Back Care Advisor'.

3.3.5 A breakdown of training facilitated by the H&S Unit and 'People Handling and Back Care Advisor' (PHBCA) in financial year 2015/16 is as follows:

H&S e-learning courses (via MLE):	
H&S Induction	909
H&S Induction for Members	95
Using computers and DSE safely	670
Manual handling	466
Incident reporting and Investigation for managers	106
Legionella awareness	101
Asbestos awareness	82
Fire safety awareness	1321
subtotal:	3750 (3359)
Management e-learning briefs using stand-alone kit:	
H&S induction	283
Fire safety awareness	255
Manual handling	66
Using computers and DSE	6
Asbestos awareness	2
subtotal:	612 (371)
Classroom based courses:	
Work activity risk assessment	58
Practical load handling	78
Various 'people handling' courses (by PHBCA)	690
Fire warden training	125
subtotal:	951 (886)
Overall total	5313 (4616)

Note: totals for 2014/15 in brackets

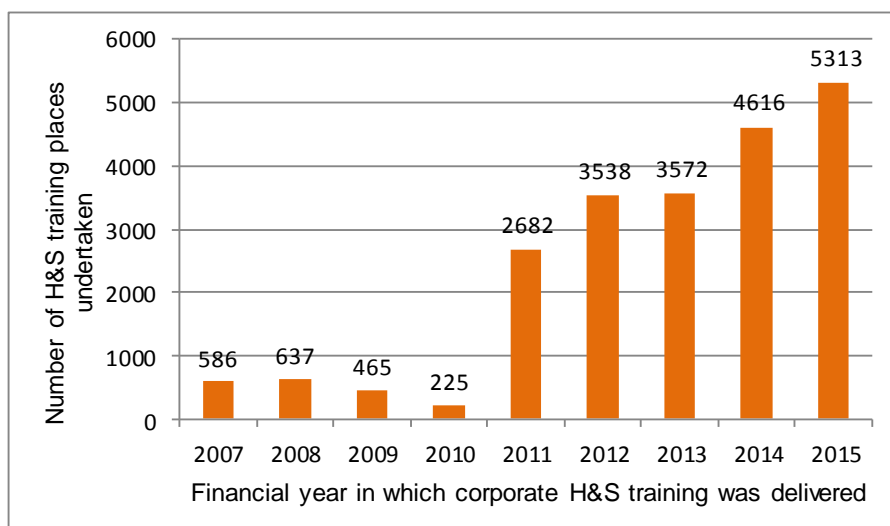


Figure 1: Corporate H&S training statistics since 2007/08

3.4 Incident reporting statistics for 2015/2016:

3.4.1 No fatalities or serious workplace accidents involving council/school employees were reported to PCC H&S Unit or the HSE. 'Overall' incidents reported were 9% fewer than in the previous year, with RIDDOR reports significantly reduced by 47%. No negative trends were highlighted by the H&S Unit and statistics reflect the expected industry norm, taking into account the type of work activities undertaken by council and school employees.

Note: RIDDOR is the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'

3.4.2 The total number of incidents (accidents and acts of violence) reported to the H&S Unit in 2015/16 was 597 (316 PCC services + 281 schools), compared with 655 in 2014/15 (441 PCC services + 214 schools).

3.4.3 RIDDOR reports accounted for 15 of the total incidents reported (11 PCC services + 4 schools), compared with 28 in the previous year (20 PCC services + 8 schools). All the 15 reports involved employees (no members of public/clients/pupils) in the following RIDDOR categories:

- 12 x 'over 7 day absence' (9 x PCC/3 x schools)
- 3 x 'specified injury' - fractures (2 x PCC/1 x schools)

3.4.4 RIDDOR reportable incidents remained low, attributable to safe working practices throughout the council/schools and a better understanding of the legal reporting requirements (see figure 2 below for comparable years).

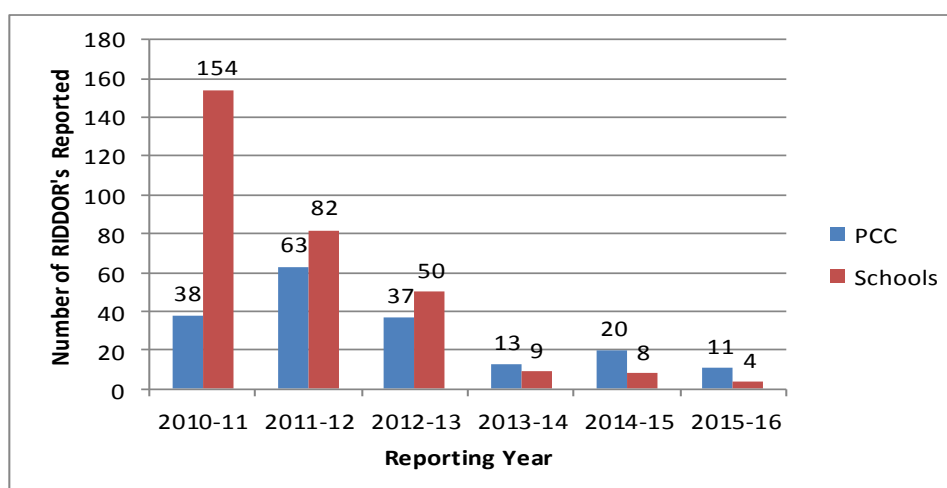


Figure 2: RIDDOR incidents reported to the HSE: 2010 - 2016

3.4.5 Violent incident reports (VIRs) accounted for 476 of the 597 incidents reported to the H&S Unit (228 PCC services + 248 schools), comparable with the previous year's total of 484 (305 PCC services + 179 schools). VIR's can be broken down as follows:

- 82 reports non-physical i.e. verbal and property damage (75 x PCC/7 x schools)
- 394 reported as physical acts (153 x PCC/241 x schools)
- 200 resulted in minor injuries (55 x PCC/145 x schools) - no major injuries reported
- 3 x RIDDOR incidents (all 'over 7 day absence')

The above breakdown clarifies the volume of violent incidents reported to the H&S Unit was a result of pro-active reporting, as opposed to a serious issue of violence in the workplace, and demonstrated the council's 'zero' tolerance approach to violence targeting employees.

3.4.6 Accidents accounted for 121 of total incidents reported (88 x PCC/33 x schools) and the majority were attributable to 'slip and trip' incidents (12 RIDDOR's but no serious accidents reported).

3.4.7 Graphical representation of 'accidents' and violent incidents' taken direct from the corporate incident database (and further analysis of violent incidents specific to 'schools' and 'PCC services') are detailed at Appendices 3 and 4.

3.5 Corporate H&S Audit and Inspection Policy:

The corporate H&S Audit and inspection programme managed by the H&S Unit was well-received throughout council managed services/departments and schools. The process provided management teams with documented evidence of compliance with the Council's H&S policies and UK legislative requirements, whilst facilitating a 'user-friendly' review of their current procedures with the assistance of the H&S team. All management teams engaged in the audit process benefitted from the process and improvements were implemented. In summary:

- 50 x 'self-assessment' audits were submitted to the H&S Unit
- 21 x H&S management audits facilitated by the H&S Unit (14 x Council sites/7 x schools)
- All 21 audit reports confirmed compliance with corporate H&S management policies

3.6 H&S Unit Service Level Agreement (SLA) with LA Schools and Academies:

The H&S Unit continued to work positively with schools within the city. At time of writing this report, in addition to 100% buy-in from all local authority schools offered the service, several local academies have also opted-in or have shown an interest in purchasing the H&S Unit traded service.

3.7 Policy reviews:

The following corporate policies and guidance documents were produced and/or reviewed by the H&S Unit:

- Legionella Management Policy (revised April 2015)
- H&S Audit and Inspection Policy (April 2015)
- Schools Asbestos Management Plan Log Book (April 2015)
- Corporate H&S Policy Statement (revised August 2015)
- Health & Safety Training Policy (revised October 2015)
- Asbestos Management Plan & Log Book (April 2016)
- PCC Work Activity Risk Assessment Guidance (Feb 2016)

3.8 Corporate H&S Unit Action Plans:

The 2016/17 H&S Unit action plan, submitted for approval, is attached at Appendix 1 and the 2015/16 H&S Unit action plan was reviewed and is attached as Appendix 2.

4. **Reasons for recommendations**

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)**

An equality impact assessment is not required for this report.

Signed

Date

(Owen Buckwell, Director of PHS)

6. Legal Implications

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. Director of Finance's comments

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

Appendices:

Appendix 1: H&S Unit corporate action plan for 2016/17

Appendix 2: Update of H&S Unit corporate action plan 2015/16

Appendix 3: Portsmouth City Council incident statistics

Appendix 4: School incident statistics

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 2016/17

Action	Objective	Target date	Lead person	Update/ outcome
1. Annual review of the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	31/08/16	H&S Manager	
2. Produce the annual report for employment committee	For compliance with corporate H&S policy	31/05/16	H&S Manager	
3. Deliver traded services with schools and other partners, as agreed in TSA contracts.	To ensure compliance with H&S policy/legislation and generate income to support the H&S Unit staffing levels	31/03/17	H&S Manager	
4. Manage and facilitate the corporate H&S management audit and inspection program	To provide corporate assurance by verifying service/workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/17	H&S Manager	
5. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation	31/03/17	H&S Manager	
6. Produce, facilitate and deliver the H&S Unit's 2016/17 H&S 'classroom-based' training program	Programming, advertising and delivering corporate 'risk assessment' and 'load handling' training courses to assist managers and staff in complying with corporate H&S training requirements and UK legislation	31/03/17	H&S Manager	
7. Maintaining the corporate incident reporting database and reviewing accident and incident reports submitted to the H&S unit	To assist managers and staff in complying with corporate 'post-incident' management requirements and UK legislation. To assist service managers in documenting evidence for future reference, in case of legal/civil litigation claims	31/03/17	H&S Manager	
8. Review and re-launch the 8 x corporate e-learning courses on MLE and the H&S Unit's stand-alone training kits.	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Unit's TSA.	31/03/17	H&S Manager	
9. Review the 16 x corporate H&S policies and associated guidance documents/forms.	For compliance with corporate H&S policy	31/03/17	H&S Manager	
10. maintain corporate records of all H&S training facilitated by the H&S team	For compliance with corporate H&S policy	31/03/17	H&S Manager	
End of action plan				

Portsmouth City Council: H&S Unit Corporate Action Plan 2015/16

Action	Objective	Target date	Lead person	Update/ outcome
1. Annual review of the corporate H&S policy and statement of intent	To ensure compliance with H&S legislation and council policies and strategies	28/02/16	H&S Manager	Action complete
2. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/16	H&S Manager	Action complete
3. Review corporate asbestos management policy	To reflect current legislative requirements and council policy/procedures	31/10/15	H&S Manager	Action complete
4. Deliver schools services in accordance with the SLA	To ensure compliance with H&S policy/legislation and generate income to support the H&S Advisor post	31/03/16	H&S Manager	Action complete
5. Implement and facilitate a corporate H&S management audit and inspection program	To provide corporate assurance by verifying service/workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/7/15	H&S Manager	Action complete
6. Facilitate 4 x JHSW forums and distribute minutes and associated e-newsletter	For compliance with corporate H&S policy and UK legislation	31/03/16	H&S Manager	Action complete
7. Facilitate and deliver the H&S Unit's 2015/16 H&S 'classroom-based' training program	Programming, advertising and delivering corporate 'risk assessment' and 'load handling' training courses to assist managers and staff in complying with corporate H&S training requirements and UK legislation	31/03/16	H&S Manager /H&S Advisor	Action complete
8. Maintaining the corporate incident reporting database and reviewing accident and incident reports submitted to the H&S unit	To assist managers and staff in complying with corporate 'post-incident' management requirements and UK legislation. To assist service managers in documenting evidence for future reference, in case of legal/civil litigation claims	31/03/16	H&S Manager	Action complete
9. Undertake the day-to-day duties associated with the role of corporate H&S team	To assist managers and staff in complying with legislative and corporate H&S policy requirements.	31/03/16	H&S Manager	Action complete
	End of action plan			

Portsmouth City Council 'Accident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Accidents Reported	88
Accident Types	
Accident Resulting In Injury	88
Dangerous Occurrence	0
Occupational Disease	0
Others	0

Number of RIDDOR's	11
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RIDDOR Category	
Not applicable	77
Death	0
Major Injury	2
MOP to Hospital	0
Over 7 Days Absent Injury	9
Disease	0
Dangerous Occurrences	0

Injury Types	
Amputation	0
Bite	2
Bruise/Scratch/Abrasion/Cut	30
Burn/scald	8
Crushing injury	0
Dislocation	0
Foreign body in eye	1
Fracture	4
Puncture/Stab Wound	1
Sprain/Strain	41
Other	1

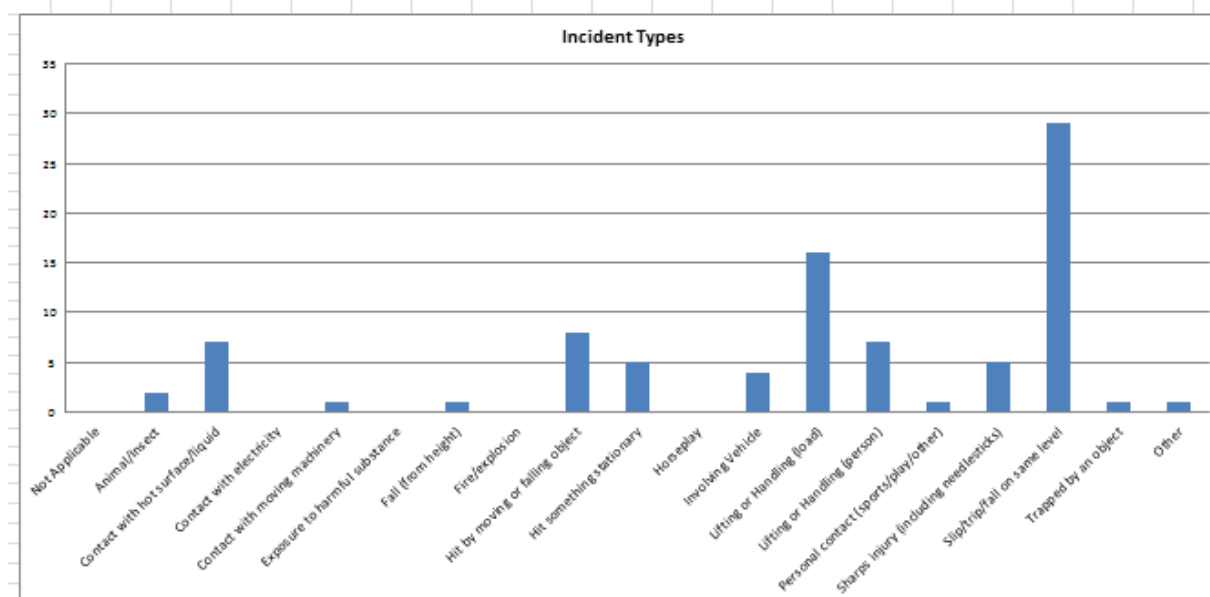
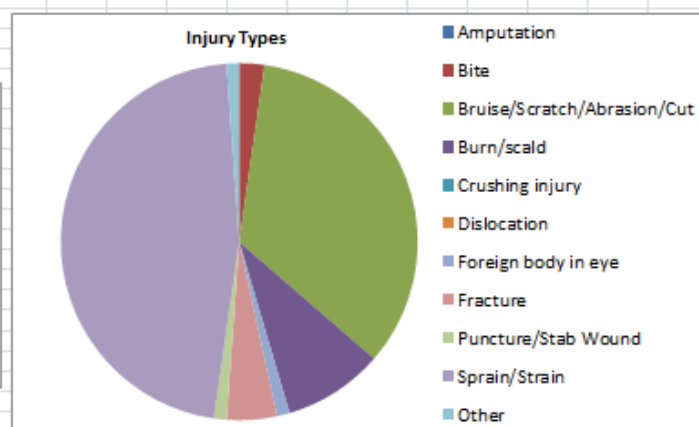
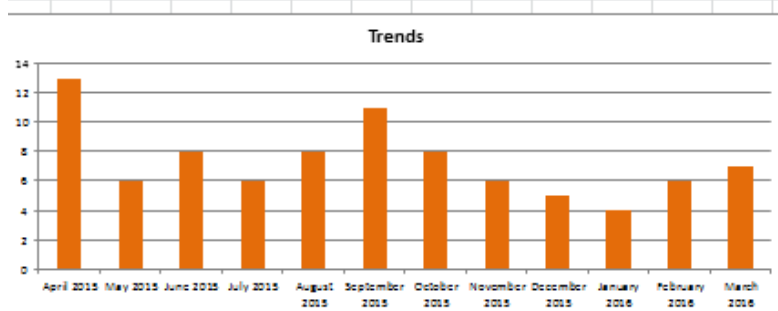
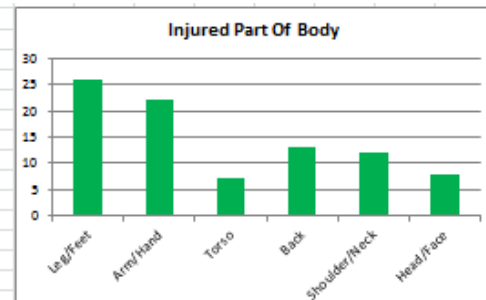
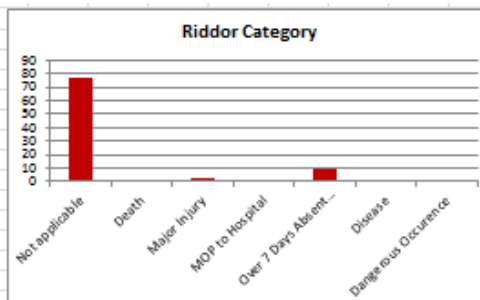
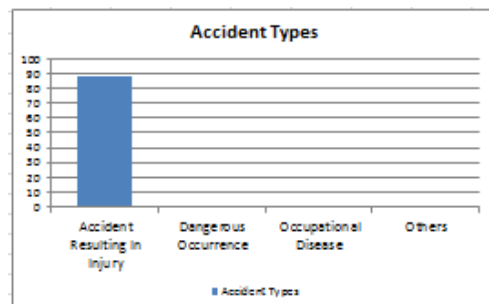
Trends	
April 2015	13
May 2015	6
June 2015	8
July 2015	6
August 2015	8
September 2015	11
October 2015	8
November 2015	6
December 2015	5
January 2016	4
February 2016	6
March 2016	7

Incident Type	88
Not Applicable	0
Animal/Insect	2
Contact with hot surface/liquid	7
Contact with electricity	0
Contact with moving machinery	1
Exposure to harmful substance	0
Fall (from height)	1
Fire/explosion	0
Hit by moving or falling object	8
Hit something stationary	5
Horseplay	0
Involving Vehicle	4
Lifting or Handling (load)	16
Lifting or Handling (person)	7
Personal contact (sports/play/other)	1
Sharps injury (including needlesticks)	5
Slip/trip/fall on same level	29
Trapped by an object	1
Other	1

Injured Part of Body	
Leg/Feet	26
Arm/Hand	22
Torso	7
Back	13
Shoulder/Neck	12
Head/Face	8

Portsmouth City Council 'Accident' Reports (graphic format)

1 April 2015 - 31 March 2016



Portsmouth City Council 'Violent Incident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Incidents Reported	228
Total Number of RIDDOR	0

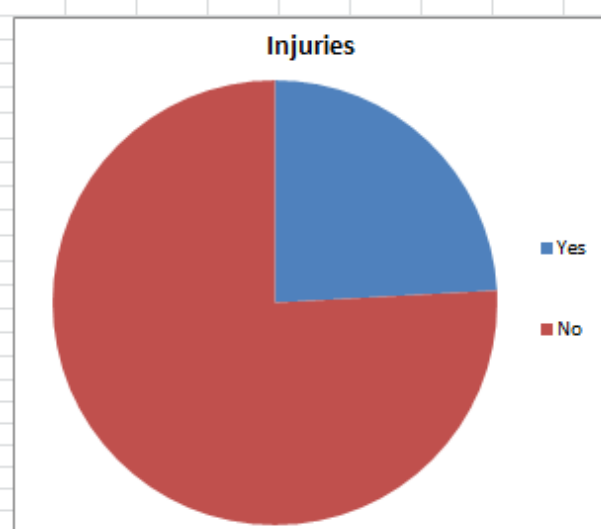
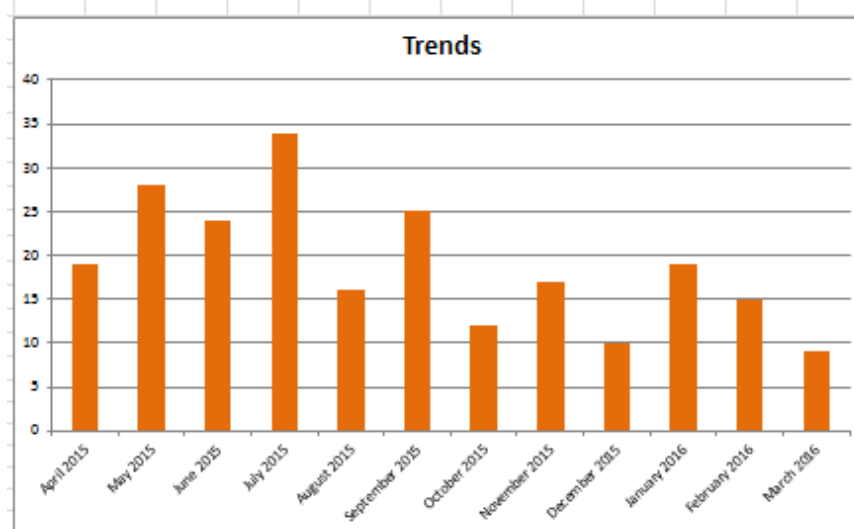
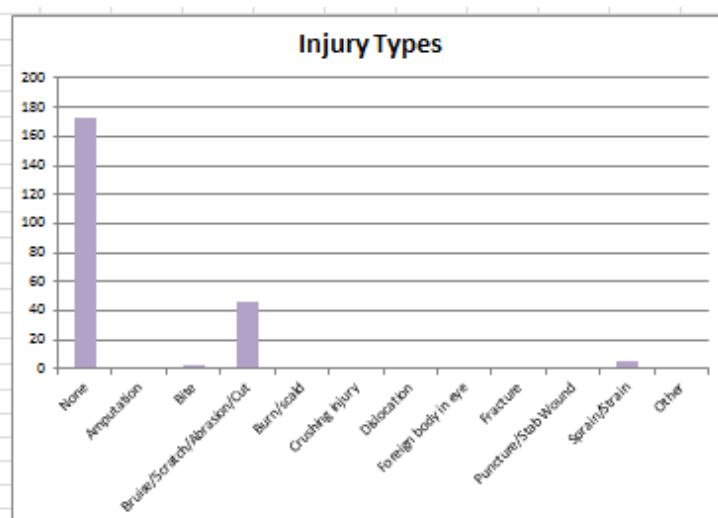
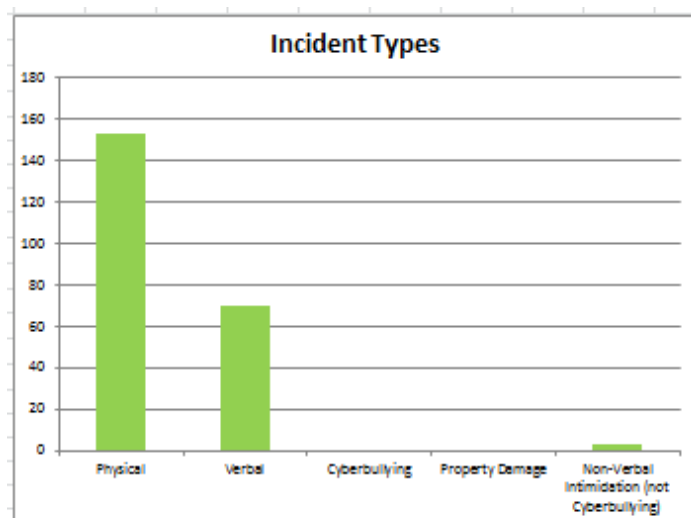
Incident Types	
Physical	153
Verbal	70
Cyberbullying	1
Property Damage	1
Non-Verbal Intimidation (not Cyberbullying)	3

Injuries	
Yes	55
No	173

Injury Types	
None	173
Amputation	0
Bite	3
Bruise/Scratch/Abrasion/Cut	46
Burn/scald	1
Crushing injury	0
Dislocation	0
Foreign body in eye	0
Fracture	0
Puncture/Stab Wound	0
Sprain/Strain	5
Other	0

Trends	
Month	No'
April 2015	19
May 2015	28
June 2015	24
July 2015	34
August 2015	16
September 2015	25
October 2015	12
November 2015	17
December 2015	10
January 2016	19
February 2016	15
March 2016	9

Portsmouth City Council 'Violent Incident' Reports (Graphic format):
1 April 2015 - 31 March 2016



Additional analysis of PCC violent incidents reported to the H&S Unit:

Of the 228 violent incidents reported:

- 153 were physical - 75 were non-physical incidents
- 173 resulted in no injury - 55 resulted in minor injury
- 187 incidents were by service users (includes residents) - 41 were by members of public
- 0 x RIDDOR reportable incidents

Member of public incidents:

- 8 were physical - 33 were non-physical incidents
- 38 resulted in no injury - 3 resulted in minor injury
- 22 incidents targeted civil enforcement officers, estates officers and community wardens
- 0 x RIDDOR reportable incidents

Schools 'Accident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Accidents Reported	33
Accident Types	
Accident Resulting In Injury	33
Dangerous Occurrence	0
Occupational Disease	0
Others	0

Number of RIDDOR's	1
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RIDDOR Category	
Not applicable	0
Death	0
Major Injury	1
MOP to Hospital	0
Over 7 Days Absent Injury	0
Disease	0
Dangerous Occurrences	0

Injury Types	
Amputation	0
Bite	0
Bruise/Scratch/Abrasion/Cut	21
Burn/scald	1
Crushing injury	3
Dislocation	0
Foreign body in eye	0
Fracture	2
Puncture/Stab Wound	0
Sprain/Strain	4
Other	1

Trends	
April 2015	1
May 2015	6
June 2015	6
July 2015	3
August 2015	0
September 2015	3
October 2015	3
November 2015	1
December 2015	3
January 2016	2
February 2016	1
March 2016	4

Incident Type	33
Not Applicable	0
Animal/Insect	0
Contact with hot surface/liquid	1
Contact with electricity	1
Contact with moving machinery	0
Exposure to harmful substance	0
Fall (from height)	0
Fire/explosion	0
Hit by moving or falling object	8
Hit something stationary	3
Horseplay	0
Involving Vehicle	0
Lifting or Handling (load)	1
Lifting or Handling (person)	0
Personal contact (sports/play/other)	4
Sharps injury (including needlesticks)	0
Slip/trip/fall on same level	12
Trapped by an object	3
Other	0

Injured Part of Body	
Leg/Feet	9
Arm/Hand	10
Torso	0
Back	1
Shoulder/Neck	1
Head/Face	12

Schools 'Accident' Reports (graphic format):
1 April 2015 - 31 March 2016



Schools 'Violent Incident' Reports (tabular format):
1 April 2015 - 31 March 2016

Number Of Incidents Reported	248
Total Number of RIDDOR	3

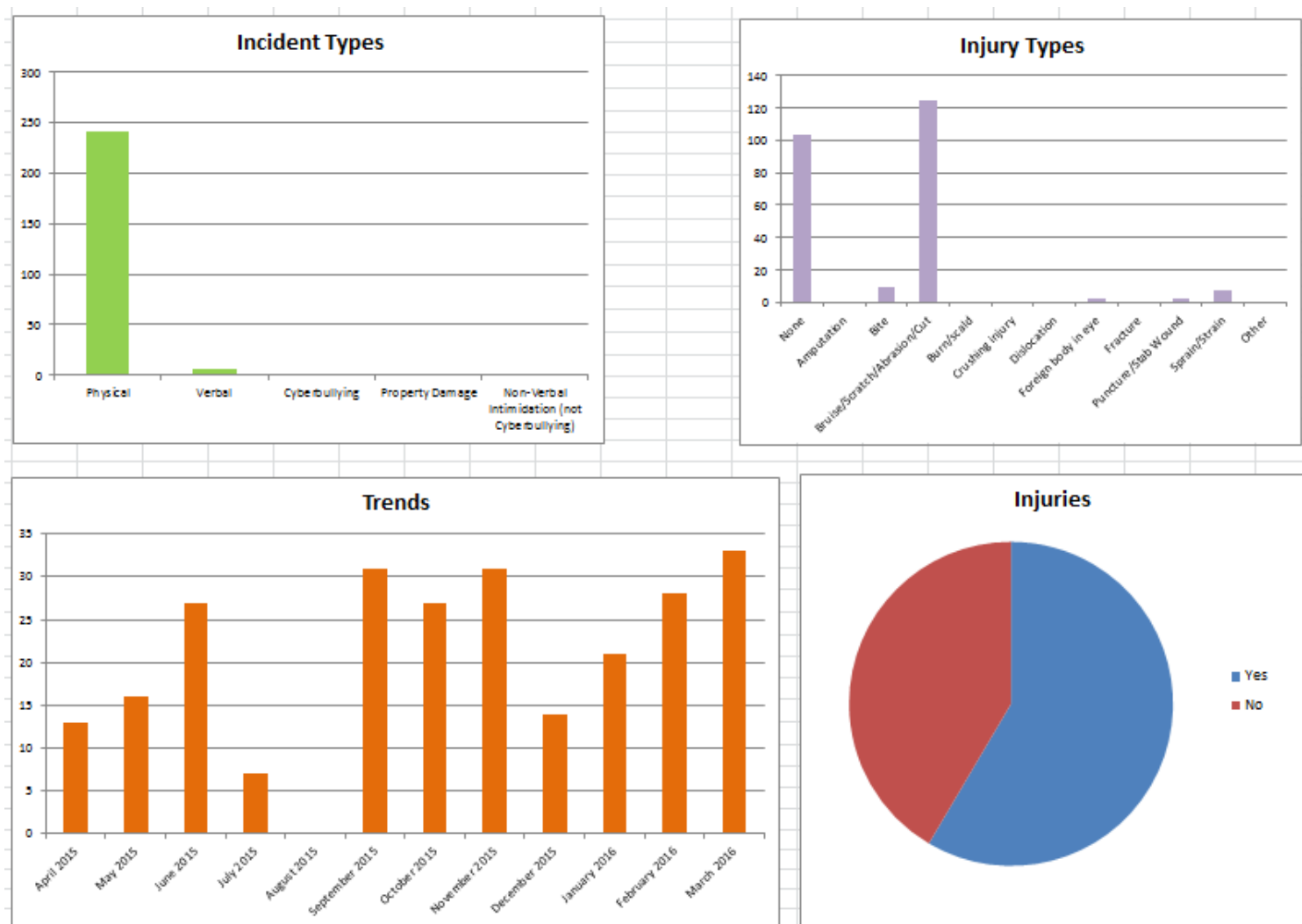
Incident Types	
Physical	241
Verbal	6
Cyberbullying	0
Property Damage	1
Non-Verbal Intimidation (not Cyberbullying)	0

Injuries	
Yes	145
No	103

Injury Types	
None	103
Amputation	0
Bite	9
Bruise/Scratch/Abrasion/Cut	125
Burn/scald	0
Crushing injury	0
Dislocation	0
Foreign body in eye	2
Fracture	0
Puncture/Stab Wound	2
Sprain/Strain	7
Other	0

Trends	
April 2015	13
May 2015	16
June 2015	27
July 2015	7
August 2015	0
September 2015	31
October 2015	27
November 2015	31
December 2015	14
January 2016	21
February 2016	28
March 2016	33

Schools 'Violent Incident' Reports (graphic format):
1 April 2015 - 31 March 2016



Additional analysis of schools' violent incidents reported to the H&S Unit:

Of the 248 violent incidents reported:

- 241 were physical - 7 were non-physical incidents
- 104 resulted in no injury - 144 resulted in minor injury
- 246 incidents were carried out by pupils - 2 were carried out by members of public (parents)
- 3 x RIDDOR reportable incidents

Pupil incidents:

- 246 incidents were reported from 26 individual schools (93 from 1 school, 24 incidents involved the same pupil, aged 10)
- More than 50% of schools under the H&S Unit traded service agreement recorded **zero** violent incidents
- 196 of the 'pupil incidents' were carried out by children between 4 - 10 years old (80%)
- Only 35 incidents were carried out by teenagers
- 3 x RIDDOR reportable incidents were carried out by pupils (aged 6, 12 and 15)