



Decision maker: Employment Committee 4 Nov 2014

Subject: Health and Safety Annual Report: 1/04/2013 – 31/03/2014

Report by: Owen Buckwell – Head of Housing & Property Service

Wards affected: All

Key decision (over £250k): 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 2013 - 31 March 2014.

2. Recommendations

It is recommended that the 2014/15 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 health and safety (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 Housing & Property Service (HPS). 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 and UK legislation.

3.1.2 Health and Safety Executive (HSE) involvement with the Council continues to be pro-active and there were no formal prohibition/improvement notices served on the council in 2013/14. The H&S Unit has not been made aware of any 'fee for intervention' charges being levied on the council - in relation to material breaches in legislation being identified by HSE inspectors.

3.1.3 In October 2013 a HSE Inspector carried out a 1-day site audit of the Councils' legionella management policy/processes, particularly focusing on the management of the 4 x 'cooling towers' sited at the civic offices and central library (as part of a 3-year 'Legionella Intervention' programme' throughout the UK) . A positive outcome was achieved with no formal action being taken, subject to several recommendations being agreed (the recommendations have since been appropriately addressed).

3.1.4 The H&S Unit continues to work closely with the Council's Environmental Health team and Legal team on H&S related issues/incidents within the city, particularly where the HSE or the Environment Agency have requested information.

3.1.5 The 'Radon' management strategy (detailed in the H&S Unit's 2012/2013 H&S report) has been successfully implemented and concluded by Housing and Property Services. J Smithard (Radon Group, Public Health England) has advised that the results of a three month radon

monitoring survey in 2013 conclude that levels of radon are negligible and no further radon management/monitoring action is necessary with regard to the councils building portfolio. This outcome concludes that the council is compliant with 'Radon management' legislation.

Note: The survey was conducted by Housing and Property Service staff using radon 'passive detectors' in seventeen local authority schools throughout the city.

3.1.6 The H&S Unit service level agreement (SLA) was purchased by 100% of local authority (LA) schools during this reporting year and this trend is expected to continue (see 3.6 below).

3.1.7 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 2014/15 H&S Unit action plan is attached as Appendix 1 and a review of the 2013/14 action plan is detailed at Appendix 2.

3.2 Communication channels:

3.2.1 The Joint Health Safety and Wellbeing Forum (JHSWF) continues as the corporate committee for reviewing and addressing H&S management issues and communicating H&S related policy and procedural changes council-wide. The forums membership remains constant with quarterly meetings being well attended and the associated e-newsletter produced by the H&S Unit (Making your Workplace Safer) is proving a popular means of ensuring important corporate H&S information is cascaded council-wide (issue 12 was circulated in March 2014).

3.2.2 The H&S Unit webpages have been removed from IntraLINK, reviewed and relevant information transferred onto the new corporate staff intranet.

3.2.3 The fourteen corporate H&S policies produced and maintained by the H&S Unit have been reviewed and re-issued council-wide via Policy hub, but continue to be available via the schools google-based website or direct from the H&S Unit.

3.2.4 The H&S Unit continues to maintain pro-active working relationships with union H&S representatives within the council and LA schools, which includes consultation on new and revised corporate H&S related policies.

3.3 Health and safety training:

3.3.1 A total of **3,572** members of council staff and LA school employees received statutory cost effective training facilitated by the H&S Unit and 'People Handling and Back Care Advisor' in this reporting year (2013/14), continuing the upward trend following the transition from classroom based training to e-learning for mandatory H&S courses since 2011. The majority of the eight e-learning courses produced by the H&S Unit have been recently reviewed to reflect legislative changes, accommodate new corporate training software and take account of customer feedback.

3.3.2 The H&S Unit has developed a 'stand-alone' portable training kit, available for short-term loan to council and school managers, to assist in delivering mandatory e-learning courses as team briefings (specifically designed for staff groups where e-learning is not a viable or cost-effective option).

3.3.3 In addition to mandatory e-learning, the H&S Unit delivers 2 x classroom based H&S training courses ['work activity risk assessment' (half day) and 'practical load handling' (2 hour)], available to all council/school employees, bookable via the council's Managed Learning Environment (MLE). The risk assessment course has recently been revised to reflect legislative/corporate policy requirements and focus on/address customer needs and the 'practical load handling' course is currently under review. Other historic H&S courses deemed non-beneficial by the H&S manager have been withdrawn. Reducing the burden of staff having to

attend non-productive training has also reduced associated costs and downtime borne by managers, services and the council.

3.3.4 People handling training continues to be developed and delivered by the corporate 'People Handling and Back Care Advisor' and has also recently undergone a considerable review.

3.3.5 The requirement for fire safety warden training was raised at corporate level in March 2014 and the resolution is progressing and training expected to go live by October 2014.

3.3.6 A breakdown of training facilitated by the H&S Unit and 'People Handling and Back Care Advisor' (PHBCA) in 2013/14 is as follows:

H&S e-learning courses

• H&S Induction	473
• H&S Induction for Members	27
• Using computers and DSE safely	616
• Manual handling	285
• Incident reporting and Investigation for managers	156
• Legionella awareness	86
• Asbestos awareness	98
• Fire safety awareness	964
	2705 (2306)

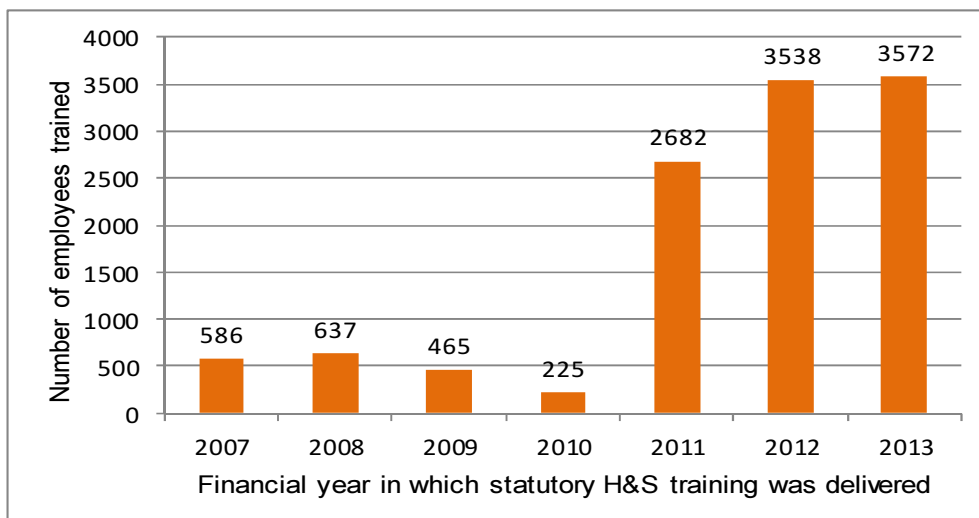
Stand-alone portable H&S Unit training kit

• H&S induction briefing	18
• Fire safety awareness briefing	46
• Manual handling briefing	32
• Legionella briefing	3
• Asbestos briefing	3
	102 (88)

Classroom based courses:

• Practical load handling	58
• Practical 'people handling' (delivered by PHBCA)	656
• Control of substances hazardous to health	17
• Risk assessment	34
	765 (1144)

Note: totals for 2012/13 in brackets



H&S Unit training facilitated since 2007
(Data taken from H&S records and MLE system - 4th April 2014)

3.4 Incident reporting statistics for 2013/2014:

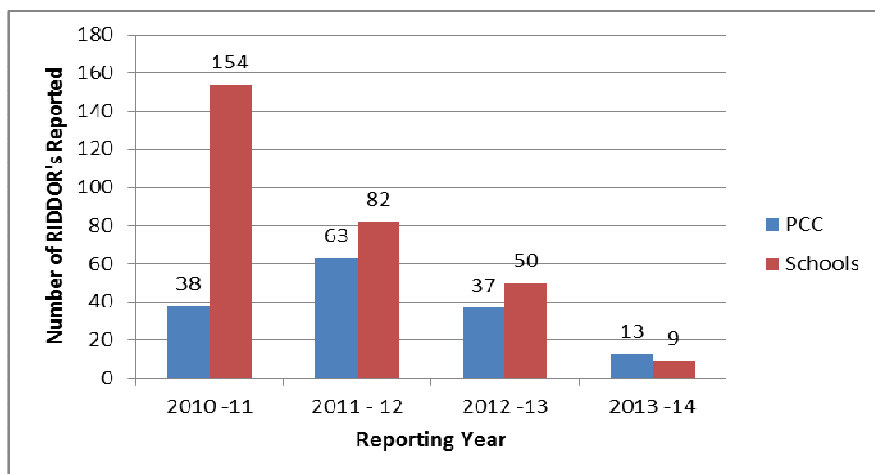
3.4.1 No fatalities or serious incidents involving council employees associated with work activities and/or infrastructure were reported to PCC H&S Unit in this reporting year. 'Overall' incidents reported were 16% fewer than in the previous year, with RIDDOR reports significantly reduced (by 75%). PCC incident statistics for 2013/14 reflect a pro-active reporting culture and an improvement in corporate reporting policy, guidance and advice available to staff. No negative trends were highlighted by the H&S Unit and the statistics reflect the expected industry norm, taking into account the type of work activities undertaken by the council.

3.4.2 The total number of incidents (accidents and acts of violence) reported to the H&S Unit in 2013/14 was 700 (389 PCC services + 311 schools), compared with 831 in 2012/13 (503 PCC services + 328 schools).

3.4.3 RIDDOR reports accounted for 22 of the total incidents reported (13 PCC services + 9 schools), compared with 87 in the previous year (37 PCC services + 50 schools). Of the 22 reports, 20 involved staff (13 x 'over 7 day absence', 6 x fractures and 1 x occupational disease) and 2 involved members of the public being taken to hospital (1 x child at adventure playground and 1 x child at school).

3.4.4 The significant reduction in RIDDOR reports over the last three years (75%, 40% & 25% respectively) is largely attributable to an on-going education campaign led by the H&S Unit to nurture a better understanding of the legal reporting requirements within the council and LA schools. The campaign has achieved its objective of reducing 'over-reporting' to the enforcing authority (HSE). This RIDDOR reporting downward trend is now expected to stabilise.

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



RIDDOR Incidents reported to the HSE: 2010 - 2014

3.4.5 Violent incident reports (VIRs) account for 448 of the 700 incidents reported to the H&S Unit (233 PCC services + 215 Schools), compared with 395 VIRs reported in the previous year (206 PCC services + 189 Schools).

- 366 were reported as physical acts (225 'non-injury' and 141 'injury' incidents) - injuries sustained were mostly minor but 3 were RIDDOR reportable (1 x fracture and 2 x 'over 7 day workplace absence').
- The other 82 violent incidents were reported as non-physical acts (verbal/intimidation).

3.4.6 The new corporate incident reporting database and associated report forms have improved data capture and facilitates more scope to interrogate data and highlight incident trends. The database only came on-line in October 2013 so it is not possible to include annual graphs in this report. The graphics attached at Appendix 3 give a sample representation (6 months) of the data that can be produced at short notice.

3.5 Policy reviews

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

- Corporate Accident Reporting Policy: 10th July 2013
- Corporate Asbestos Management Policy (revised Dec 2013)
- Display Screen Equipment 'Using Computers for Work' Policy (revised Dec 2013)
- Corporate Legionella Management Policy (revised Dec 2013)
- Health & Safety Training Policy (revised Dec 2013)
- Corporate Driving for Work Policy (revised Jan 2014)
- Corporate Fire Policy (revised Jan 2014)
- Corporate Health and Safety Policy (revised Jan 2014)
- Moving and Handling People Policy (revised Jan 2014)
- Procurement of Contractors, Suppliers and Partner Organisations Policy (revised Jan 2014)
- Managing Incidents of Violence Against School Employees Policy (revised Jan 2014)
- Violence & Aggression Management Policy & Guidance Document (revised Jan 2014)
- First Aid Policy (revised Apr 2014)
- Guidance - Work Activity Risk Assessment Guidance: April 2013
- Guidance - Working from Home: H&S Guidance for Managers & Employees: Nov 2013

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

3.6.1 The H&S Unit service level agreement (SLA) was purchased by 100% of local authority schools in this reporting year and continues to prove beneficial and cost-effective to both schools and the council. The income generated from the SLA in this reporting period offset partial cost of the H&S provision to schools provided by the H&S Unit.

3.6.2 Feedback from school Head Teachers, focal points and school forums continues to be positive and there is concise evidence of closer working relationships between schools and the H&S Unit, particularly in relation to accident/incident reporting and site-specific safety inspections.

3.6.3 The 2014/15 SLA has been offered to LA and academy schools located within the city and the uptake is expected to be positive. The pricing structure in the new SLA has been revised to ensure a fair contribution by schools purchasing the service and to assist the council in ensuring this service remains sustainable, taking into account the corporate risk associated with the SLA.

3.7 Corporate H&S Unit Action Plans

The 2014/15 H&S Unit action plan, submitted for approval, is attached at Appendix 1 and the 2013/14 H&S Unit action plan has been 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)

This report has undergone an effective equality impact assessment

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. Head 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 2014/15

Appendix 2: Update of H&S Unit corporate action plan 2013/14

Appendix 3: Incident statistics sample

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 2014/15

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	28/02/15	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	31/12/14	H&S Manager	
3. Review corporate first aid policy	To reflect current legislative requirements and council policy/procedures	31/05/14	H&S Manager	
4. Review/revise the corporate mandatory 'manual handling e-learning' course	Revised course to compliment the corporate 'H&S risk assessment' training course and customer needs.	30/06/14	H&S Manager	
5. Review/revise the corporate mandatory 'load handling practical' training course	Revised course to compliment the corporate 'H&S risk assessment' training course and the 'manual handling e-learning'	30/09/14	H&S Manager	
6. Revise the corporate manual handling policy	Revised policy to reflect current legislative requirements and corporate procedures	31/10/14	H&S Manager	
7. Implement corporate fire safety warden training	To ensure compliance with H&S/fire safety legislation and council policy	31/11/14	Fire Safety Advisor	
8. 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	31/03/15	H&S Manager	
9. Further develop and maintain the corporate and schools H&S webpages	To continue to provide a one-stop location for corporate H&S policies and H&S information relevant to council work activities	31/03/15	H&S Manager	
10. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/15	H&S Manager	

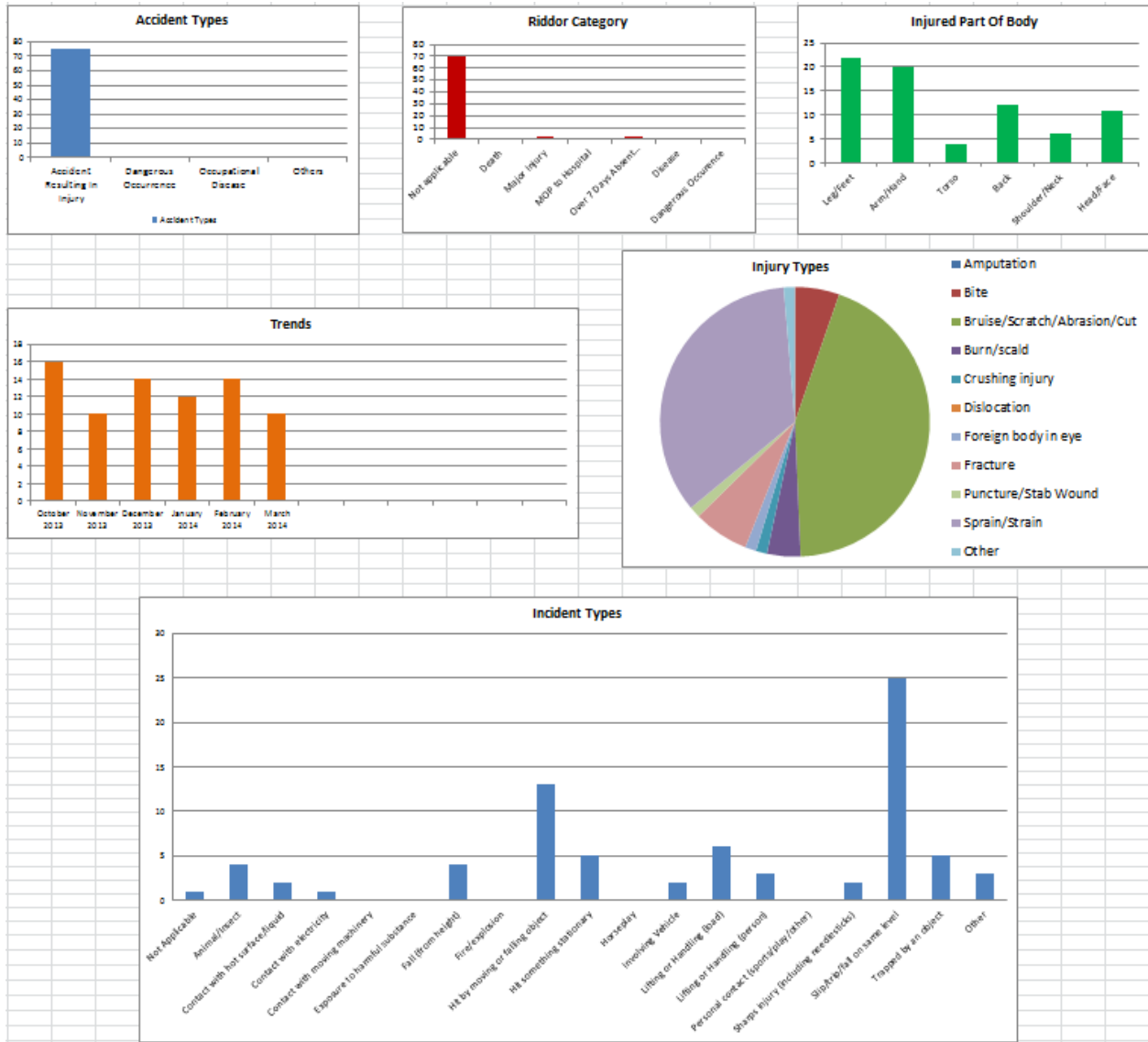
Update: H&S Unit Corporate Action Plan 2013/14

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	28/02/14	H&S Manager	Action complete
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	31/12/13	H&S Manager	Action on-going See note 1
3. Draft and implement a revised corporate violence management policy, report form and associated database	To provide meaningful data and corporate direction to assist managers in capturing information for use in reviewing work processes, managing litigation claims and complying with law (RIDDOR 1995)	31/1/14	H&S Manager	Action complete
4. Draft and implement a corporate accident reporting policy	To introduce 1 x user-friendly report form, a new database to provide meaningful data and corporate direction - to assist managers in capturing information for use in reviewing work processes, managing litigation claims and complying with law (RIDDOR 1995)	01/07/13	H&S Manager	Action complete
5. Produce a corporate H&S risk assessment e-learning course and review face-to-face training course	To assist managers and staff in understanding corporate H&S risk assessment requirements and give practical experience in completing 'task specific' risk assessments	31/10/13	H&S Manager	Action complete See note 2
6. Produce and implement corporate legionella policy	To ensure compliance with H&S legislation and be able to clearly demonstrate corporate and service-specific compliance to the Health and Safety Executive	31/08/13	H&S Manager	Action complete
7. Review and implement the corporate asbestos management policy	To ensure compliance with H&S legislation and be able to clearly demonstrate corporate and service-specific compliance to the Health and Safety Executive	31/07/13	H&S Manager	Action complete
8. H&S Unit staff review	Consider restructuring in light of HR service review, customer/corporate H&S needs, School's SLA income and an H&S advisor retiring.	31/10/13	Head of HR	Action complete See note 3
9. 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	31/03/14	H&S Manager	Action complete
10. Further develop and maintain the corporate and schools H&S webpages	To continue to provide a one-stop location for corporate H&S policies and H&S information relevant to council work activities	31/03/14	H&S Manager	Action complete
11. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/14	H&S Manager	Action complete

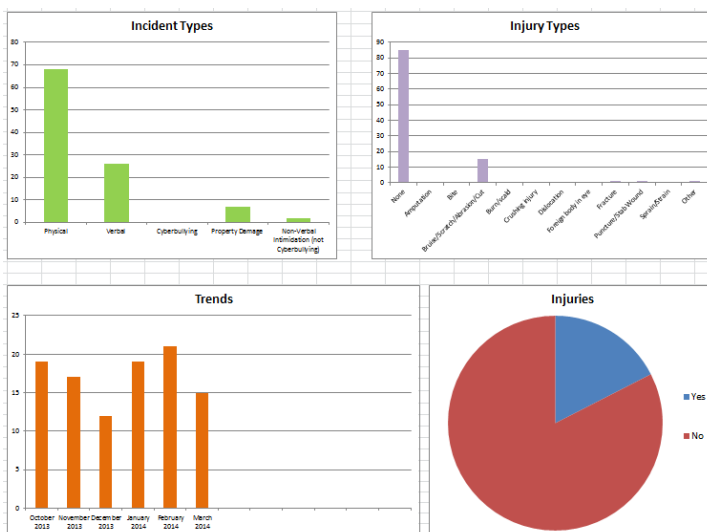
Notes:

1. The action to produce a corporate audit and inspection programme is on-going and expected to be completed by December 2014. The H&S Unit advisors will continue to complete site-specific H&S inspections (Health Checks) until the audit/inspection policy is produced and goes live.
2. Classroom based risk assessment training course revised and delivered by H&S Unit. - negating the requirement for an e-learning course.
3. Review completed and H&S Unit transferred from HR to Housing and Property Services

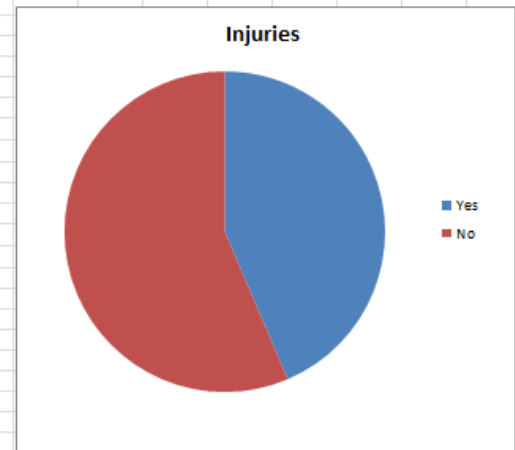
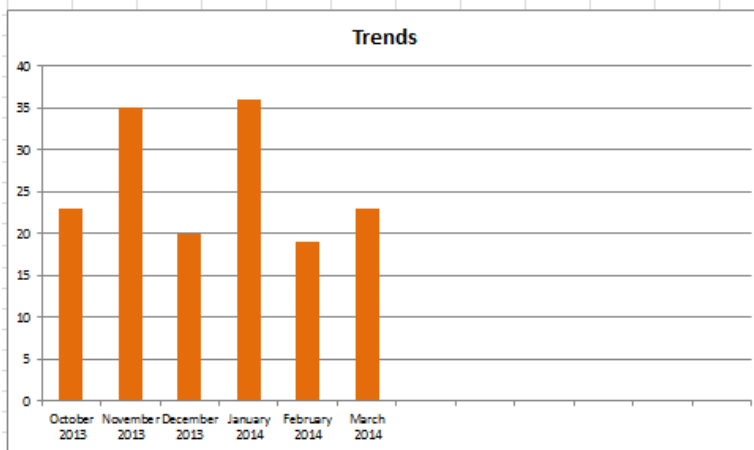
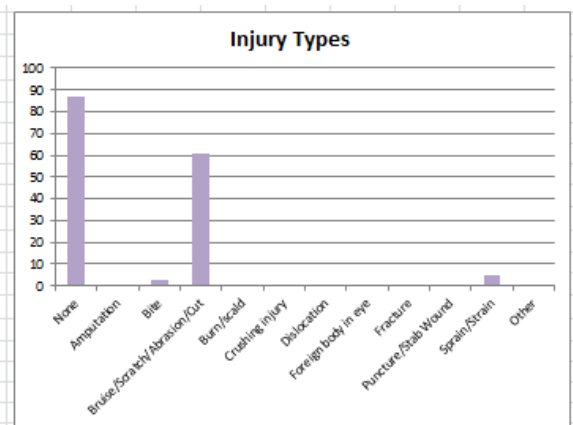
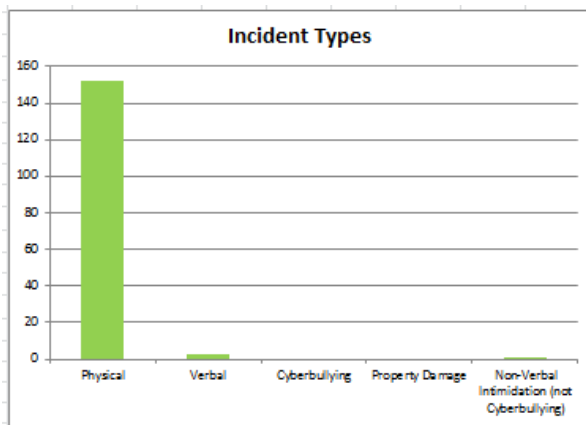
New Incident Reporting Database Sample - 1/10/2013 - 31/03/2014



PCC 'Accident' Data



PCC 'Violent Incident' Data



School 'Violent incident' Data



School 'Accident' Data