

Title of meeting:	Employment Committee
Date of meeting:	15 th September 2015
Subject:	H&S Annual Report (1 April 2014 - 31 March 2015)
Report by:	Owen Buckwell – Head 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 2014 - 31 March 2015.

2. Recommendations

It is recommended that the 2015/16 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 Head of Property & Housing Service. The H&S Unit team are 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 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 2014/15. The H&S Unit has had involvement with one 'fee for intervention' charge being levied on a local authority school - in relation to a material breach in legislation being identified by a HSE inspector visiting the school. The HSE inspector was satisfied with the Head teachers proposed action plan to address the material breach and considered the matter closed.

3.1.3 No work related deaths involving council employees have occurred and no serious management failings (trends) have been identified by the H&S Unit in in this reporting period. The new corporate accident and violent Incident reporting database was developed in-house and came on line in October 2013 to compliment the revised corporate accident and violent incident reporting policies, with an aim to producing more meaningful and accurate data. This project has proved successful and the incident details in the body of this report are now produced from one source.

3.1.4 No legionella outbreaks (incidents or exposures) have been reported to the HSE or the H&S Unit since the current H&S manager was appointed in 2010 and legionella management throughout all council managed workplaces and PCC property portfolio continues to be pro-active. The corporate legionella management policy and associated management structure has undergone another review in this reporting period, to further reduce any potential for legionella to

present a risk of ill-health to employees or members of the public.

3.1.5 No asbestos incidents relating to council work activities have been reported to the HSE or the H&S Unit in this reporting period. Asbestos management continues to be pro-active council-wide and the corporate 'Asbestos Management' policy will be republished in 2015, to reflect the latest legislative requirements, HSE 'best practice' advice and corporate management requirements. Closer working relationships between school management teams and Property & Housing Service staff are enhancing asbestos management (and legionella management) processes and procedures in local authority schools.

3.1.6 The H&S Unit continues to work closely with other corporate specialists including the fire safety advisor, environmental health team, legal team, 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 have requested information.

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 2015/16 H&S Unit action plan is attached as Appendix 1 and a review of the 2014/15 action plan is detailed at Appendix 2.

3.2 Communication channels:

3.2.1 The Joint Health Safety and Wellbeing Forum 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 17 was circulated in June 2015).

3.2.2 The fifteen corporate H&S policies (produced/maintained by the H&S Unit) and all associated corporate forms, guidance documents, etc. are available council-wide via Policy Hub, the staff intranet and schools' google-based website or direct from the H&S Unit.

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

3.3 Health and safety training:

3.3.1 A total of **4,616** H&S training briefings (facilitated by the H&S Unit and 'People Handling and Back Care Advisor') were undertaken by council members, council staff and school employees in this annual reporting period. These statutory training courses were delivered cost-effectively and the positive annual increase in uptake is evidence of the council's continued improvement in legislative compliance.

3.3.2 The H&S Unit 'stand-alone' portable training kit is proving a popular alternative training tool, for managers of staff groups where e-learning is not a viable option for undertaking corporate H&S training briefings.

3.3.3 In addition to maintaining the 8 x corporate e-learning courses, the H&S Unit delivers 2 x classroom based training courses, available to all council/school employees, bookable via the council's 'managed learning environment system (1/2 day 'work activity risk assessment' and 2 hour 'practical load handling').

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

3.3.5 Classroom-based corporate fire safety warden training went live in January 2015, funded and facilitated by Property & Housing Services. Training is initially being delivered by an external provider but future plans include using in-house resources.

3.3.6 A breakdown of training facilitated by the H&S Unit and 'People Handling and Back Care Advisor' (PHBCA) in financial year 2014/15 is as follows:

H&S e-learning courses

• H&S Induction	1012
• H&S Induction for Members	16
• Using computers and DSE safely	787
• Manual handling	299
• Incident reporting and Investigation for managers	50
• Legionella awareness	58
• Asbestos awareness	80
• Fire safety awareness	1057
	Sub-total <u>3359</u> (2705)

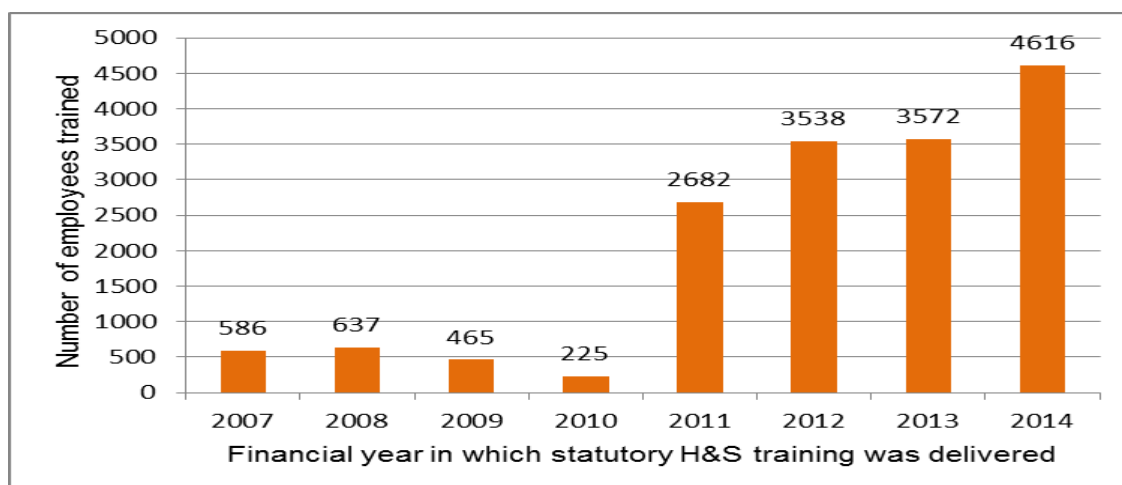
Stand-alone portable H&S Unit training kit

• H&S induction briefing	130
• Fire safety awareness briefing	133
• Manual handling briefing	92
• Legionella briefing	8
• Asbestos briefing	8
	Sub-total <u>371</u> (102)

Classroom based courses:

• Practical load handling	136
• Various 'people handling' courses (delivered by PHBCA)	669
• Work -activity risk assessment	53
• Fire warden training	28
	Sub-total <u>886</u> (765)

Overall total **4616** (3572) *Note: totals for 2013/14 in brackets*



H&S Unit/PHBCA training facilitated since financial year 2007/08
(Data taken from H&S records - 20th May 2015)

3.4 Incident reporting statistics for 2014/2015:

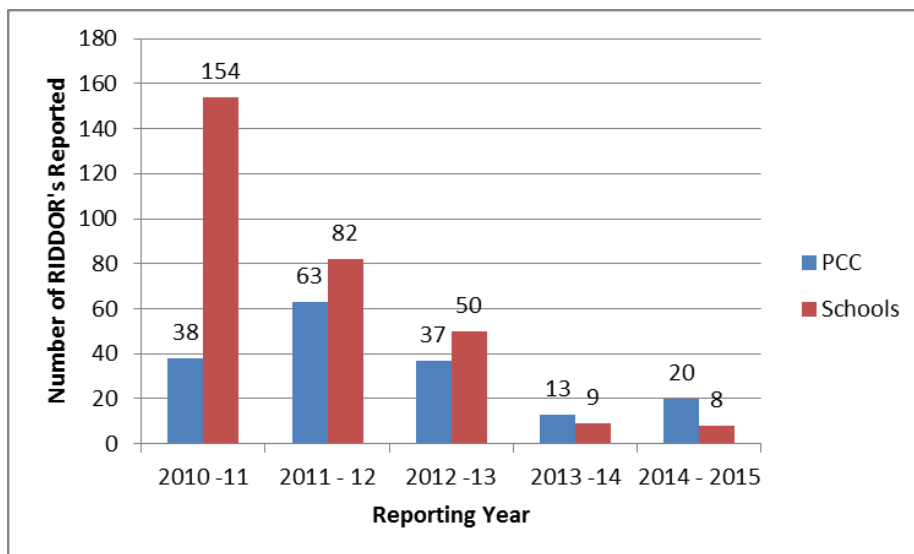
3.4.1 No fatalities or serious workplace accidents involving council employees were reported to PCC H&S Unit or the HSE in this reporting year. 'Overall' incidents reported were 6% fewer than in the previous year, with RIDDOR reports marginally increased. Incident statistics for 2014/15 continue to reflect a pro-active reporting as opposed to a poor safety culture - and the high number of violent incident reported (of which less than 1% relate to serious incidents) support this conclusion. 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 employees.

3.4.2 The total number of incidents (accidents and acts of violence) reported to the H&S Unit in 2014/15 was 655 (441 PCC services + 214 schools), compared with 700 in 2013/14 (389 PCC services + 311 schools).

3.4.3 RIDDOR reports accounted for 28 of the total incidents reported (20 PCC services + 8 schools), compared with 22 in the previous year (13 PCC services + 9 schools). Of the 28 reports:

- 24 involved staff (19 x 'over 7day absence' and 5 x 'specified injury' categories)
- 4 involved members of the public being taken to hospital from incident scene (1 x pupil, 1 x council resident, 1 x contractor and 1 x ferry port user).

3.4.4 As predicted in last year's annual report the significant reduction in RIDDOR reports since 2010 has now stabilised upon completion of the H&S Unit education campaign to reduce 'over-reporting' to the enforcing authority (HSE).



RIDDOR incidents reported to the HSE: 2010 - 2015

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

3.4.5 Violent incident reports (VIRs) account for 484 of the 655 incidents reported to the H&S Unit (305 PCC services + 179 schools), compared with 448 VIRs reported in the previous year (233 PCC services + 215 schools). VIR's can be broken down as follows:

- 93 reported as non-physical acts (verbal, intimidation and property damage)
- 391 reported as physical acts (330 'non-injury' and 154 'injury' incidents)
- Injuries sustained mostly minor but 4 x RIDDOR's (all 'over 7 day absence')

3.4.6 Graphical statistics taken direct from the corporate incident database are attached at Appendices 3 and 4.

3.5 Corporate H&S Audit and Inspection Policy:

The corporate H&S Audit and inspection policy was launched in April 2015, detailing arrangements and responsibilities for routinely inspecting and auditing council managed workplaces. Specific policy aims include:

- empowering site managers to undertake and record site-specific H&S audits and develop action plans to evidence compliance with corporate H&S policy requirements
- empowering the H&S Unit to undertake and record H&S management audits at service/department level throughout the council
- providing corporate documented evidence of compliance with UK legislation at service/department level and assist senior managers in targeting resources effectively

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

The H&S Unit continues to work positively with schools within the city. At time of writing this report, in addition to 100% buy-in from all 46 LA schools offered the service, 8 local academies have also opted-in to the H&S Unit traded services agreement.

3.7 Policy reviews:

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

- First Aid Policy (revised April 2014)
- Corporate Health and Safety Policy (revised August 2014)
- Corporate H&S Policy Statement (revised August 2014)
- Manual Handling Policy (revised October 2014)
- Health & Safety Training Policy (revised February 2015)
- Legionella Management Policy (revised April 2015)
- H&S Audit and Inspection Policy (April 2015)
- Asbestos Management Plan & Log Book (April 2015)
- Fire Alarm Activation Report Form (July 2014)
- Fire Incident Report Form (July 2014)

3.8 Corporate H&S Unit Action Plans:

The 2015/16 H&S Unit action plan, submitted for approval, is attached at Appendix 1 and the 2014/15 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

Signed Date (Owen Buckwell, Head of HPS)

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 2015/16
- Appendix 2: Update of H&S Unit corporate action plan 2014/15
- Appendix 3: School incident statistics
- Appendix 4: Portsmouth City Council 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:

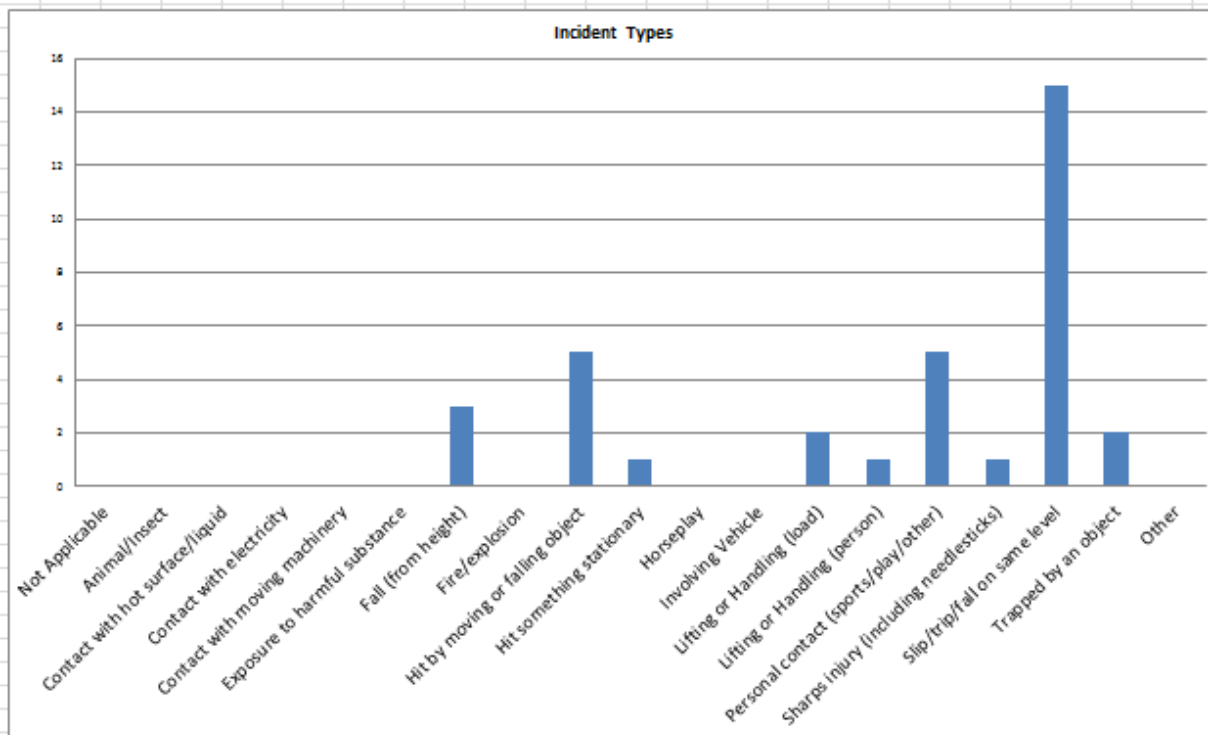
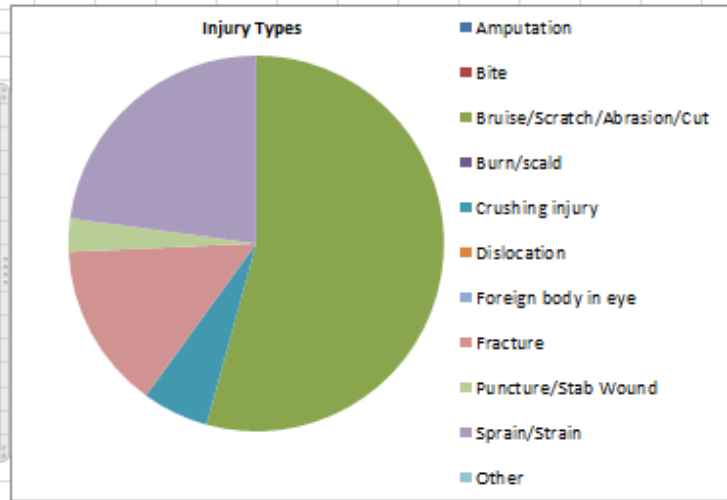
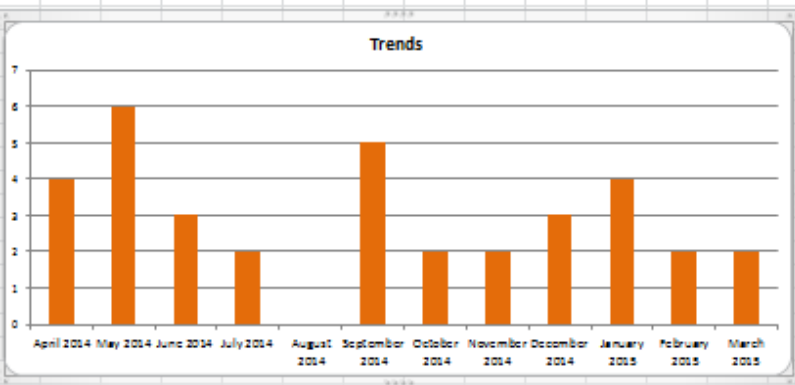
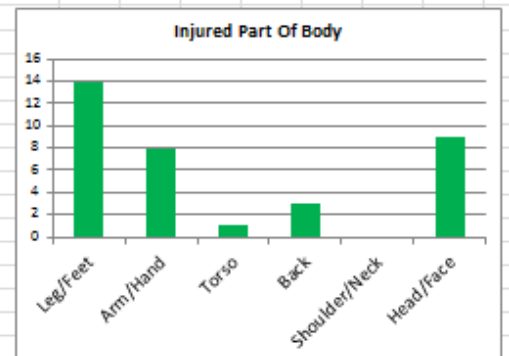
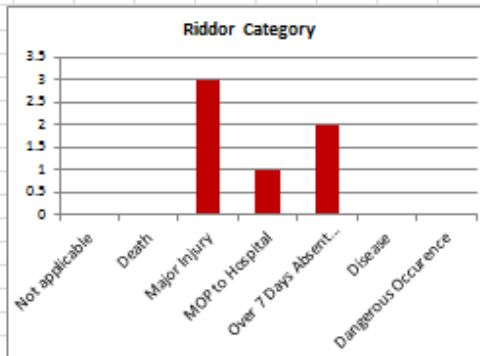
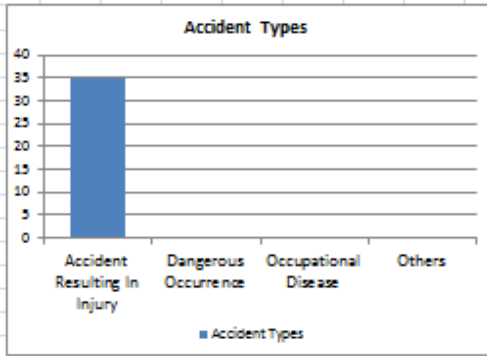
Portsmouth City Council: H&S Unit Corporate Action Plan 2015/16

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	
2. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/16	H&S Manager	
3. Review corporate asbestos management policy	To reflect current legislative requirements and council policy/procedures	31/10/15	H&S Manager	
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	
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	
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	
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	
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	
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	
	End of action plan			

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	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	31/12/14	H&S Manager	Action complete
3. Review corporate first aid policy	To reflect current legislative requirements and council policy/procedures	31/05/14	H&S Manager	Action complete
4. Review the corporate '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	Action complete
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	Action complete
6. Revise the corporate manual handling policy	Revised policy to reflect current legislative requirements and corporate procedures	31/10/14	H&S Manager	Action complete
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	Action complete
8. Deliver schools services in accordance with the SLA	To ensure compliance with H&S policy/legislation and generate income to support H&S Advisor post	31/03/15	H&S Manager	Action complete
9. Further develop and maintain corporate and schools H&S webpages	To provide a one-stop location for corporate H&S policies and H&S information relevant to PCC activities	31/03/15	H&S Manager	Action complete
10. Produce the annual report for employment committee	For compliance with corporate H&S policy	30/05/15	H&S Manager	Action complete
	End of action plan			

Schools 'Accident' Reports: 1 April 2014 - 31 March 2015



Schools 'Accident' Reports: 1 April 2014 - 31 March 2015

Number Of Accidents Reported	35
Accident Types	
Accident Resulting In Injury	35
Dangerous Occurrence	0
Occupational Disease	0
Others	0
Injury Types	
Amputation	0
Bite	0
Bruise/Scratch/Abrasion/Cut	19
Burn/scald	0
Crushing injury	2
Dislocation	0
Foreign body in eye	0
Fracture	5
Puncture/Stab Wound	1
Sprain/Strain	8
Other	0
Injured Part of Body	
Leg/Feet	14
Arm/Hand	8
Torso	1
Back	3
Shoulder/Neck	0
Head/Face	9
Number of Riddor's	6
Riddor Category	
Not applicable	0
Death	0
Major Injury	3
MOP to Hospital	1
Over 7 Days Absent Injury	2
Disease	0
Dangerous Occurrence	0

Incident Type	35
Not Applicable	0
Animal/Insect	0
Contact with hot surface/liquid	0
Contact with electricity	0
Contact with moving machinery	0
Exposure to harmful substance	0
Fall (from height)	3
Fire/explosion	0
Hit by moving or falling object	5
Hit something stationary	1
Horseplay	0
Involving Vehicle	0
Lifting or Handling (load)	2
Lifting or Handling (person)	1
Personal contact (sports/play/other)	5
Sharps injury (including needlesticks)	1
Slip/trip/fall on same level	15
Trapped by an object	2
Other	0
Trends	
April 2014	4
May 2014	6
June 2014	3
July 2014	2
August 2014	0
September 2014	5
October 2014	2
November 2014	2
December 2014	3
January 2015	4
February 2015	2
March 2015	2

Schools 'Violent Incident' Reports: 1 April 2014 - 31 March 2015

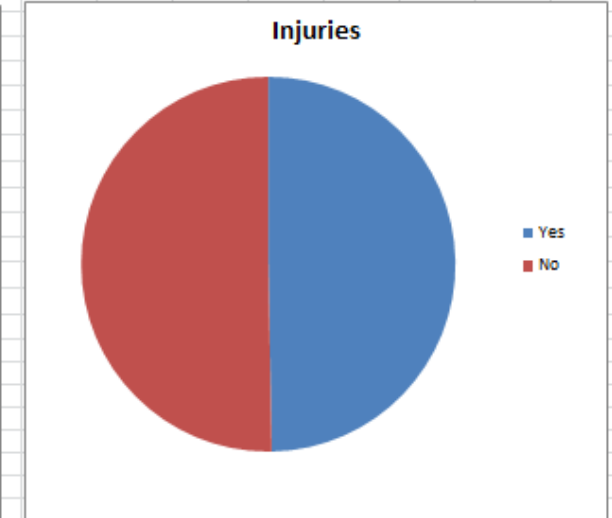
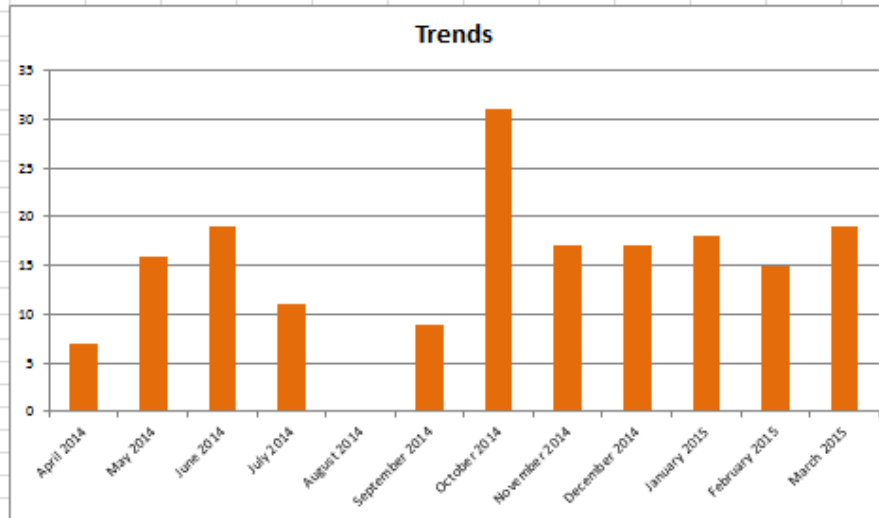
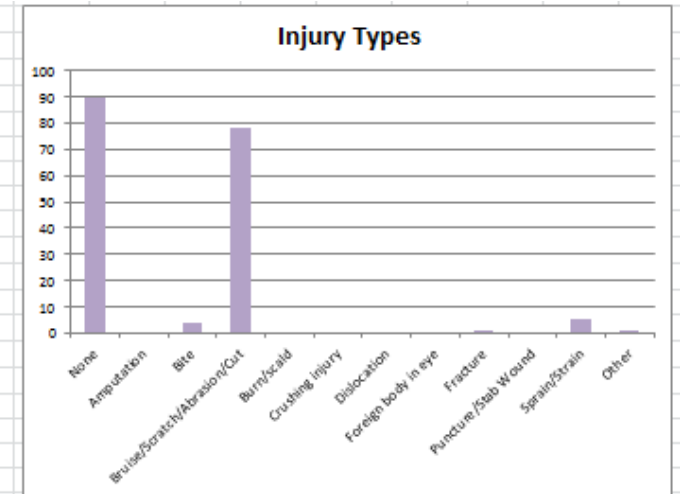
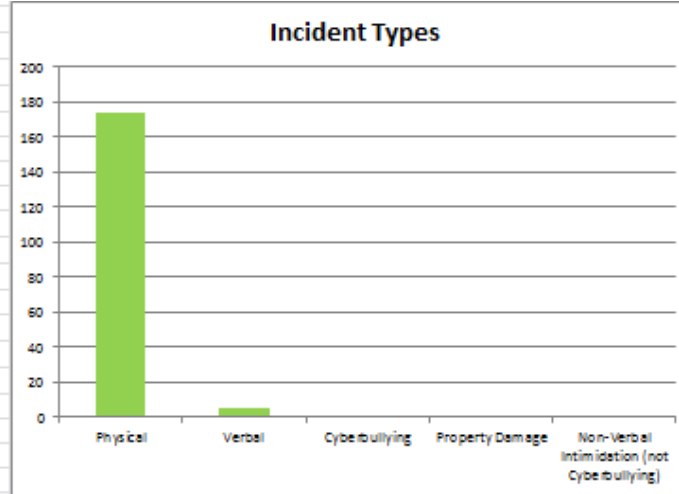
Number Of Incidents Reported	179
Total Number of RIDDOR	2

Incident Types	
Physical	174
Verbal	5
Cyberbullying	0
Property Damage	0
Non-Verbal Intimidation (not Cyberbully	0

Injuries	
Yes	89
No	90

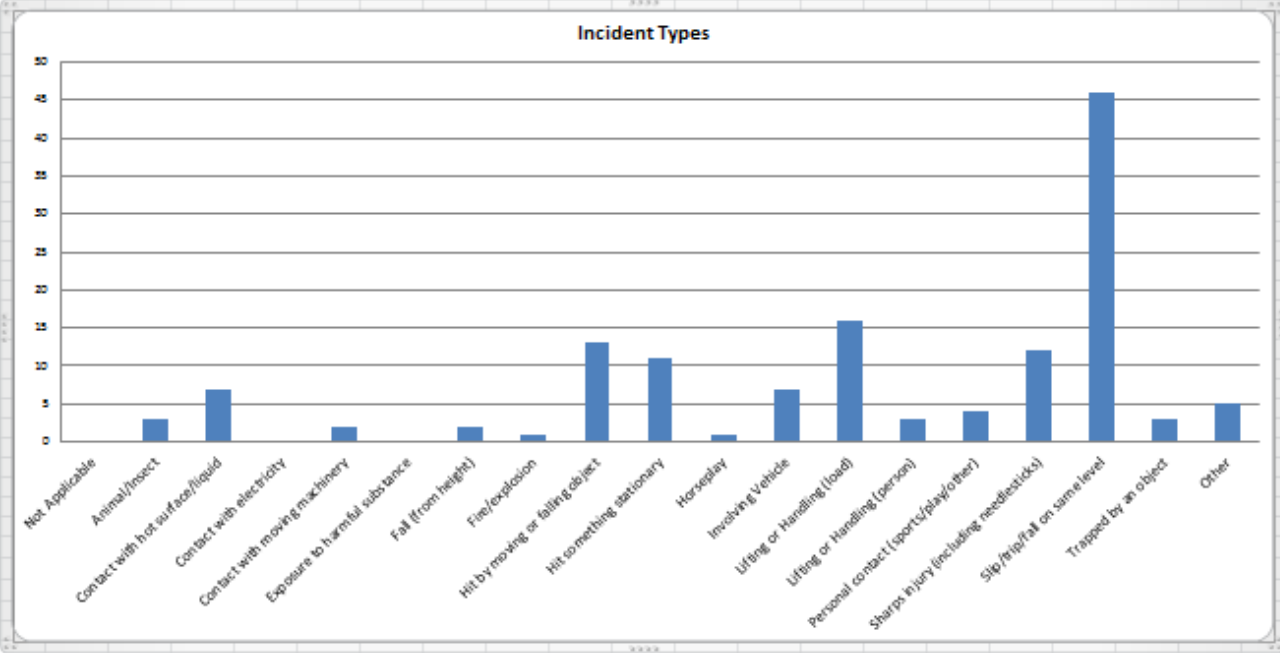
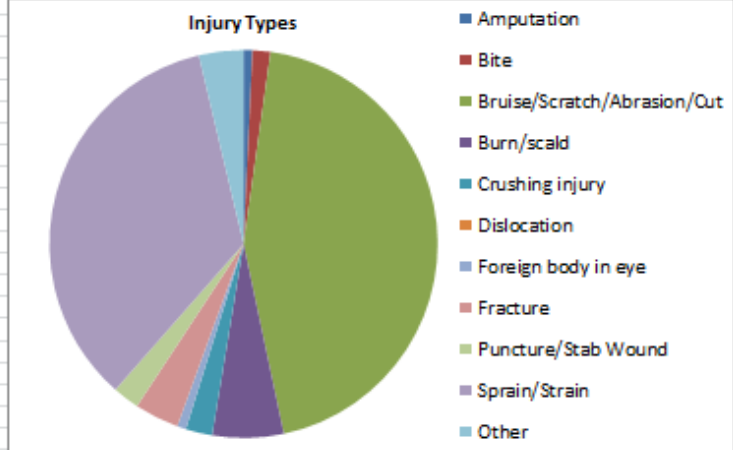
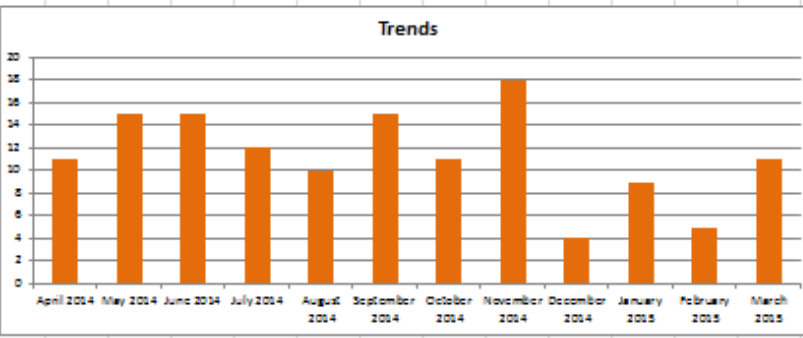
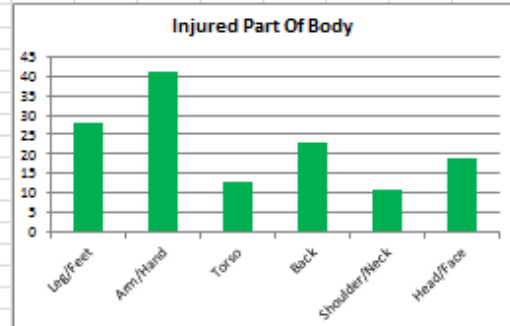
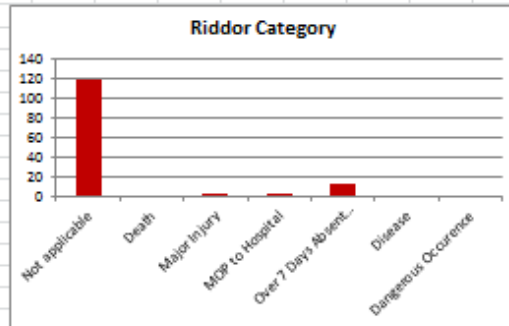
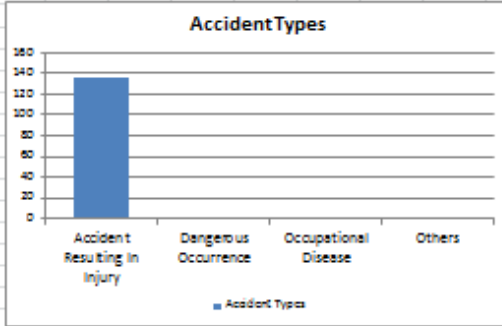
Injury Types	
None	90
Amputation	0
Bite	4
Bruise/Scratch/Abrasion/Cut	78
Burn/scald	0
Crushing injury	0
Dislocation	0
Foreign body in eye	0
Fracture	1
Puncture/Stab Wound	0
Sprain/Strain	5
Other	1

Trends	
April 2014	7
May 2014	16
June 2014	19
July 2014	11
August 2014	0
September 2014	9
October 2014	31
November 2014	17
December 2014	17
January 2015	18
February 2015	15
March 2015	19



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Portsmouth City Council 'Accident' Reports: 1 April 2014 - 31 March 2015



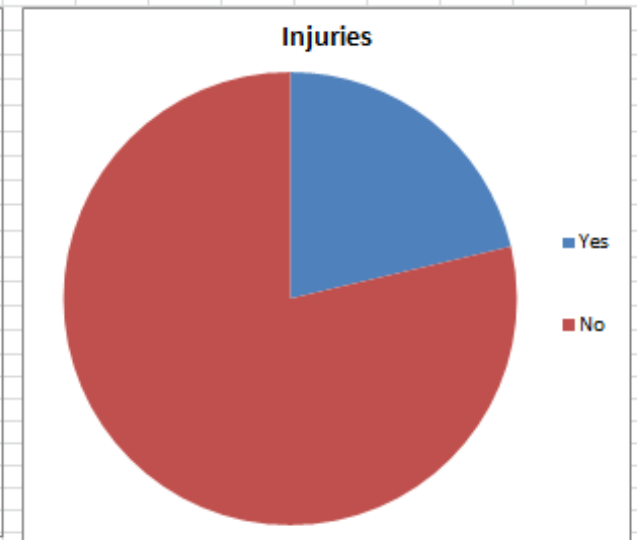
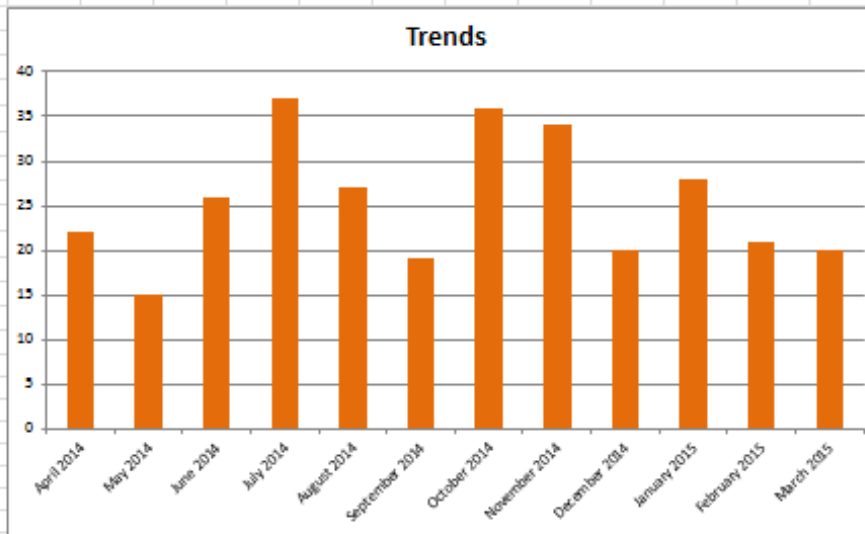
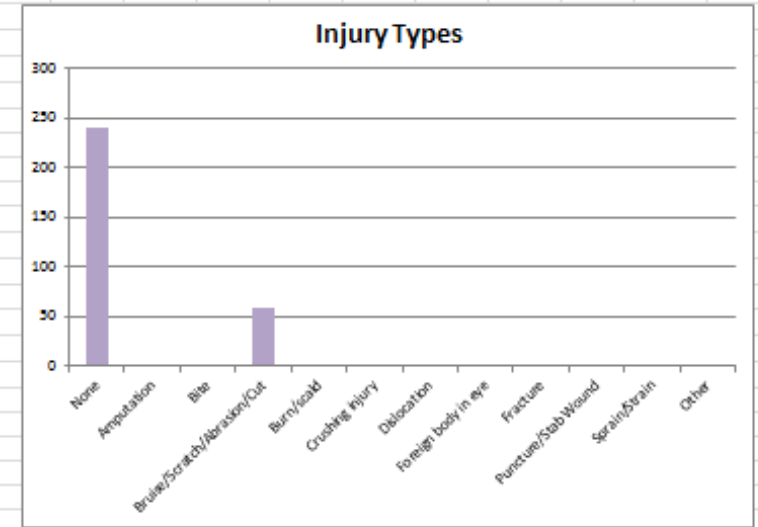
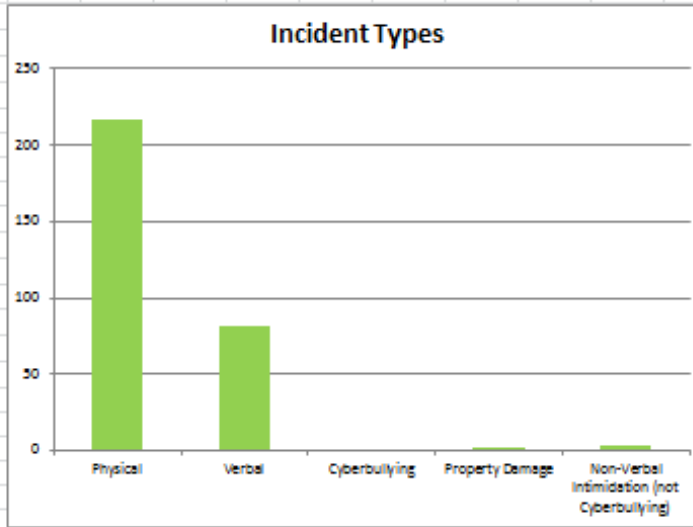
Portsmouth City Council 'Accident' Reports: 1 April 2014 - 31 March 2015

Number Of Accidents Reported	136
Accident Types	
Accident Resulting In Injury	136
Dangerous Occurrence	0
Occupational Disease	0
Others	0
Injury Types	
Amputation	1
Bite	2
Bruise/Scratch/Abrasion/Cut	60
Burn/scald	8
Crushing injury	3
Dislocation	0
Foreign body in eye	1
Fracture	5
Puncture/Stab Wound	3
Sprain/Strain	47
Other	5
Injured Part of Body	
Leg/Feet	28
Arm/Hand	41
Torso	13
Back	23
Shoulder/Neck	11
Head/Face	19
Number of Riddor's	
	18
Riddor Category	
Not applicable	118
Death	0
Major Injury	3
MOP to Hospital	2
Over 7 Days Absent Injury	13
Disease	0
Dangerous Occurrence	0

Incident Type	136
Not Applicable	0
Animal/Insect	3
Contact with hot surface/liquid	7
Contact with electricity	0
Contact with moving machinery	2
Exposure to harmful substance	0
Fall (from height)	2
Fire/explosion	1
Hit by moving or falling object	13
Hit something stationary	11
Horseplay	1
Involving Vehicle	7
Lifting or Handling (load)	16
Lifting or Handling (person)	3
Personal contact (sports/play/other)	4
Sharps injury (including needlesticks)	12
Slip/trip/fall on same level	46
Trapped by an object	3
Other	5
Trends	
April 2014	11
May 2014	15
June 2014	15
July 2014	12
August 2014	10
September 2014	15
October 2014	11
November 2014	18
December 2014	4
January 2015	9
February 2015	5
March 2015	11

Portsmouth City Council 'Violent Incident' Reports: 1 April 2014 - 31 March 2015

Number Of Incidents Reported	305
Total Number of RIDDOR	2
Incident Types	
Physical	217
Verbal	82
Cyberbullying	1
Property Damage	2
Non-Verbal Intimidation (not Cyberbullying)	3
Injuries	
Yes	65
No	240
Injury Types	
None	240
Amputation	0
Bite	2
Bruise/Scratch/Abrasion/Cut	58
Burn/scald	1
Crushing injury	0
Dislocation	0
Foreign body in eye	1
Fracture	1
Puncture/Stab Wound	0
Sprain/Strain	2
Other	0
Trends	
Month	No'
April 2014	22
May 2014	15
June 2014	26
July 2014	37
August 2014	27
September 2014	19
October 2014	36
November 2014	34
December 2014	20
January 2015	28
February 2015	21
March 2015	20



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