

TITLE OF REPORT: Annual Health and Safety Performance Report

REPORT OF: Mike Barker, Strategic Director, Corporate Services and Governance

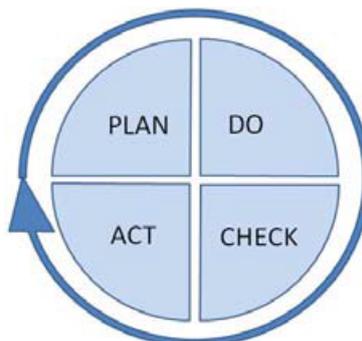
SUMMARY

This report provides the year end assessment of performance on occupational health and safety matters for 2016/17 within Gateshead Council.

Introduction

1. Gateshead Council is committed to providing its employees with safe conditions of work as far as is reasonably practicable and has structured arrangements in place to ensure the safety and wellbeing of staff and others who may be affected by our activities. Our aim is to minimise the adverse impacts to individuals and the business from ill health and injury.
2. This annual report provides an overview of key performance statistics, including the number of lost working and reportable accidents, along with commentary on key aspects of health and safety during the year 1 April 2016 to 31 March 2017 and outlines plans for 2017 - 2018.
3. As noted in the body of this report, considerable work was also undertaken in areas such as Asbestos Management, Contractor Management, Educational Visits, Fire Safety and Legionella Management.
4. Gateshead Council continues to use the principals of the HSE guidance HSG 65, Managing for health and safety. The key principals are Plan, Do, Check, Act. These principals underpin the council's safety management system and operational arrangements as detailed in the Corporate Health and Safety Policy and arrangements.

Gateshead Council's Approach to Managing Health & Safety Risks



Making it happen

5. **The fundamentals of safety management remain at the core of what we do:**

- We have strong visible leadership and collaboration and partnerships, including worker engagement.

6. **This is achieved by ensuring that;**

- Professional health and safety arrangements are adequately resourced to meet the needs of the Council.
- Senior Management Group and Group Management Teams routinely accept and act on health and safety advice; risk assessments are carried out for all relevant areas under their control.
- Actions arising out of health and safety inspections and audits are acted on in a timely manner.
- Line managers fulfil their roles in implementing health and safety.
- Trade union health and safety representatives are involved in decisions that affect employees' health and safety.

7. **Management teams considers health and safety as an agenda item:**

- Both Senior Management Group and Senior Management Team decisions are made in the context of the Council's health and safety policy and recognise the importance of 'designing-in' health and safety when implementing change.

8. **General Health & Safety Advice** – The Health & Safety Officers from 1 April 2016 to 31 March 2017 carried out 55 advisory visits, 21 incident investigations and 159 inspections and audits. This is comparable with previous years.

9. **Fire Safety Advice** – There is a legal requirement to carry out Fire Risk Assessments of all premises owned by the Council or premises where the Council has employees working in them. Out of a total of 209 premises 171 fire risk assessments have been completed. During the reporting period the Health & Safety Officers completed 68 (31 previous year) fire risk assessments and reviews on top of the fire safety advice given. The remaining premises are the very small, low risk premises which will be completed this year.

10. **Occupational Health** - A summary of the work carried out is set out in the tables 1 and 2 below.

Table 1 - Occupational Health Appointments

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Health Surveillance	362	351	503	
Driver Medical	95	48	106	
Vision Screening	84	66	67	
Medical Referral – OHA	508	280	157	
Medical Referral – OHP	376	433	407	
Pre-employment questionnaires	1165*	1105*	1088*	Employees – desk top exercise

Pre-employment questionnaires	218*	156*	298*	Volunteers – desk top exercise
Physiotherapy	789	618	585	
Counselling Sessions	897	851	1040	
Total	4494 (3111*)	3908 (2647*)	4251 (2865*)	

Table 2 - Occupational Non-attendance

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Health Surveillance	44	17	47	
Driver Medical	3	1	7	
Vision Screening	14	9	3	
Medical Referral – OHA	53	41	7	
Medical Referral – OHP	22	23	41	
Physiotherapy	64	46	43	
Counselling	23	24	33	
Total	223 (7.2% excl*)	161 (6.0% excl*)	181 (6.3% excl*)	

Further information on the role of Occupational Health is given in the 6 monthly OSC 'Sickness Absence / Health of the Workforce' report.



11. **Health & Safety Training** – This is delivered by internal and external trainers. Individual Service areas are responsible for specialised safety training and will hold records of training that they have arranged. Figures below show the number of employees that have received Health & Safety training in 16/17.

Competence – Training

- 168 employees attended 15 corporate H & S training courses (see Table 7).
- Care Wellbeing & Learning provided a range of training for 686 employees delivered by Workforce Development.
- Communities & Environment
 - Construction Services provided over training opportunities to staff and operatives in many specific areas. These included but not limited to Plant Operation, Manual Handling, First Aid and Specialist Technical areas. Staff and operatives transferring from Mears to Constructions Services attended a 4 day intensive induction covering areas such as Site Safety,

- Manual Handling, Asbestos Awareness, Working at Height as well as corporate elements including Corporate Induction and Customer Care.
- Facilities Management provided training for 321 employees in 12 specific areas including food safety, risk assessment and dynamic risk assessment, manual handling, COSHH, asbestos awareness and working at height.
- Street Scene continually assessed frontline staff and provided 894 training sessions which included: asbestos awareness; construction plant; CSCS cards and tests; driver CPC; C & G signing/lighting/guarding; general health and safety and several miscellaneous courses.

1164 Health and Safety e-learning modules were accessed. This was an increase from 412 units in the previous year.

12. **Corporate Procedures and Codes of Practice** – form part of the overall health and safety policy, providing safe systems of work for employees to follow and to adapt them to their service areas as appropriate. Documents were revised for Group / Service Policies, Asbestos, Physiotherapy, Workplace Inspections, Corporate Health & Safety Committee Constitution and Scaffold & Edge Protection.

Checks are made to ensure things are happening through:

13. **Reporting to the Corporate Health & Safety Committee** - Quarterly reporting by the Occupational Health & Safety Manager to the committee consisting of senior management and union representatives. Updates are given on New Legislation and Guidance, Corporate Health & Safety Action Plan, Health & Safety Training Strategy and the Better Health at Work Award, with the opportunity also being available for those attending to discuss other health and safety issues that may be relevant.
14. **Senior Management Group Health & Safety Update Reports** - Quarterly reporting by the Occupational Health & Safety Manager to the Senior Management Group, advising on the status at the time of the Health & Safety management system and of hazards that have been identified, recommending to Senior Management Group any reasonable actions to be taken.
15. **Monitoring of hazards** – The Health & Safety Team utilises a system for the recording of hazards identified by employees. Checks are carried out to ensure appropriate action has been taken by the relevant manager to address concerns.
16. **Incident Investigations** – Where appropriate, incidents are investigated with findings and recommendations communicated to responsible managers for them to take action to prevent reoccurrence.
17. **Annual Reporting on Corporate Health & Safety** – Annual reports are produced for Senior Management Group and Overview and Scrutiny Committee to inform senior managers and councillors of the work undertaken in the last 12 month period and including details on health and safety performance and incident statistics.
18. **Internal Assurance**

Asbestos Management

The Asbestos Management Team (AMT) sit within Council Housing, Design & Technical Services, Communities & Environment working closely with the Health & Safety Team have achieved the following in the reporting period:

- Continue to carry out the asbestos re-inspections, update and deliver registers.
- Provided technical advice to schools which have bought into the gateway scheme.
- Reviewed and updated the corporate asbestos management plan
- Continued to assist with the input of all asbestos data in to the GP2 system.

Contractor Management

During the 6 week and half term holidays (2016), the Health & Safety Officers visited all schools and other sites where they were notified that contractors would be working. This enabled activities to be monitored and risk assessments, method statements and training records to be checked. When the necessary standards were not being achieved the work was stopped until corrective action was taken.

Educational Visits

The Health and Safety Officers provide advice and support to teachers, youth workers and other Council employees who take young people on educational and out-of-centre visits. Under the banner of the Educational Visits Advisory Team, they are also responsible for the implementation of, and monitoring compliance with, the policy and procedures which ensure the Council meets its statutory responsibilities for the safety of such activities. The team maintains the EVOLVE on-line visit planning, recording and approval system for Gateshead.

EVOLVE also provides the Council with a clear picture of the great range of Learning outside the Classroom opportunities being provided for Gateshead children. In the academic year 2016/17 we recorded 6080 visits. Of these, 505 involved residential stays, adventurous activities or travel overseas to countries including Austria, Belgium, Berlin, France, Iceland, Italy, Malta, Netherlands, Poland, Switzerland, Costa Rica, Japan, New York, Shanghai and Uganda.

Legionella Management

The Water Hygiene Team sit within Council Housing, Design & Technical Services Communities & Environment working closely with the Health & Safety Team have achieved the following in the reporting period:

- In all buildings visited or audited no significant issues were found. Ensured that all Council buildings continue to have their risk assessment documentation updated.
- 577 samples were taken in 2016 with 2 positive legionella results returned. At the same time samples were taken for pseudomonas with 5 positive samples returned. Remedial action was taken and the properties resampled. All buildings came back with negative results demonstrating that our control methods are robust and where positive results have been identified they have been dealt with quickly.
- Retained Legionella Control Association Accreditation to prove good practice and to allow them to do work in the private sector.

- Continued to carry out risk assessments on water systems in domestic property's owned by Gateshead Council as part of a ten year scheme. 3996 properties have been assessed so far.



19. **Performance Indicators** - The tables set out below details the performance indicator data for 2016 - 2017 and how this compares to previous years. These are common indicators for occupational health and safety, and help to track performance and compare against other organisations.

Table 3 - Incidents / Industrial Diseases (ID)

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
RIDDOR	32	25	8	Injuries resulting in over 7 days absence reported to HSE
Specified Injuries	4	2	3	Significant injuries such as fractures, amputation, loss of sight, crush injury, significant burn injury and degree of scalping
ID	0	0	6	Industrial diseases reported to the HSE
> 3 day	2	3	12	Injuries > 3 days but < 7 days noted for information

Table 4 - Incidence Rates

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
RIDDOR	5.8	4.88	1.44	Incidence Rate for over 7 day injuries (number of over 7 day injuries per 1000 employees).
Specified Injuries	0.72	0.39	0.54	Incidence Rate for specified injuries (number of injuries per 1000 employees).

The statistics (include LA schools) identify the following compared to the previous year:

- Total number of incidents up from 420 to 534
- Specified injuries up from 2 to 3
- Non employees sent direct to hospital remains same at 1
- Decrease in near miss reporting from 151 to 109 which includes 11 reports of verbal threatening behaviour.

The main cause of over 7 day incidents is handling, lifting and carrying. The specified injuries were as a result of handling, lifting and carrying; slip, trip and fall; and contact with a fixed or stationary object. These occurred in various locations at different times of the year so could not be linked to any trends. Detailed quarterly reports are given to groups on the recorded incidents to enable them to take relevant action to help reverse any trends, identify training needs etc.

Table 5 - HSE Enforcement Action

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Prosecution	1	0	0*	Council representative interviewed by HSE, awaiting outcome
Prohibition Notice	1	0	0	
Improvement Notice	1	0	0	
FFI	1*	0	1**	*(£458.80) ** (£1,277.10)

Table 6 - Sickness Absence (Stress / Work Incidents)

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Sickness Absence	54,818	60,166	55,561	Total sickness absence days
Stress	21.7%	23.8%	26.33%	Percentage of total days lost due to stress, depression and mental health including work related stress
Work incident	3.4%	2.81%	0.67%	Percentage of total days lost due to work related injury and ill health

Table 7 – Training

Type	Year			Comments
	2014 - 2015	2015 - 2016	2016 - 2017	
Corporate	282 (19 courses 93% average attendance rate)	131 (10 courses 84% average attendance rate)	168 (15 courses 79% average attendance)	Number attending corporate health and safety training courses (Accident investigation, Asbestos Management, DSE, Fire Warden, H & S for Managers, Risk assessment and Stress Management).
e-learning	3202	412	1164	

We act on the findings through:

20. **Auditing and performance review** is the final step in the health and safety management control cycle. They constitute the ‘feedback loop’ which enables the council to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the health and safety management system.

No audits were carried out during the reporting period as resources were required in the management of fire safety. An audit programme will be prepared for 2017 – 2018.

21. **Review of policies and procedures** – Considerable ongoing review of the Health & Safety policy, corporate procedures and guidance takes place. New documents are developed or others amended. See number 12 for details.

22. **Lessons arising from, an asbestos release at Cleveland Hall Boy's Club in July 2016** – Following the disturbance of asbestos containing materials, during a window replacement an investigation was carried out. As a result of the investigation a number of issues were identified which, needed to be addressed. These included the following:

- Ensuring any staff responsible for arranging construction works are trained and competent and can comply with duties as specified in the Construction (Design and Management) Regulations 2015 and Corporate procedures.
- Ensuring that site specific asbestos management arrangements are implemented in accordance with council policy.
- Any service, when acting as designer must ensure that the client is fully aware of their responsibilities.
- The current level of training received by staff should be reviewed to determine if they possess the appropriate level of competence to ensure they are aware of their duties in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). This would not necessarily need to cover all the technical aspects of the process, but it should be sufficient for employees to recognise or query potentially hazardous situations.

The need for the improvements has been acknowledged by the Senior Management Team and there have been concerted efforts by key personnel in attempts to see these through to completion.

23. All services have completed the annual health and safety performance report or given assurances that it will be completed imminently.

Health & Safety Executive

24. To the best knowledge of the Health & Safety Team there were no prosecutions or enforcement notices issued by the Health & Safety Executive. However, a fee for intervention was issued in respect of contraventions of health and safety law. These included:

- Lack of a consistent management approach to the implementation of the Hand Arm Vibration Policy.
- Employees were unclear how to calculate cumulative tool use.
- Inconsistent assurance monitoring being carried out.
- Lack of clarity how any of the data collected was being used for assurance monitoring to ensure employees exposure as low as reasonably practicable or to inform review of the management system:
- Lack of time/points matrix for use on site.

A working group was set up and suitable steps have been taken to address all concerns.

25. The Health and Safety Executive have also confirmed that they will be not be prosecuting the Council in relation to Cleveland Boy's Club but have issued a fee for intervention, costing the Council £3250.80

Tyne & Wear Fire & Rescue Service

26. To the best knowledge of the Health & Safety Team, there were no prosecutions or enforcement notices (which are legally binding) issued by the Fire Service in respect of any fire management failures within the Council during 2016/17. The

fact that there are no enforcement notices relative to the building stock is impressive.

Plans for 2017 - 2018

27. In light of the Grenfell Tower incident work with The Gateshead Housing Company will be given priority. All of the high rise premises have current Fire Risk Assessments. However, these are due to be reviewed in 2018 but due to the current climate will be revisited as soon as possible.
28. The Health & Safety team will work with the Group Management Teams to support them to ensure that progress is made on a continual basis against the 2017 / 2018 Corporate Health & Safety action plan and any other service specific Health & Safety action plans.
29. To comply with the Corporate Health & Safety Policy and associated procedures for corporate performance review an annual report will be sent to Corporate Resources Overview and Scrutiny Committee to specifically highlight the performance indicators.
30. Group Management Teams and Head Teachers will be informed of any significant changes to the Council's corporate health and safety policies and procedures or when action is necessary as a result of any health and safety failing via a health and safety briefing note.
31. Senior Management Group will be advised on a quarterly basis on the progress being made against the Corporate Health & Safety action plan.

Summary

32. As mentioned at the start of this report, the Council's approach to health & safety management continues to follow the guidance document HSG65 – 'Managing for Health and Safety'. Commitment from senior management is strong and substantial progress has been made in delivering improvements.
33. Throughout the last year there has been increased focus on asbestos and fire safety management and contractor health and safety performance.
34. The Health and Safety Executive (HSE) in this reporting period have not visited any of the Council's construction sites.

What will we do next?

35. The Health & Safety team will work with the Group Management Teams to ensure that progress is made on a continual basis.
36. Group Management Teams and Head Teachers will be informed of any significant changes to the council's corporate health and safety policies and procedures or when action is necessary as a result of any health and safety failing via a health and safety briefing note.
37. Senior Management Group will be advised on a quarterly basis on the progress being made and any issues to address.

Recommendation

38. The views of the Overview and Scrutiny Committee are sought as follows:

- Is the Committee satisfied that the actions taken are appropriate and effective to maintain or improve the health and safety management system?

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