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|  | | Employment Committee 2 nd January 2013 | Agenda Item No. 7 |
| Title | | Corporate Health & Safety Annual Report 2011-2012 | |
| For further information about this report please contact | | (Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456734) | |
| Wards of the District directly affected | | N/A | |
| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006? | | No | |
| Date and meeting when issue was last considered and relevant minute number | | | |
| Background Papers | | Corporate Health & Safety Annual Report 2010 - 2011 | |

| | |
|--|--------------------------------|
| Contrary to the policy framework: | No |
| Contrary to the budgetary framework: | No |
| Key Decision? | No |
| Included within the Forward Plan? (If yes include reference number) | No |
| Equality & Sustainability Impact Assessment Undertaken | Yes/No (If No state why below) |
| | |

| | | |
|--|-------------|---------------|
| Officer/Councillor Approval | | |
| Officer Approval | Date | Name |
| Chief Executive/Deputy Chief Executive | 30/11/12 | Chris Elliott |
| Head of Service | 29/11/12 | Richard Hall |
| CMT | | |
| Section 151 Officer | | |
| Monitoring Officer | | |
| Finance | | |
| Portfolio Holder(s) | | |
| Consultation & Community Engagement | | |
| Insert details of any consultation undertaken or proposed to be undertaken with regard to this report. | | |
| Final Decision? | | Yes/No |
| Suggested next steps (if not final decision please set out below) | | |

1. **SUMMARY**

- 1.1 An annual report on corporate health & safety has been prepared. This is the fourth such report which gives a brief summary of the work activity in relation to corporate health & safety.

2. **RECOMMENDATION**

- 2.1 Corporate Health & Safety Annual Report - That there is agreement to release the annual report on corporate Health & Safety for general circulation and publication on the website. See Appendix 1

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 To ensure that an effective and update health & safety management system is maintained and that the Council demonstrates this in an open and transparent manner.

4. **ALTERNATIVE OPTION CONSIDERED**

- 4.1 It is not essential to publicise the annual report but by doing so it does demonstrate good health and safety management practice.

5. **BUDGETARY FRAMEWORK**

- 5.1 Remedial works undertaken within existing resources.

6. **POLICY FRAMEWORK**

- 6.1 Not Applicable.

7. **BACKGROUND**

- 7.1 Corporate Health & Safety Annual Report - the Council's approach to health & safety management continues to follow the guidance document HSG65 - 'Successful health & safety management'.

- 7.2 Throughout the last year there has also been increased focus on contractor health and safety performance with internal investigations and review meetings performed where standards have not been met. Increased focus has also been in the form of the H&S Adviser's evaluation of third party H&S pre qualification questionnaires during major contract renewal bids and routine visits from the Health & Safety Executive to investigate incidents and to examine the management of the refuse and recycling contract.

- 7.3 Service Area Managers completed a two day Health & Safety Awareness training course in June and July 2011 with an IOSH Health & Safety training course for Senior Executives for members of CMT (Chief Executive and 2 x Deputy Chief Executives) in June 2012. This training can only serve to improve the understanding and appreciation of risk amongst these individuals and how best to manage them.

Report End

Warwick District Council

Corporate Health & Safety



Annual Report 2011-2012

CONTENTS

| | |
|--|---------|
| Introduction by Richard Hall and Alan Richardson of Environmental Services | Page 3 |
| 1. Management System | Page 4 |
| 2. Policy | Page 4 |
| 3. Organising | Page 4 |
| 4. Planning & Implementing | Page 6 |
| 5. Monitor & Measure Performance | Page 8 |
| 6. Audit & Review | Page 12 |
| 7. Summary | Page 13 |

INTRODUCTION

Over the last five years we have been working to strengthen the Council's position in relation to the organisation's health & safety management. This has been a process of gradually tightening up on our policies and procedures and ensuring that these remain relevant and up to date.

We now have improved systems for carrying out risk assessments and making sure that they are regularly reviewed; for tracking of lone workers; work station assessments and for many other aspects of a good health & safety management system. The system remains live and continues to undergo a process of continuous improvement.

As noted in the body of this report, considerable work was also undertaken and is continuing in areas such as Asbestos Management and Legionella Management. The coming together of various key individuals to form working groups, maintain direction and help push forward the required improvements in these areas has been an important step towards minimising the risks posed by these health hazards. Their hard work and co-operation has therefore been appreciated.

The ongoing emphasis is on a sensible, risk-based approach. Building health & safety into our normal way of working, rather than regarding it as an 'add on' will help to ensure that we get it right and keep it that way. Thank you to all employees for your co-operation in helping maintain a safe place to work and keeping the number of accidents low.

Richard Hall

Head of Environmental Services

Alan Richardson

Health & Safety Advisor

1.0 MANAGEMENT SYSTEM



1.1 The Council's Health & Safety management system continues to follow the Health & Safety Executives document HSG65 - 'Successful health and safety management'. The guidance is aimed at directors, managers with health & safety responsibilities, as well as health and safety professionals and employee representatives. It describes the principles and management practices which provide the basis of effective health and safety management

2.0 POLICY

2.1 Health & Safety Policy - The current document, Health & Safety Policy issue 2 has been effective since January 2009. Reviews of this document in 2011 took place with significant changes made to the following sections: Fire, Use of Contractors, Lone Working / Out of Office Visits and Accident Reporting. Other parts of the policy were also review but required no change at the time.

2.2 A new Code of Practice called 'Safe Procedures for dealing with discarded syringes' was also added.

3.0 ORGANISING

3.1 Training



3.2 Individual Service Areas are responsible for specialised safety training and will hold further records of training that they have arranged. Figures below show the number of employees that have received in-house H&S training from April 2011 through to April 2012.

3.3 It should be noted that H&S Induction training also incorporates some of the subjects listed below and that the other subjects listed are training sessions provided in addition to induction.

- Health & Safety Induction 20
- Service Heads H&S Awareness 9
- General H&S Awareness 12
- Fire Awareness / Warden 21
- Tunstall Lone Worker 3
- Assessnet – Risk Assessment 4
- Online DSE Assessment / Training 70
- Employee Support Officer 6

Other H&S related training that was completed by external consultants 2011-2012

- Asbestos Awareness 14
- Managing Conflict 37
- First Aid 5
- Legionella Management 3
- AED Defibrillator Training 33
- Moving and Handling Awareness 6
- Level 2 Award in Food Safety / Hygiene 3
- Tree Work 3
- Miscellaneous Safety Institute training 26

Total number of people trained: 275

3.4 At the time of producing this report, IOSH Health & Safety for Senior Executives had been arranged members of CMT (Chief Executive and 2 x Deputy Chief Executives). This is scheduled to take place in June 2012.

3.5 Health & Safety Referrals



3.6 From the start of April 2010 until April 2011 approximately 205 Requests for Service were allocated to the Health & Safety Adviser. The year 2011-2012 confirmed approximately 210 were received, these included requests for:

- Risk Assessment advice / assistance
- SMT – H&S Update reports
- Advice on / assistance with Safe Systems of Work
- Workstation Assessments
- Staff Alert List referrals and amendments
- H&S Inspection assistance
- First Aid enquiries
- Accidents
- Training requests

- Meeting requests
- Advice on H&S Legislation
- Enquiries on general working environment
- Environmental Protection duties

3.7 As shown in para 3.6 the number of service requests received by the Health & Safety Adviser in the 2011 – 2012 period remained roughly consistent with the previous period.

4.0 PLANNING & IMPLEMENTING

4.1 Legionella Management - Following audits and inspections conducted by the Health & Safety Adviser, considerable work has taken place between 2011-2012 to improve upon the Councils existing arrangements for the prevention of Legionella bacteria in their buildings water systems. This included the formulation of a working group that meets periodically to identify any shortcomings, high risk buildings / areas and to allocate responsibilities for pushing forward improvements.

4.2 Improvements have also included the provision of IOSH Legionella Management training for key individuals, such as the Health & Safety Adviser, Energy Manager and a Technical Inspector for Warwick Plant Maintenance. Subsequently, a draft Legionella Management Policy has been produced to meet the requirements of the HSE Approved Code of Practice L8.

4.3 Other changes to the Legionella Management regime include:

- A new contract for the provision of Legionella Management services in being drawn up for 2013.
- Interim arrangements in place to ensure effective management of Legionella through to the commencement of the 2013 contract.
- Operatives from Warwick Plant Maintenance providing training to the various premises managers / supervisors to enable them to take responsibility for simple and regular checks including weekly flushing of taps and other little used outlets and temperature testing.
- Agreement that Legionella risk assessments will be undertaken for each main site together with a management plan and managers being aware of their responsibilities.
- Building lease agreements between the Council and third parties to be examined to determine the extent of Council's responsibility towards ensuring the safety of these premises water systems.

4.4 Asbestos Management - In March 2012 the Council employed an Asbestos Manager; this marked the beginning of major improvements to the Councils asbestos management system. The post holder has been able to focus their efforts solely on the subject of asbestos and help manage the risks posed by the substance present in both corporate buildings and housing stock. Through the coordination of the Asbestos Manager, the following improvements have been identified and a working group set up to help steer their implementation:

- An Asbestos Management Plan
- Training needs identified, with a programme being considered for around 70 staff who may encounter asbestos as part of their work.

- A revised schedule for the completion of Asbestos Management Surveys.
- The need for a more efficient and effective way of recording Asbestos Management Surveys and resultant tasks
- Process designed to review the suitability and effectiveness of the Asbestos Management Plan and to ensure compliance with legislation.

4.5 Assessnet - The AssessNet online safety management system continues to grow and is being used by managers and those designated to perform risk assessments to record them in an online database, giving clarity as to what actions have been generated, responsibilities for these actions with timescales for completion and tracking of review dates. Use of Assessnet for the recording of risk assessments is now an integral part of the Councils H&S Management system.

4.6 At the time of producing this report, approximately 218 risk assessments had been completed on various subjects including Lone Working, Slips, Trips and Falls, Use of Gardening Equipment, Dealing with Sharps and many more.

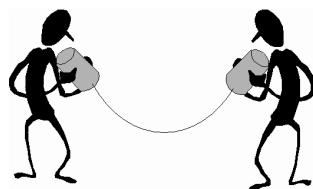
4.7 To enable the Senior Management Team to monitor and manage the review of risk assessments and tasks generated, the Health & Safety Adviser continues to arrange for a list of risk assessments and their status to be sent to SMT on a quarterly basis. It is recognised however that this is an ongoing challenge and that further Senior Officer engagement and co-operation is required to ensure that the risk assessments are updated regularly and that risks within their areas of responsibility are managed effectively.

4.8 Other modules of Assessnet as well as 'Risk Assessment' referred to above and 'DSE' below are gradually being utilised, such as Manual Handling and COSHH (Control of Substances Hazardous to Health).

4.9 Assessnet DSE (Display Screen Equipment) Module - At the time of producing this report, there were 154 individual workstation assessments entered into the Assessnet system with approximately 70 employees completing online training and assessment in the 12 month period.

4.10 The review of DSE Assessments remains an ongoing program with the help and co-operation of the trained DSE Assessors.

4.11 Communication



4.12 The intranets homepage still provides a useful tool to display important health & safety information to a wide audience throughout the Council . The types of information displayed in the year 2011 – 2012 included health & safety alerts, fire safety messages, requests for additional first aiders and advertisements for future training sessions.

4.13 The intranets Health & Safety page continues to provide a wide range of in-house safety information and links to useful external websites and guidance.

5.0 MONITOR & MEASURE PERFORMANCE

5.1 H&S Inspections - The purpose of the inspections being to identify any safety issues that require remedial action but also to provide a valuable opportunity to pass on information and advice source to the safety rep. At the time of the inspection, attempts are made to answer in queries and to provide advice on risk assessment and perhaps to address other safety issues present. Where appropriate, recommended actions were brought to the attention of the Service Head, relevant personnel and issues dealt with accordingly.

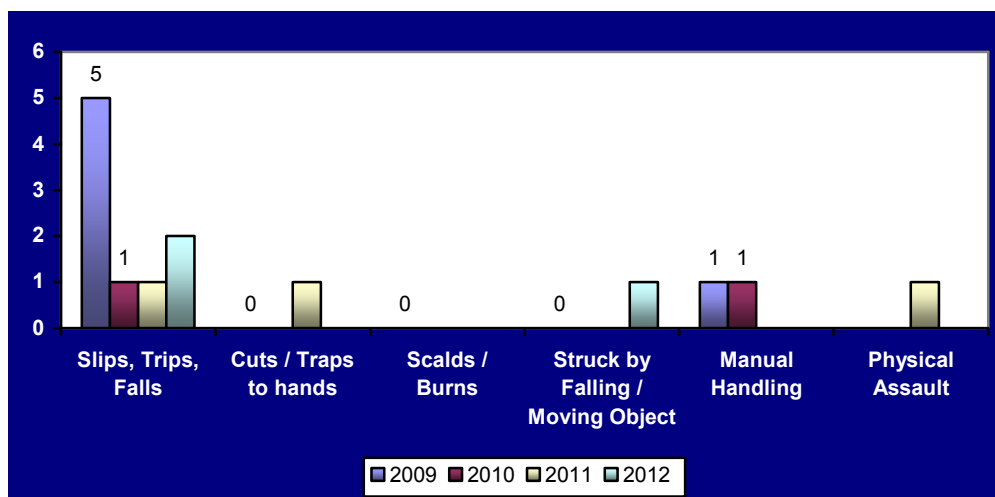
5.2 H&S Inspections were carried out at the following between April 2011–April 2012:

- Town Hall
- Spa Centre
- Environmental Services, Riverside House
- Oakley Wood
- Finance, Riverside House
- Tannery Court Very Sheltered Housing Scheme
- Yoemanry Court Very Sheltered Housing Scheme
- Neighbourhood Services, Riverside House
- Royal Spa Centre
- Frontline Reception, Riverside House

5.3 Lost Working Time Accidents



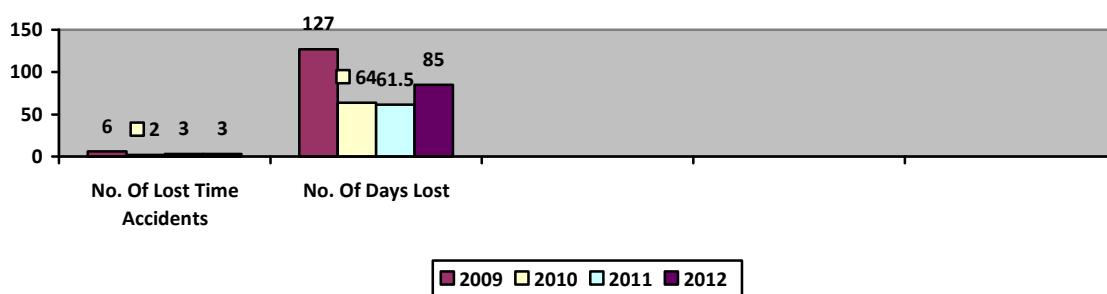
5.4 The graphs below summarise the number of employee lost working time accidents that have occurred between April 2011 and April 2012. This format will hopefully be useful to all and will allow comparative data to be tracked annually:



5.5 Total number of lost working time accidents for 2011 - 2012 was 3. These were reportable to the HSE as required by the RIDDOR Regulations (Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995)

5.6 The accidents above resulted in a total of 85 lost working days. 34 of these days were as a result of employee injury sustained whilst falling from a chair. 45 days were lost as a result of an employee being struck by a falling object after a manual handling task and 6 days lost working days were incurred after an employee fell down a flight of stairs.

5.7 As shown in the diagram below, the 2010-2011 period showed that there had been 3 lost working time accidents resulting in 61.5 lost working days. The number of lost time accidents for the last period remains the same, however the number of lost working days increased to 85 (see graph below) –



5.8 Although there has been a fluctuation in the number lost working days incurred, the above figures show that the overall number of lost time accidents remains low.

5.9 Workplace Indoor Air Quality Survey - In October 2011, an air monitoring survey was performed of the indoor air quality of Riverside House.

5.10 The survey was completed as a result of recommendation put forward by an Occupational Health specialist in the first quarter of 2011 that an assessment of the indoor air quality at Riverside House should be completed to satisfy with the requirements of the COSHH Regulations.

5.11 The Indoor Air Quality Survey was therefore arranged to assess whether or not the indoor air quality within Riverside House was likely to be a contributory factor in these recent illnesses.

- 5.12 The survey was conducted by Occupational Hygiene Solutions Ltd between 31st October and 7th November 2011 indicated that the indoor air quality within Riverside House appeared to be adequate. The results indicate that the background concentrations were below the relevant workplace exposure limits (WEL's) 8 hour time weighted averages (8hr TWA's) and guidance values. The potential risk to ill health should be minimal and the concentrations are not likely to cause any significant health effects. All results were below the relevant WEL's 8hr TWA's and guidance values hence, compliant with the COSHH Regulations 2002 (as amended).
- 5.13 All of the logged carbon dioxide concentrations in the Environmental Protection office on Level 4 were below the workplace exposure limit (WEL). People should not suffer any adverse ill health effects at these levels.
- 5.14 The majority of the spot test measurements for carbon dioxide taken around the offices were within the maximum level suggested by the World Health Organisation (WHO) and American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) for adequate ventilation in a typical office environment. The measurements for air sampled in the Planning section on Level 3 just exceeded this value. People may perceive the room to be 'too stuffy' and lethargy may be experienced at carbon dioxide levels above 1000ppm. Carbon dioxide levels may be reduced by simply opening a window. It should be noted that the handle to open a window at one of the sampling locations was broken in the Planning area.
- 5.15 All of the relative humidity measurements were within the 40-70% recommended range, with the exception of a few measurements logged on the day the monitoring survey was completed (7/11/2011). Humidity levels between 30 and 40% are not normally a problem. Hot office temperatures and portable heaters/blowers affect humidity levels.
- 5.16 These average temperatures are not likely to give cause for complaints regarding thermal comfort and are considered satisfactory. Temperatures appeared to rise to approximately 23 - 24°C during the day. Although thermally comfortable, people may complain that they are a little warm at temperatures above 22 °C.
- 5.17 All of the measurements for carbon monoxide were below the workplace exposure limit (WEL) 8hr TWA and the short-term exposure limit (STEL), 15 minute reference period.
- 5.18 The majority of the microbial counts (colony forming units per metre cubed - CFU's/m³) of air were within the CIBSE medium category of >100 but <1000 CFU's/m³ of air. When comparing the results to the European limits, the counts were in the intermediate category of 100-500 CFU's/m³.
- 5.19 Ozone Spot Tests - The spot tests for ozone were carried out at the Warwick District Council office premises at Riverside House by Occupational Hygiene Solutions Ltd (OHSL) on the 26th January 2012. The tests were completed as a follow up to the indoor air quality survey completed at the end of October 2011.
- 5.20 Two locations within Riverside House were chosen for the Ozone Spot Tests, the DMC and the Media Room on level 1. The reason for this being that these areas

contain the largest concentration of printing and copying equipment in the building and if ozone were to be present as a result of operating this type of equipment, then these rooms would be the most likely points of detection. The specialist consultant providing this service agreed that sampling in these areas would be a reasonable and proportionate approach.

- 5.21 The measured ozone concentrations by the photocopiers in the Document Management Centre (DMC) and the Printer room were all <0.025ppm.
- 5.22 The concentrations were below the 0.2ppm short-term exposure limit (STEL), 15 minute reference period for ozone at the time of the survey and therefore no corrective action is required.
- 5.23 Concentrations of ozone at levels below the 0.2ppm STEL are not likely to cause any significant health effects.

6.0 AUDIT & REVIEW



- 6.1 Audits & Inspections - Audits and inspections are an important part of an effective health & safety management system to see if systems that are in place are working properly and to identify areas for improvement. As shown in the Planning and Implementing section above, audits and inspections played an important part in recognising that improvements were necessary for both the Legionella Management and the Asbestos Management systems. Both being high profile risk management issues that carry with them major consequences should they should be mismanaged.
- 6.2 In an effort to continually improve the Councils H&S management systems and provide an effective corporate H&S Audit and inspection regime, it was proposed by the H&S Adviser in March 2012 that a Risk Based Health & Safety Audit approach is used on an annual basis to sample up to 10 service areas / premises per year.
- 6.3 The audit checklist allows the H&S Adviser to focus on activities within service area that perhaps create the higher risks, rather than focusing on lower risks that pose no or very little risk to employees. An approach that is now being adopted by local authorities and the Health & Safety Executive. The audit checklist covers the following key areas:

| | |
|-----------------------|--------------------------|
| H&S Information | Risk Assessment |
| Accident Reporting | Training |
| Consultation | Emergency Procedures |
| H&S Inspections | Lone Working |
| Violence & Aggression | First Aid |
| Working Environment | Electrical Safety |
| Work Equipment | Fire Safety |
| Fire Safety | Display Screen Equipment |

| | |
|----------------------|-------------------------------|
| Security | Manual Handling |
| Hazardous Substances | Personal Protective Equipment |

6.4 It was also suggested by the H&S Adviser that Safety Reps, throughout the year perform visual hazard spotting and basic health & safety checks to minimize the risk of any obvious hazards resulting in accident. The above approaches were endorsed by the Senior Management Team together with the Corporate Management Team.

7.0 Summary

7.1 As mentioned at the start of this report, the Council's approach to health & safety management continues to follow the guidance document HSG65 – 'Successful health & safety management'.

7.2 Throughout the last year there has also been increased focus on contractor health and safety performance with internal investigations and review meetings performed where standards have not been met. Increased focus has also been in the form of the H&S Adviser's evaluation of third party H&S pre qualification questionnaires during major contract renewal bids and routine visits from the Health & Safety Executive to examine the management of the refuse and recycling contract.

7.3 The HSE have also visited the Council to investigate incidents as a result of tasks carried out by contractors working on WDC's behalf. These visits did not result in enforcement action against the council or contractors; instead advice was given, as many of the required improvements raised had been identified internally prior the HSE Inspectors visit.

7.4 Service Area Managers completed a two day Health & Safety Awareness training course in June and July 2011 with an IOSH Health & Safety training course for Senior Executives arranged for members of CMT (Chief Executive and 2 x Deputy Chief Executives). This was scheduled to take place in June 2012. This training can only serve to improve the understanding and appreciation of risk amongst these individuals and how best to manage them.