

**1 Purpose of Report**

- 1.1 This report has been prepared for members to provide a summary overview of corporate health & safety performance for the year April 2017 to March 2018.

**2 Executive Summary**

- 2.1 This report sets out relevant summary information in relation to corporate health & safety performance, including accident and near miss data, discussion of targets, new policies, staff training, audit and review.

**3. Appendices**

Appendix A – Accident / Near Miss Incident Details April 2017 to March 2018

**4 Proposed action:**

**The committee is invited to discuss issues relating to corporate health and safety and identify any matters it RECOMMENDS be reported to relevant policy committees for their attention.**

**5. Background**

- 5.1 As an employer, the council has specific statutory duties placed upon it under the Health & Safety at Work etc. Act 1974 and relevant regulations, to protect the health safety and welfare of all employees and others who may be affected by the council's activities.
- 5.2 Specific responsibilities are delegated through the council's Health & Safety Policy and arrangements.
- 5.3 The council has various proactive and reactive arrangements in place for ongoing management of health and safety, and monitoring performance is one part of this.
- 5.4 The council currently has an establishment of approximately 141 permanent employees and recognises Trade Union membership.
- 5.5 The council has a Health and Safety Forum. The constitution of the forum includes;
- The Managing Director and Directors; who attend in the capacity of the council's appointed health and safety competent persons.
  - The Principal Environmental Health Manager and Environmental Health Officer; who attend as advisors.
  - Trade Union representatives; who attend as employee health and safety representatives.
  - The Principal Organisational Development Manager; who provides secretarial

support to the Forum

## 6 Discussion

6.1 Near miss and accident reports are recorded to permit review of the circumstance of incidents and identify control measures. Near miss and accident reports are reported to the health and safety forum on a quarterly basis. The data for the period 21<sup>st</sup> April 2017 to 19<sup>th</sup> April 2018 are provided below and brief details of the accidents are provided within Appendix A:

ACCIDENT CAUSE	EMPLOYEES		MEMBERS OF THE PUBLIC AND OTHERS		TOTAL NUMBERS OF ACCIDENTS
	REPORTABLE	NON – REPORTABLE	REPORTABLE	NON – REPORTABLE	
MANUAL HANDLING				1	1
CONTACT WITH A FIXED OBJECT		1		5	6
STRUCK BY A MOVING OBJECT		2		1	3
SLIPS, TRIPS AND FALLS		4		2	6
VIOLENCE/ AGGRESSION					
OTHERS				3	3
CBR NOTIFICATIONS				6	6
NEAR MISSES		2			2
TOTAL		9		18	18

- 6.2 The Health and Safety Forum meets every 3 months to enable consultation with safety representatives. The Forum will where appropriate make recommendations; review statistics and trends; review audit reports; review training and communications on health and safety matters; consider the impacts of health and safety management within the council; and monitor and review relevant documentation and arrangements.
- 6.3 Performance monitoring is undertaken by principal managers and the senior management team. This includes quarterly walkabout checks and annual audits. The outcome of these checks and audits are taken to the Health and Safety Forum. All action plans have been checked and completed.
- 6.4 The Forum monitors performance against an agreed set of performance measures. Performance targets are monitored biannually to ensure all required actions have been completed.
- 6.5 The council maintains a Customer Behaviour Register (CBR) for recording and communicating key information on any local resident with a known history that may pose a threat to employees dealing with or visiting the person or property of concern in the course of council business. If a person is added to the register they are notified in writing, and their

entry is reviewed on a regular basis. A policy has been drafted to ensure a consistent and transparent approach is taken when considering adding or removing individuals from the CBR. Data protection principles are adhered to in the implementation of this register.

- 6.6 As part of the ongoing review of documentation, the councils safety policy has been updated and all documentation was reviewed to ensure they remain relevant in light of a changing environment. A new approach of peer reviewing activities and documents has also been implemented, whereby managers review their colleagues' documentation to ensure compliance and this has been found to be useful and informative.
- 6.7 It was agreed by the Health and Safety Forum that it would be beneficial to hold an employee health and safety awareness week, to assist in raising awareness of specific health and safety topics among employees. This was held between 20<sup>th</sup> and 25<sup>th</sup> November 2017. There was a separate topic covered each day which included:
- Stress
  - Musculoskeletal Disorders and Manual Handling
  - Display Screen Equipment
  - Violence and aggression and Lone Working
  - Health and Well-Being
- 6.8 An awareness raising session was held for employees during the week. This event was supported by a number of external organisations. Learning material was also posted on the council's intranet site for employees to access and a daily poll was held to assess employees knowledge of health and safety issues. It is anticipated that the Safety Awareness week will become an annual event since it was well-received in 2017.
- 6.9 The council continues to implement, monitor and maintain systems, procedures and controls to reduce all health and safety risks to employees and others, so far as is reasonably practicable, and as required under statutory responsibilities.
- 6.10 No major issues have been raised during any review activities, although ongoing monitoring, audit and review focuses on areas for continual improvement.

## 7 Legal Powers

Health & Safety at Work Etc. Act 1974 and relevant Regulations made thereunder

## 8 Financial and Value For Money Implications

No anticipated budgetary implications outside of current departmental budgets.

## 9 Risk Analysis

Nature of risk	Consequences if realised	Likelihood of occurrence	Control measures
Not maintaining an effective health and safety management system	<p>Increase in accidents and injuries to employees resulting in increased time off work.</p> <p>Potential financial penalties following a civil claim by an injured party.</p>	high	<p>Ongoing audit, monitoring, and review of all activities.</p> <p>Ongoing review and updating of relevant documentation.</p>

	<p>Potential for formal improvement or other notices to be served upon the authority.</p> <p>Potential criminal sanctions following formal action by the regulator (Health &amp; Safety Executive), including financial penalties, and potential imprisonment.</p>		
--	--	--	--

**10 Implications for Resources**

Officer time is required to ensure current safety management systems are implemented, maintained, and reviewed.

**11 Implications for Stronger and Safer Communities**

There are no such implications arising from this report.

**12 Implications for Equalities**

There are no such implications arising from this report.

**13 Author and Contact Officer**

Martin Pettitt, Environmental Health Officer

**14 Consultees**

Amanda Wilcox, Principal Environmental Health Manager  
Senior Management Team

**15 Background Papers**

Corporate Health and Safety documents  
Inspection and audit templates  
Accident and near miss data  
Health and Safety Forum Reports and Minutes

## Appendix A – Accident / Near Miss Incident Details April 2017 to March 2018

- Accident at the Castle Theatre: April 2017. Member of the public was injured when a piece of the set fell. The top of the set grazed back of the leg. First Aid administered to injured party. Agreed that someone would stand and hold the set during the show to eliminate risk.
- Accident at the Castle Theatre: November 2016. Member of the public fell and twisted her left ankle. The refuse bin was repositioned to reduce the likelihood of a re-occurrence.
- Accident at the Castle Theatre: February 2017. Member of the public was found lying on the floor unconscious. No obvious cause.
- Accident at the Castle Theatre: June 2017. Volunteer Steward had shown people to their seats when the show started and the house lights went down, she missed the step off the seating parquette and lost her balance and fell bruising her hip and knee. The lady did not have a torch with her. Management now ensure all volunteers are issued with torches.
- Accident in Swanspool House: July 2017. Member of staff whilst retrieving a file from the Basement at Swanspool House was hit on the head by a falling roller shutter door. No injuries were sustained. The defective door has been removed and wrapped in hazard tape. A visit was made to the area by Wellingborough Norse to ensure that no further foreseeable hazards were present.
- Accident in Swanspool House: June 2017. Member of staff fell between two desks after resting her hand on the desk divider, which then detached from the desk and fell on the floor between the two desks. It had not been secured correctly or the screw fastening failed. Wellingborough Norse fixed the defective desk divider.
- Accident in Swanspool House: September 2017. Member of staff whilst carrying two boxes of plotting paper from Swanspool House reception to the basement, injured their foot when some rolls of plotting paper fell from the box onto the injured persons foot, when one end of a box opened. The injured person suffered a bruised toe, did not receive any medical attention and stayed at work. Risk assessments were reviewed and plotting paper is now delivered to the closest access door to the basement and taken to the basement on the Toe Sack Truck.
- Accident in Swanspool House: September 2017. Member of staff was in close proximity to a shelf when it fell off the wall, after she had tried to put something on to it. The shelf was not overloaded. The shelf brackets were broken and there were no raw plugs in the wall. Wellingborough Norse checked all shelving in the room for safety.

- Accident at the Castle Theatre: November 2017. Child trapped two fingers in the outer door of the Gents toilet. First aid was provided. Finger trap protection strips were installed.
- Accident whilst canvassing for electoral register in dark: October 2017. Member of staff twisted ankle due to awkward movement whilst walking down street. The injured person suffered light straining to the ankle, which became swollen, did not receive any medical attention and had no time off work. Risk assessments were reviewed and torches were issued to all canvassers.
- Accident in Swanspool House: December 2017. Member of staff cut right hand when placing their coat onto a coat stand. Hand was cut as a result of a nail sticking out of a residual part of a dismantled shelf, did not receive any medical attention and had no time off work. The nail was removed.
- Near-miss incident whilst walking around a development site: October 2017. Member of staff fell over whilst walking around a site. No injuries occurred, did not receive any medical attention and had no time off work. Department risk assessments were reviewed.
- Accident at the Castle Theatre: October 2017. Member of the public whilst snapping glow in the dark stick to activate contents, broke the stick and the fluid inside squirted into the injured persons eyes. Sterile eye wash irrigation was applied to the injured persons eyes until eyes stopped stinging, Injured person refused attendance of ambulance. Glow sticks are no longer given out.
- Accident at the Castle Theatre: December 2017. Member of the public whilst bending down to pick up her bag, was struck on the nose by the heel of a child's foot. No remedial action was required.
- Accident at the Castle Theatre: December 2017. Member of the public slipped on ice on the Castle lane pathway. Risk assessments were reviewed and grit is to be applied when weather dictates it necessary.
- Accident at the Castle Theatre: December 2017. Member of the public performed a back flip and banged her knuckles on the stage door. No further action was required.
- Accident at the Castle Theatre: January 2018. Member of the public was injured after jumping off the shoulders of another performer and instead of landing on their feet, fell onto ribs. Suffered pain in ribs when landed on stage. No further action required.
- Accident whilst leaving Swanspool House via main door: February 2018. Member of staff jarred their back as they slipped on ice on the top step and hurt their hand from gripping onto the hand rail to prevent a fall. A cleaning sign was placed over the ice patch. Wellingborough Norse now ensure that the steps are gritted when weather dictates it necessary.

- Accident at the Castle Theatre: January 2018. Member of the public slipped on stage whilst performing. Suffered slight swelling of right foot. No further action required.
- Accident at the Castle Theatre: March 2018. Member of the public caught forehead on chair located on the upstairs balcony whilst trying to sit down. Grazed bridge of nose. No further action required.
- Accident at the Castle Theatre: March 2018. Member of the public twisted their elbow whilst picking up a piece of scenery when unloading from a trailer. Accident caused slight swelling to elbow. No further action was required.
- Accident in Tithe Barn: March 2018. Member of staff pricked finger on a colleagues insulin pen needle. The area was cleaned with anti-bacterial spray. No further needles were found. The injured person was advised to go to A &E and offered counselling by HR. Risk assessments were reviewed and additional control measures were implemented.
- Accident at the Castle Theatre: March 2018. Member of the public was in her seat on the balcony when another customer accidentally spilt hot coffee down the back of the injures persons neck. Water and ice pack was applied. No further treatment was required. Minor burn to the back of the neck. No further action was required.
- Accident at the Castle Theatre: March 2018. Member of the public knocked their toe on the staging whilst running during a performance. Possible broken toe. Ice pack applied to the swelling, strapped to other toe and recommended to get checked at hospital. The choreography was changed to reduce the risk.