

Copeland Borough Council

Joint Consultative & Safety Panel Health and Safety Report

Date of Panel Meeting:	23 rd April 2009
Name of Report:	4 th Quarter Health & Safety Report 2008/9
Author:	Mike Sharrock, Interim Health & Safety Adviser/ Len Gleed, H.R. Manager
Purpose:	To provide the Panel with the corporate Health & Safety Report for 4th Quarter 2008/9
Recommendation:	The report is noted.

1.0 HEALTH & SAFETY OFFICER VACANCY

- 1.1 The recruitment process undertaken in February and March appeared to have produced a very well qualified and experienced appointee to the post. However, it has now become clear, following a formal offer of employment, that the candidate has decided not to take up the post.
- 1.2 Following the sad and untimely death of the Council's Elections and Emergency Planning Manager, the intention is now to incorporate emergency planning responsibilities into the Health & Safety Adviser role, and to readvertised the redesigned job.
- 1.3 In the meantime, the existing temporary adviser arrangement with Mr M Sharrock is continuing.

2.0 SITUATION REPORT

- 2.1 The interim Health & Safety Adviser's comments on the general situation are set out in paragraphs 2.2 to 3.2 of this report:

2.2 GENERAL

- 2.3 Generally, awareness of health & safety issues has continued at an improved level, partly through the activities of the Safety Representatives Group, and partly as a result of the improvements in training and procedures seen in the period 2005 to 2007.
- 2.4 The need for line managers to continue to pay the right level of attention to basic routines such as carrying out regular checks on risk assessments and continuing

inspections and monitoring to pick up issues before they develop into problems, and possibly claims against the Council, remains undiminished. There is still much work to be done to sustain the right level of improvement in health and safety practice within the Council.

- 2.5 Risk assessments are still not comprehensively in place in some departments, including those related to priority issues such as Lone Working and Safe Systems of Work where in the past the Council has been criticised by the Health & Safety Executive. Plans are in place to improve the recording and sharing of risk assessments, using the Covalent performance management software as a central, accessible, library for all such documentation.

2.6 POLICY DEVELOPMENT AND IMPLEMENTATION

- 2.7 The current health & safety policy and arrangements been reviewed and will shortly be reissued, and made available in the Intranet, along with other guidance and procedures for matters such as Lone Working and Manual Handling.

- 2.8 In particular, the following procedures are priorities for “refreshment”:

- Routine inspections of premises for safety and maintenance issues
- Routine work- place inspections for safety hazards and housekeeping
- Inclusion of health and safety topics on the agenda of regular meetings
- Tool Box Talks for employees (there are approximately 70 supporting documents that the Health & Safety Adviser will make available for use within the council shortly)

2.9 INFORMATION / CONSULTATION WITH EMPLOYEES

- 2.10 The Health and Safety Representatives Group is well established and continues to share best practice and raise health and safety concerns. There appear to be some continuing problems in relation to attendance, and encouragement and support from management is still required to enthuse the safety representatives and improve the councils health and safety culture.

- 2.11 The Health and Safety section of the Intranet will be reconstructed in the next 3 months, and will provide access to much useful information, including:

- Policies from within the Health & Safety Manual
- Health and Safety Guidance Handbooks
- Risk Assessment Guidance and Generic Risk Assessments
- Lone working procedures
- Fire Evacuation Procedures and wardens (work in progress)

3.0 ACCIDENTS AND INCIDENTS

3.1 Accidents and incidents for the 4th Quarter of 2008/9 (January 09 to March 09) are shown below:

Accident / Incident Number	Employee Department	Accident / Incident Date	Injury Sustained	Reason for Injury upon investigation	Riddor reportable Yes/No
18	Open Spaces	06 01 09	Bruising to hand	Branch whipped back during tree pruning	No
19	Leisure & Environment Admin Office	28 01 09	Possible bruising	Fall due to unanticipated movement of chair	No
20	Open Spaces	03 02 09	Whiplash	Road Traffic Accident	(Over 3 day absence)
21	Beacon	10 02 09	Minor burn to fingers	Testing heater	No
22	Open Spaces	11 02 09	Strain to hand	Trying to open security door	No
23	Leisure & Environment Admin Office	19 02 09	Possible bruising	Temporary loss of balance	No
24	Open Spaces	25 02 09	Pulled calf muscle	Pushing possibly overloaded barrow uphill	No
25	Open Spaces	14-3-09	Stitches from cut to index finger	Possible trespass incident/accident in Millom Park by a child	yes
Total in year to date	Waste Services	Open Spaces	Leisure & Environment Admin	Beacon	Enforcement
25	12	7	2	1	1
	Env. Health	Development			
	1	1			

5.2 For the full year 2008/9, the updated cumulative statistics are:

1 st Quarter	Apr/May/June	2
2 nd Quarter	July/August/Sept	10
3 rd Quarter	Oct/Nov/December	5
4 th Quarter	Jan/Feb/March	8
TOTAL		25

5.3 The final statistics for 2007/8, as previously reported, were:

1 st Quarter	Apr/May/June	8
2nd Quarter	Jul/Aug/Sept	5
3rd Quarter	Oct/Nov/Dec	12
4 th Quarter	Jan/Feb/Mar	12
TOTAL		37

5.4 The total year's figure for 2008/9 therefore show a reduction of 32% in reported accidents and incidents compared with 2007/8.

5.5 While this is an encouraging outcome, one trend of concern is the number of road traffic accidents involving Council drivers, 4 of the 13 accidents in the last half year being of this nature. As a result, some further appropriate training of relevant employees is planned.

6.0 TRAINING

6.1 £10,000 of the corporate training budget for 2009/10 has been set aside for health and safety training. The planned activities include further IOSH training for managers and team leaders in "Managing Safely", as well as more support for the improvement areas referred to above, particularly risk assessment.

7.0 CONCLUSION

7.1 The Panel is asked to note and discuss the report.