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**PORTFOLIOS AFFECTED: All**

**WARDS AFFECTED: All**

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**TITLE OF BRIEFING PAPER**      **Corporate Annual Report - Health, Safety & Wellbeing – 2013/2014**

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**1.      PURPOSE**

The Council Health and Safety Policy requires an Annual Report on the Council's performance on Health and Safety to be produced.

**2.      RECOMMENDATIONS**

The Committee is asked to note the report.

**3.      KEY ISSUES**

The Corporate Annual Report - Health, Safety & Wellbeing – 2013/2014 provides the Audit Committee with a summary of the Council's performance in managing health and safety over the year ended 31 March 2014.

Blackburn with Darwen Borough Council has legal duties under the Health and Safety at Work etc Act 1974 and other UK health and safety legislation to protect the health, safety and welfare of employees and other people who may be affected by Council business and activities. The Council must do whatever is reasonably practicable to achieve this. This means protecting workers and others from anything that may cause them harm and effectively controlling any risks to injury or health that could arise in the workplace

The current Council Health and Safety Policy was approved in September 2013. The Director of HR, Legal and Corporate Services is required to present an annual health and safety report to the Chief Executive (**Appendix ` ` Refers'**). The annual report is a vehicle for the Council to describe the risk profile and performance in managing health, safety and wellbeing risks. This report is produced in line with *Reporting Performance: Guidance on including health and safety in annual reports* (Institution of Occupational Safety and Health).

The Corporate Plan Scorecard contains two health and safety performance indicators:

- continued reduction in year on year accidents at work – *reported employee accidents dropped by 33% from 443 at 31st March 2013 to 295 at 31st March 2014;*
- continued increase in reporting of near misses year on year - *reported near misses increased 309% from 162 at 31st March 2013 to 663 at 31st March 2014.*

There were a number of initiatives to carried out during the year which included:

- reviews of health and safety at Davyfield Road Depot and in Leisure Centres were carried out by the Health, Safety & Wellbeing team;
- reviews of Vehicle Accidents and Stress Management were carried out by Zurich Risk Management;
- development and implementation of 'Report It to Sort It' near miss campaign through Place Health and Safety Task Group;
- development and implementation of Hand Arm Vibration management system with the Highways (HAMIS) service.

Reports made to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations included:

- 13 injuries to employees resulting in absences of over 7 days;
- 4 specified injuries;
- 3 cases of occupational diseases;
- 4 members of the public taken to hospital from Council premises to receive treatment for injuries.

In common with the national trend the main causes of employee absence were:

- Stress related
- Musculoskeletal disorders

#### Priorities in the next 18 months (Appendix ` ` Refers)

The priorities for health and safety management performance improvement are:

- ensuring that all managers and employees fully understand their responsibilities with regard to health, safety and wellbeing and that these are embedded in an organisational culture which supports a healthy working environment;
- to assist managers in the effective day-to-day management of health, safety and wellbeing issues through the implementation of the ResourceLink health and safety solution which will enable mangers to access timely and quality information on health, safety and wellbeing issues affecting their teams;
- a planned approach to health, safety & wellbeing audits across all PAM based on level of risk, with higher risk areas being audited more frequently;

- implementation of the Task Group approach in the Resources and People PAM areas;
- development of a bespoke approach to managing musculoskeletal disorders and stress related issues (including different responses to work and non-work related issues where identified) combined with increased utilisation of the Wellbeing Service;
- health, Safety & Wellbeing specialists within the HR Service to focus on those issues in the Council which are of significant health and safety risk (either for BwDs own workforce and/or where contractors deliver services on behalf of the Council);
- implementation of a Health and Safety Policy for schools in the Borough;
- reduction in RIDDOR reports to HSE by 20%;
- increased near miss reporting and investigation particularly in the People PAM;
- continued reduction in employee accidents;
- continued development of bite-sized sessions approach to training (and where appropriate e-training) ensuring that appropriate managers and employees attend;
- Chief Officer and Elected Members training.

### Target Areas

The areas to be targeted in improving health and safety performance are:

- services where there are significant health and safety risks including highways, construction, waste management, amenity management, tree work, transport, violence and aggression towards employees, social care;
- management of lower level health and safety risks by managers;
- improving workplace health and wellbeing including support for non-work related conditions such as pregnancy, diabetes, stroke and heart disease, musculoskeletal disorders and stress;
- implementation of the schools health and safety policy.

## **4. RATIONALE**

The key issues detailed above provide the members of the Committee with a summary of the health and safety performance of the Council in the year ended 31 March 2014.

The details reported provide assurance to the Committee on the effectiveness of the current health and safety policy and management arrangements and on the current and priorities and the areas be targeted by the Health and Safety team.

## **5. POLICY IMPLICATIONS**

There are no policy implications.

**6. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report.

**7. LEGAL IMPLICATIONS**

There are no direct legal implications within this report.

**8. RESOURCE IMPLICATIONS**

There are no additional resource implications within the report.

**9. EQUALITY AND HEALTH IMPLICATIONS**

The decisions to be taken do not change policy and do not require any further consideration in respect of equality or health issues.

**10. CONSULTATIONS**

Executive Team, Management Board, Health & Safety Committees.

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HR, Legal and Corporate Services

DATE: 23 December 2014

BACKGROUND PAPER: Health, Safety & Wellbeing Annual Report 2013/14  
Health, Safety and Wellbeing Implementation Plan (Nov 2014 – June 2016)