

HEALTH AND SAFETY ANNUAL REPORT

1 April 2017 to 31 March 2018

1. Background

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 effectively controlling any risks to injury or health that could arise in the workplace. The Council sets this out in the Health and Safety Policy and Policy Statement.

These duties include the need to assess all risks that may cause harm, and introduce effective controls to reduce the risks where necessary. The Council must also provide information about the risks in the workplace and how people are protected. It must also provide instructions and training on how to deal with risks. The Council also has a duty to consult employees on health and safety issues, this is currently done through consultation with the trade unions and health and safety representatives through the Health and Safety Consultative Committee (HSCC) and departmental health and safety committees.

The corporate Health and Safety Policy was last reviewed in October 2017. This requires the Director of HR & Legal to present an annual health and safety report to the Chief Executive. The annual report, is a vehicle for the Council to describe the risk profile and performance in managing health and safety risks.

2. Health and safety policy

The current Policy was developed in 2010 based on Health and Safety Executive (HSE) guidance, and has remained in the same format since then. This format was very much systems and process orientated with Health and safety positioned as a separate business function.

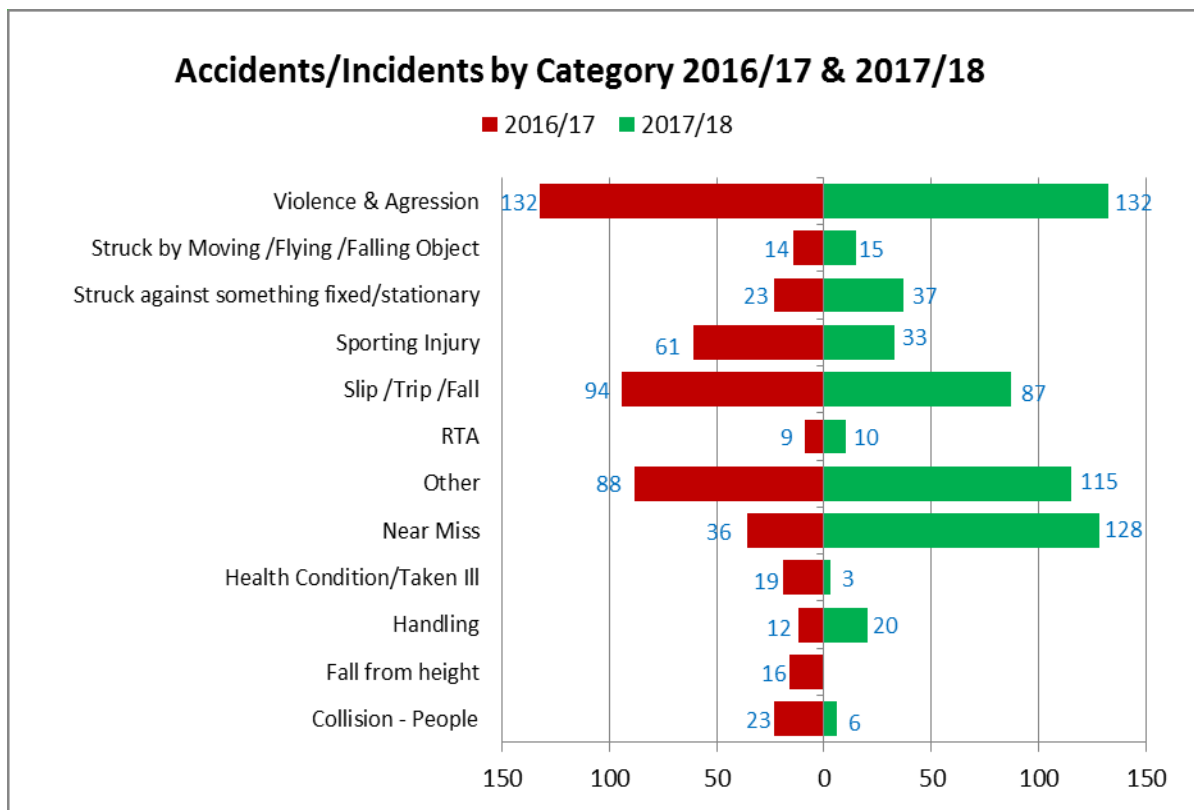
In 2013 the HSE developed revised guidance intended to make it easier for larger organisations and business leaders to understand the actions they need to take to comply with health and safety law. This simplified key concepts and focused more strongly on issues such as senior management leadership, workforce involvement and occupational health.

One of the most significant changes was the move to the 'Plan, Do, Check, Act' (PDCA) framework. This is designed to achieve a better balance between the systems and the behavioural aspects of management. The fact that the PDCA model is commonly referenced in ISO management standards also helps reaffirm that managing for health and safety is integral to running a business, and not a stand-alone add-on.

In line with HSE guidance document HSG65 It is recommended that the current policy and policy statement be replaced by a single, shortened and more user friendly policy based on the PDCA model by 31 March 2019.

3. Health and safety performance 2017/18

The year saw a significant and positive change in reported incidents. While the overall total did increase from 527 to 586 reports there was a significant increase in near miss reporting on the previous year meaning the actual number of accidents decreased from 491 to 458. This followed targeted action from the team to promote near miss reporting. The significant growth areas were in highways and refuse collection.



This report is produced in line with Reporting Performance: Guidance on including health and safety in annual reports (Institution of Occupational Safety and Health)

Highlights during the year

- Significant increase in health and safety audits in higher risk areas (21 completed between July and April 2018);
- Not all audits given high compliance, gap analysis and action plans sent to Directors to achieve compliance;
- Workstation Warriors interactive visits to all main town centre offices;
- Development of new 'Violence and Aggression statement' setting out the Council's approach to dealing with violence and aggression in the workplace;
- Introduction of a mobile health surveillance unit for employees to have hearing and hand arm vibration checks at the Council Depot;
- Health and Safety Consultative Committee re-launched with training for group members and the inclusion of hot topics and the bi-monthly meetings.
- Working alongside our Wellbeing Colleagues across the Council to facilitate activity and change around the Wellbeing Strategy.
- Increased training and development activity with the Council.
- Increased training and development activity within the LEA.

4. Significant issues and incidents

Of the audits completed within the Council in 2017/18 more than half, 56%, were in the 'high compliance' category. The remaining 44% were 'medium compliance' which means that some lapses in health and safety controls were identified in the management of health and safety risks within that service area or building. Action plans are provided as part of the audit process, to support managers in achieving a high compliance level. This will include reviewing behaviours towards health and safety in the workplace to help reduce the risk to the Council. None of the audits completed in 2017/18 received a noncompliance category. A full list of audits and compliance level is included in Appendix A.

There were two significant incidents or accidents during the year. In the first an employee in the EDT team (Adult Social Services) was seriously assaulted to the head by a service user while working at a domestic property. Health and safety consultants met with the line manager and provided specific guidance to reduce the risk of a similar occurrence.

In the second incident a mini excavator overturned at Pleasington Cemetery while being operated by an employee. An investigation carried out by the health and safety team identified a number of actions required and made recommendations to prevent this happening again. The Leisure and Environment department is now putting together an action plan to address the gaps.

A consistent finding through accident investigation support to managers and also during the health and safety audit process from the health and safety team is the need to upskill managers in how to manage health and safety effectively.

5. Cases reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 to the Health and Safety Executive (HSE)

During the year there 8 cases reported to the HSE. These were

Over 7 day injuries

Refuse – manual handling injury

Street cleansing – manual handling injury

Passenger assistant – manual handling injury

King George's Hall – laceration to hand on broken glass

Refuse – slipped on ice

Street lighting – manual handling

Specified injury

Reablement service – broken ankle after fall

Refuse – fractured elbow in a fall

This compares with 6 RIDDOR reports made in 2016/17. There were no RIDDOR reports relating to members of the public being taken directly to hospital for treatment of injuries or of any occupational diseases affecting employees.

<u>BwD Health and Safety Recommendations for 2018/19</u>	Description	Action by who?	Deadline	Completed
1	In line with HSE guidance document HSG65 It is recommended that the current policy and policy statement be replaced by a single, shortened and more user friendly policy based on the PDCA model by 31 March 2019.	Lead Consultant – Health, Safety and Wellbeing	31 st March 2019	
2	Providing advice to managers on relevant training for their role to ensure they are competent to manage safety and health in a proactive manner. This may include:- <ul style="list-style-type: none"> - Induction training - Specialised Training/Briefing sessions e.g. HAVs - Certified health and safety training e.g. IOSH Managing Safely - E-learning – e.g. Manual Handling, Fire Safety, Lone Working, Working at Heights, Health and safety in the workplace, DSE. 	Directors and Heads of Service Health Safety and Wellbeing Team	31st March 2019	
3	Ensure there is a planned approach to health, safety & wellbeing support across all departments which may include audits, single topic audits, monitoring activities, etc.	Directors and Heads of Service Health Safety and Wellbeing Team	31st March 2019	
4	Encourage reporting of accidents, incidents and near misses across Council departments. Ensure all accidents are investigated and control measures are reviewed to prevent a recurrence.	Directors and Heads of Service Health Safety and Wellbeing Team	31st March 2019	
5	Following the trend analysis of reported incidents over the last 12 months a Violence and Aggression Statement has been agreed. From September 2018 we will be implementing a programme of support which will include briefings to managers and training and development for staff.	Directors and Heads of Service Health Safety and Wellbeing Team	31st March 2019	
6	Ensure that we have a corporate health and safety training programme to address training needs of employees. This will include some mandatory training and development which will be delivered using a variety of training mediums.	Directors and Heads of Service Health Safety and Wellbeing Team	31st March 2019	

Appendix 1: Health and Safety Audit Opinions 2017-18

<i>Service</i>	<i>Compliance with Health and Safety Legislation</i>	<i>Date</i>
Witton Park Pavilion	High compliance	Jul-17
Mill Hill library	Medium compliance	Aug-17
Reablement Service	Medium compliance	Aug-17
Shadsworth Leisure Centre	Medium compliance	Sep-17
Blackburn Market	Medium compliance	Sep-17
Highercroft Children's Centre	Medium compliance	Sep-17
Passenger Services - Drivers	High compliance	Sep-17
Refuse collection	Medium compliance	Oct-17
Corporate Building Team	High compliance	Oct-17
Little Harwood Children's Centre	Medium compliance	Oct-17
School Crossing Patrols	High compliance	Oct-17
Motor vehicle service centre	High compliance	Nov-17
Darwen Town Hall	Medium compliance	Nov-17
Audley & Queen's Park Children's Centre	High compliance	Dec-17
Audit & Assurance	High compliance	Dec-17
Street Cleansing	Medium compliance	Jan-18
Darwen Youth Centre	High compliance	Jan-18
Parking and Civil Enforcement	Medium compliance	Feb-18
Passenger Services - Passenger Assistants	High compliance	Feb-18
Witton City Learning Centre	High compliance	Mar-18
Street Lighting	High compliance	Apr-18
10 Duke Street Building	High Compliance	Apr-18
Arboriculture	High Compliance	Apr-18