



# **HEALTH AND SAFETY ANNUAL REPORT**

**April 2014 - March 2015**

**HEALTH AND SAFETY TEAM**

# HEALTH AND SAFETY REPORT

## April 2014 – March 2015

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## **Executive Summary**

### **Highlights:**

During this period, 8 Manual Holder Audits, 4 Fire Safety Audits, 13 School Audits, 12 Multi Agency Audits, 1 Legal Compliance Audit, 1 Tramway Safety Audit and 18 Monitoring exercises were completed by the Health and Safety Team, in order to monitor compliance and suggest improvement opportunities.

136 face to face health and safety related training courses were delivered to over 1676 employees in this period. 52 of these courses were delivered internally by the Health and Safety Team. The 52 internally delivered courses, when compared with external trainer costs, resulted in cost savings to the Council of approximately £16,000. A further £3,000 revenue was generated by the external delivery of training to BCH and academies.

The Health and Safety Team's contractual agreement to provide health and safety services for Fylde Borough Council and Bishop Rawstone Academy continued during this period. SLAs with schools and academies also continued during this period.

### **Areas of concern:**

For the last five years the Annual Health and Safety Report has highlighted the risk to the management of health and safety resulting from organisational change. This, again, is major area for concern as the austerity cuts continue.

In order to reduce this risk, it is strongly advised that senior management ensure that line managers with new roles or new responsibilities continue to have both the skills and knowledge to effectively undertake their new or altered roles. The skills and knowledge set required by managers must include health and safety, in order to ensure that the organisation continues to safeguard the health safety and welfare of its employees and minimise the risk from criminal and civil proceedings.

Line managers must also ensure that any employees with new roles and or responsibilities are provided with the skills and knowledge that they require. Line managers must also ensure that activities undertaken by employees have been suitably risk assessed and that adequate controls are in place to eliminate or manage any identified risks. Line managers must ensure that they identify and meet employee training needs, particularly those with health and safety implications. Line managers must also continue to be aware of the signs of stress, both in themselves and their staff and the support and tools that are in place to assist them to effectively manage stress, particularly in times of change.

Health and Safety training courses are available via OWD to meet these training and development needs.

During this period the Health and Safety Team coached, supported and assisted numerous line managers to carry out monitoring exercises on their work activities. This was undertaken in order to try to embed monitoring as regular management function. It is important that line managers carry out monitoring exercises themselves in order to ensure that what they think and hope is happening, actually is.

During this period serious concerns were raised by the Health and Safety Team regarding environmental and health and safety issues at Carlton Crematorium and the management of work at height within the Illuminations Department.

**Future challenges:**

The challenge for this organisation continues to be for Senior Management to ensure that the organisation maintains a positive health and safety culture, despite any external economic influences and the significant reductions in staffing levels.

Presently the organisation continues to provide all of its services despite budget cuts and staffing reductions, the challenge is to continue to provide those services in a manner that does not adversely affect the health safety and welfare of staff or others affected by our work activities.

Once again, during this period, there has been significant support for health and safety from Senior Management, Elected Members, the Chief Executive and the Deputy Chief Executive with responsibility for Health and Safety. It is critical that this visible and vocal support from Senior Management continues, in order to set the correct health and safety culture for the organisation.

**Recommendations**

1. Senior Management must ensure that line managers with new roles or responsibilities continue to have both the skills and knowledge to effectively undertake their new or altered roles.
2. It is strongly recommended that Senior Management confirm that their line managers ensure that any employees with new roles and or responsibilities are provided with the skills and knowledge that they require to fulfil their role. Also that all work activities with significant risk are assessed and that adequate controls are in place.
3. It is recommended that the Corporate Leadership Team read and use the forms provided in the Monitoring, Inspecting and Auditing Arrangements to help ensure that their Senior Managers are monitoring and consequently that their line managers are also monitoring health and safety compliance within their work activities.
4. It is recommended that the visible and vocal support of health and safety by senior management continues to be a priority, in order to set the correct health and safety culture within the organisation.

## 1.0 Introduction

- 1.1 This is the eighth annual Health and Safety Report produced by the Health and Safety Team on behalf of Blackpool Council. This report is for the year April 2014 – March 2015. Annual Health and Safety Reports are presented approximately two months after the period for which they are written, this allows the Health and Safety Team sufficient time to gather and critique accurate data on which to report. Four quarterly health and safety graphical reports have also been produced in this period.
- 1.2 This report is produced during the first quarter of each financial year and will report on a variety of issues that have affected the health, safety and well-being of Blackpool Council employees and users of Council services during the previous financial year.
- 1.3 This annual report is forwarded to the Council's Deputy Chief Executive with responsibility for Health and Safety, for approval. Once the Deputy Chief Executive has approved the report she will present the report to the Corporate Leadership Team (CLT) and to the Elected Member responsible for Health and Safety.

## 2.0 New Legislation and Initiatives

During this period there were several legislative changes, which included:-

- 2.1 Construction (Design and Management) Regulations 2015 - L153.  
New Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on the 6th of April 2015. Changes to the regulations include:-
  - CDM Coordinator role replaced by 'Principal Designer'.
  - Changes to the threshold for notification of projects to HSE.
  - Domestic projects now included.

In reaction to these changes, the Health and Safety Team have re-drafted and re-distributed the Corporate Arrangement 'Managing Health and Safety in Construction'.
- 2.2 The Petroleum (Consolidation) Regulations 2014. (PCR) came into force on 1 October 2014 updating and replacing all previous legislation on petrol storage. They apply to workplaces that store petrol where petrol is dispensed and non-workplace premises storing petrol, for example at private homes or at clubs/associations.  
  
The Health and Safety Team have it on their annual business plan to develop and distribute a Guidance Note on this subject.
- 2.3 The new Explosives Regulations 2014 (ER 2014) came into force on 1 October 2014. The new regulations consolidate and therefore revoke a number of existing explosives regulations.
- 2.4 The Acetylene Safety Regulations 2014 (ASR 2014) came into force on 1 October 2014. The hazards that are linked to acetylene gas are not fully addressed by DSEAR, therefore the additional legal requirements for its safe use are provided by the ASR 2014, which consolidate and modernise existing legislation.
- 2.5 The Genetically Modified Organisms Regulations 2014 came into force on August 7, 2014. The 2014 Regulations will consolidate and revoke the 2000 regulations and its three sets of amending regulations (2002, 2005 and 2010).

### 3.0 HSE Interventions

3.1 There were no Health and Safety Executive visits or interventions during this period.

### 4.0 Health and Safety Training

4.1 Over 136 face-to-face Health and Safety related training courses were delivered during this period. Over 1676 Blackpool Council employees attended these courses, 425 more than the previous year.

4.2 These courses were also available to Fylde Borough Council employees and employees of schools that have entered into a service level agreement with Human Resources.

4.3 In its continuous drive to reduce costs and increase value, members of the Health and Safety Team delivered, internally, over 52 health and safety related training courses. This resulted in improved and more relevant training. This also resulted in cost savings to the Council of approximately £16,000.

4.4 The Health and Safety Team also delivered a number of revenue raising external courses to BCH, and schools during the period resulting in over £3,000 extra income.

4.5 Health and safety related training delivered by members of the Health and Safety Team to Blackpool Council employees during this period included:

- Fire Risk Assessment
- Fire Warden
- Fire Awareness
- Manual Handling
- Work at Height
- Accident Investigation
- COSHH Awareness
- Personal Safety

4.6 Health and safety related training available by external providers to Blackpool Council employees during this period included:

- Module 1 for Facility Managers
- Module 2 for Facility Managers
- Managing Asbestos
- CDM Awareness
- Coping with Work Related Pressure
- Managing Work Related Pressure
- IOSH Managing Safely
- IOSH Working Safely
- First Aid at Work
- First Aid Refresher
- Emergency First Aid at Work

4.7 Online health and safety related training available during this period include:

- You and Your Workstation
- Fire Awareness
- Personal Safety

## Health and Safety for Elected Members

- 276 more employees have completed the online course - You and Your Workstation, during this period. This takes the total number of employees completing this course to 2490.
- 1061 employees have completed Fire Awareness online course during this period. This takes the total number of employees completing this course to 1817.
- 75 employees have completed Personal Safety online course during this period. This takes the total number of employees completing this course to 320.
- Unfortunately, despite a request for Health and Safety training for Elected Members, so far, only one Elected Member has completed the online course. These statistics have not changed even though we now have new Councillors in the cabinet.

## 5.0 Consultation and Arrangements

- 5.1 During this period two new Health and Safety Guidance Notes were developed and issued:-
- Risk Assessment for New and Expectant Mothers.
  - Health and Safety for Volunteers.
- 5.2 An annual review was carried out to identify any documents requiring amendment or review as a result of changes in legislation, processes or best practise etc.

The following Arrangements were amended and reissued:-

- Display Screen Equipment
- Driving at Work
- Occupational Health Service

## 6.0 Audit, Inspections & Monitoring

- 6.1 During this period the Health and Safety Team undertook:
- 8 Manual Holder Audits
  - 6 Manual Holder Reviews
  - 4 Fire Safety Audits
  - 12 Multi-agency Audit/Inspections
  - 13 School Audits
  - 1 interim audit
  - 1 Asbestos Compliance Audit
  - Tramway Safety Audit
  - 18 monitoring exercises of various topics
  - 16 schools - seeking assurance correspondence
  - 2 Health and Safety Monitoring checks conducted by The Deputy Chief Executive
- 6.2 The Manual Holder Audit objective is to assess whether Health and Safety Manuals are maintained, up to date and populated with appropriate documentation in accordance with Council requirements and that the relevant information is being effectively communicated to employees.
- 6.3 All formal audits and inspections completed by the Health and Safety Team are followed up with a written report, including recommendations. Following the written audit report, the Health and Safety Team make telephone contact to offer support, guidance and assistance on the implementation of any recommendations made to the Manual Holder and/or the service concerned.

- 6.4 The objective of the Fire Safety Audit is to ensure compliance with all current fire legislation and Blackpool's own organisational standards. All formal Fire Safety Audits completed by the Health and Safety Team are followed up with a written report, including recommendations. Following the written audit report the Health and Safety Team make telephone contact to offer support, guidance and assistance to the Responsible Person or their Representative to assist in the implementation of any recommendations.
- 6.5 Multi Agency Audits are carried out in conjunction with our colleagues in Insurance, accompanied by Lancashire Fire & Rescue and the Police.
- 6.6 Individual compliance audits, such as legionella and asbestos, are designed to ensure that Blackpool Council's management of the topic comply with our current legal obligations and/or its own written arrangements.
- 6.7 Monitoring is part of the Monitoring, Inspection and Auditing Arrangements and is primarily a Management function. The H&S Team have been encouraging and assisting line managers to carry out monitoring exercises in order to help demonstrate the value of the exercise and how easy it is to carry the exercise out.
- 6.8 Health and Safety Monitoring checks, conducted by The Deputy Chief Executive, are carried out in conjunction with the Health and Safety Manager. The purpose is to allow the Deputy Chief Executive the opportunity to talk to staff on health and safety matters in order to help gauge the health and safety performance of the department.

## **7.0 Fire Safety**

- 7.1 There is currently a "Memorandum of Understanding" (MoU) between Blackpool Council and Lancashire Fire and Rescue Service (LF&R); this was originally signed in 2010 and has been re-affirmed on an annual basis. The Memorandum continues to outline the agreement between both parties, to conduct joint inspection, to exchange information, to meet for de-briefs if required, to inspect council premises on a risk based approach, and to meet the needs of the community by ensuring compliance with legislation through inspection and advice.

We and Lancashire Fire and Rescue feel that the MoU should be seen as an exemplar model that reduces the burden on LF&R and ensures that they are free to meet the needs of Blackpool residents, thereby reducing the likely hood of loss of life and property.

- 7.2 Once again, during this period, we are pleased to report, there were no fire enforcement notices or action plans issued against Blackpool Council. We feel this is a result of the MoU and the hard work that has been carried out over the previous 5-6 years in ensuring compliance with current fire safety legislation.
- 7.3 Fire safety auditing continued during this period and 4 Fire Safety Audits were conducted.
- 7.4 In addition to the above, Fire Safety Audit is also included in the school audit process.

## **8 Accident and Incident Data**

- 8.1 Graphs relating to the Accidents/Incidents reported during the period April 2014 - March 2015 are attached for your information.
- 8.2 There were a total of 329 employee accident and/or incidents reported to the Health and Safety Team during this period. This compares with a total of 297 for the previous year and Shows an increase, despite a further reduction in employee numbers.



- 8.3 13 employee accidents were reportable to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR). This is a reduction from the previous year's total of 17 and indicates a year on year reduction of RIDDOR category accidents.
- 8.4 There were a total of 284 non-employee accident / incidents reported into the Health and Safety Team during this period. This compares with a total of 292 for the previous year and shows a slight decrease.
- 8.5 31 non-employee accidents were reportable to the Health and Safety Executive, to comply with the requirements of RIDDOR. This compares with a total of 67 for the previous year and shows a significant decrease.

*It is useful to note that there is a requirement to report, under RIDDOR, any incident that results in a member of public being taken straight to hospital from the scene of an accident. Schools are cautious following injuries to children and this often results in the child being taken straight from the scene of an accident to hospital. The effect of this is high levels of RIDDOR reporting for the Council. Of the 31 non-employee RIDDOR reportable accidents, 27 were school related (including academies (9)).*

- 8.6 It can be seen from the information attached, that 90 of the 329 employee accidents occurred in Schools, as might be expected given the number of employees (2,045).
- 8.7 Similarly, 115 of the 284 of non-employee related accidents occurred within schools.
- 8.8 Physical assault was the largest cause of accidents reports for this period (69), followed by verbal assault (52), both reflecting a slight rise from the previous year. Slips, trips and falls was the third highest cause of accidents (43) reflecting a reduction from the previous year of approximately 28%.
- 8.9 Verbal assault (including threatening behaviour) was the largest cause of accidents reports for this period (96), followed by Physical Assault (70), both reflecting a rise from the previous year. Slips, trips and falls was, once again the third highest cause of accidents (55) a slight rise from the previous year.
- 8.10 In response to the above the Council has in place:-
- Personal Safety Arrangements.
  - Online Personal Safety training available via iPool.
  - Face to face Personal Safety training.
  - Dealing with difficult client behaviour – on demand.
  - A Corporate Warning Register to identify those who pose a threat to Council staff.
  - A handbook for staff to help clarify what they should do when faced with situations of physical or verbal abuse.
  - The Deputy Chief Executive has also been in discussions with a representative from Lancashire constabulary to identify support available from the police, in cases where staff are physically assaulted or threatened.
  - The Health and Safety Team have available two posters designed to raise awareness in 'Preventing Slips, Trips & Falls'. Over 150 of these posters have been issued.

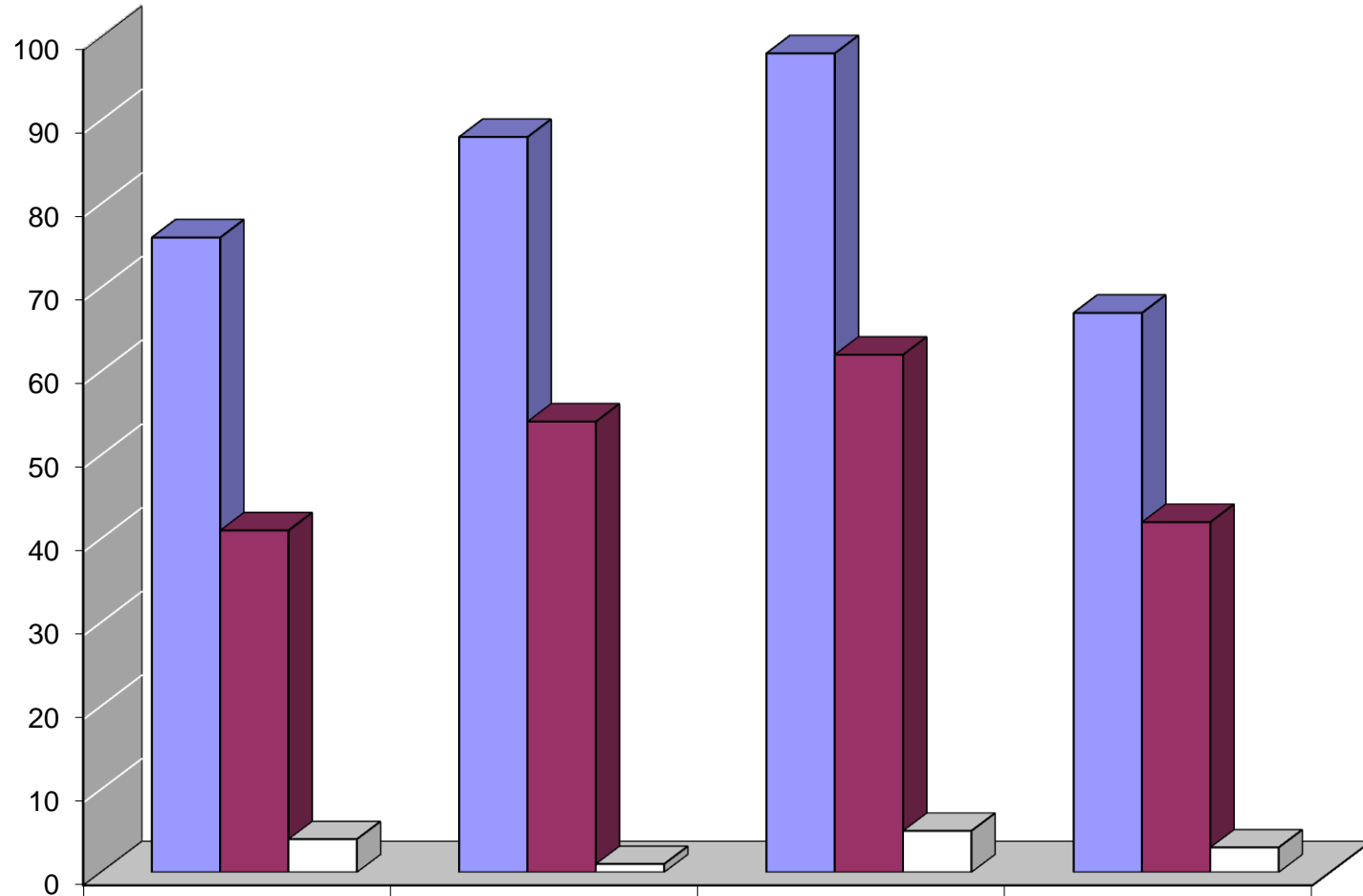
- 8.11 The graphical fire related data provided, we feel, may highlights under reporting of fire related incidents. This is despite highlighting the requirement for reporting via Monthly Briefing Notes, Arrangements and during the audit process.
- 8.12 Further information or breakdown of the accident data attached can be made available by contacting the Health and Safety Team.
- 8.13 Employee liability (EL) claims can be used as an indicator of the health and safety performance of an organisation. The current graph indicates a rise in the number of EL claims for the period 2012-2014. However, the period indicated is for an 18 month period. Therefore comparing with the previous 12 month period, it would be reasonable to conclude that EL claims remain reasonably consistent with the previous period. Employee liability claims can be brought up to 3 years following the incident, therefore the statistics in the 2014-15 column will alter.

## **9.0 Recommendations**

- 9.1 Senior Management must ensure that line managers with new roles or responsibilities continue to have both the skills and knowledge to effectively undertake their new or altered roles.
- 9.2 It is strongly recommended that Senior Management confirm that their line managers ensure that any employees with new roles and or responsibilities are provided with the skills and knowledge that they require to fulfil their role. Also, that all work activities with significant risk are assessed and that adequate controls are in place.
- 9.3 It is recommended that the Corporate Leadership Team read and use the forms provided in the Monitoring, Inspecting and Auditing Arrangements to help ensure that their Senior Managers are monitoring and consequently that their line managers are also monitoring health and safety compliance within their work activities.
- 9.4 It is recommended that the visible and vocal support of health and safety by senior management continues to be a priority, in order to set the correct health and safety culture within the organisation.

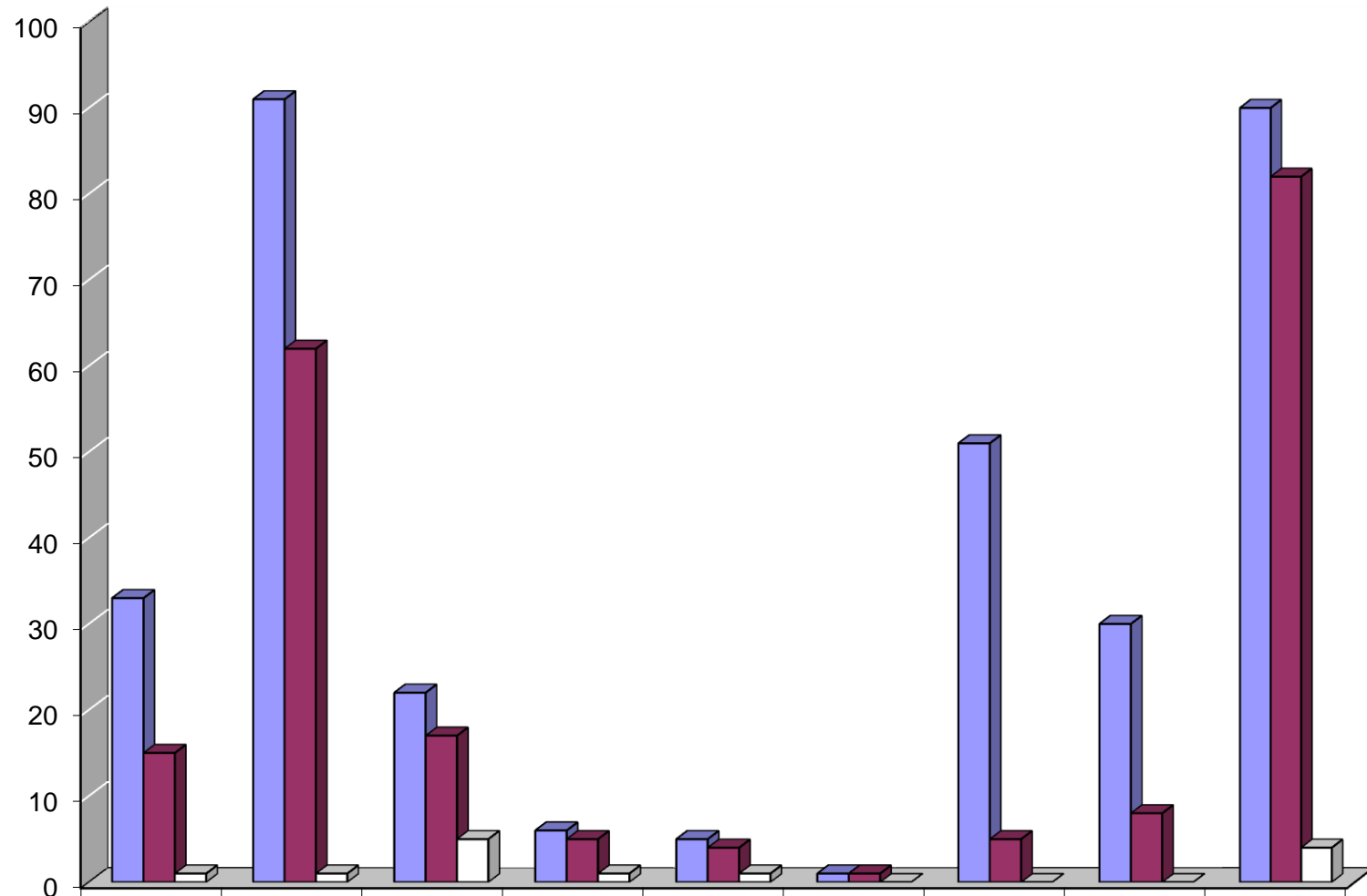
Please find below employee accident/incident information reported April 2014 to March 2015.

**Total Number of Employee Accident/Incidents Reported - 2014 / 2015**



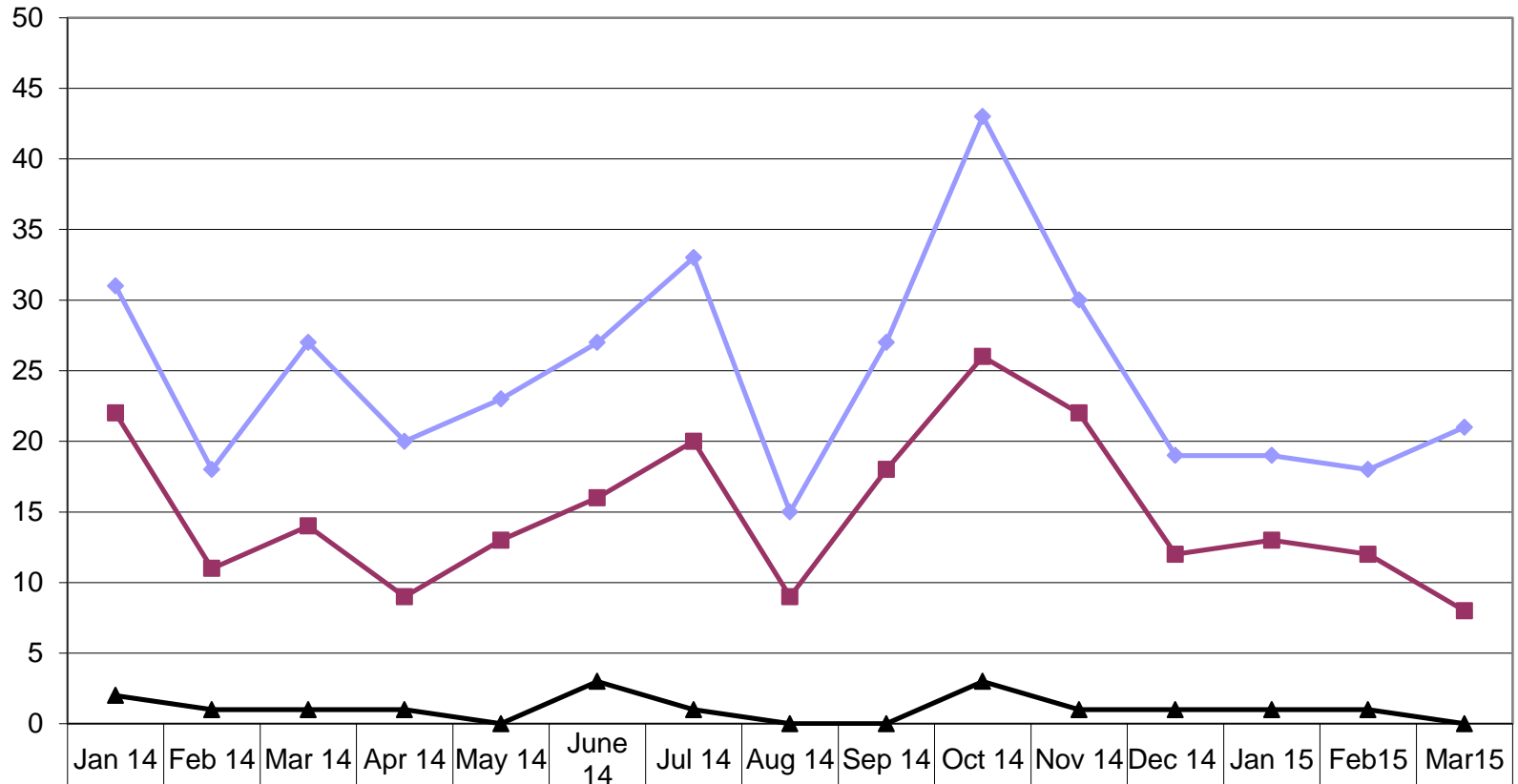
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
■ Accidents	76	88	98	67
■ Accidents Resulting in Injury	41	54	62	42
□ Accidents Reported to HSE	4	1	5	3

**Total Number of Employee Accident/Incidents Reported by Division - 2014 / 2015**



■ Accidents	33	91	22	6	5	1	51	30	90
■ Accidents Resulting in Injury	15	62	17	5	4	1	5	8	82
□ Accidents Reported to HSE	1	1	5	1	1	0	0	0	4

**Summary of Employee Accident/Incidents,**  
**Accident/Incidents Resulting in Injury,**  
**Accident/Incidents Reported to the HSE January 2014 - March 2015**



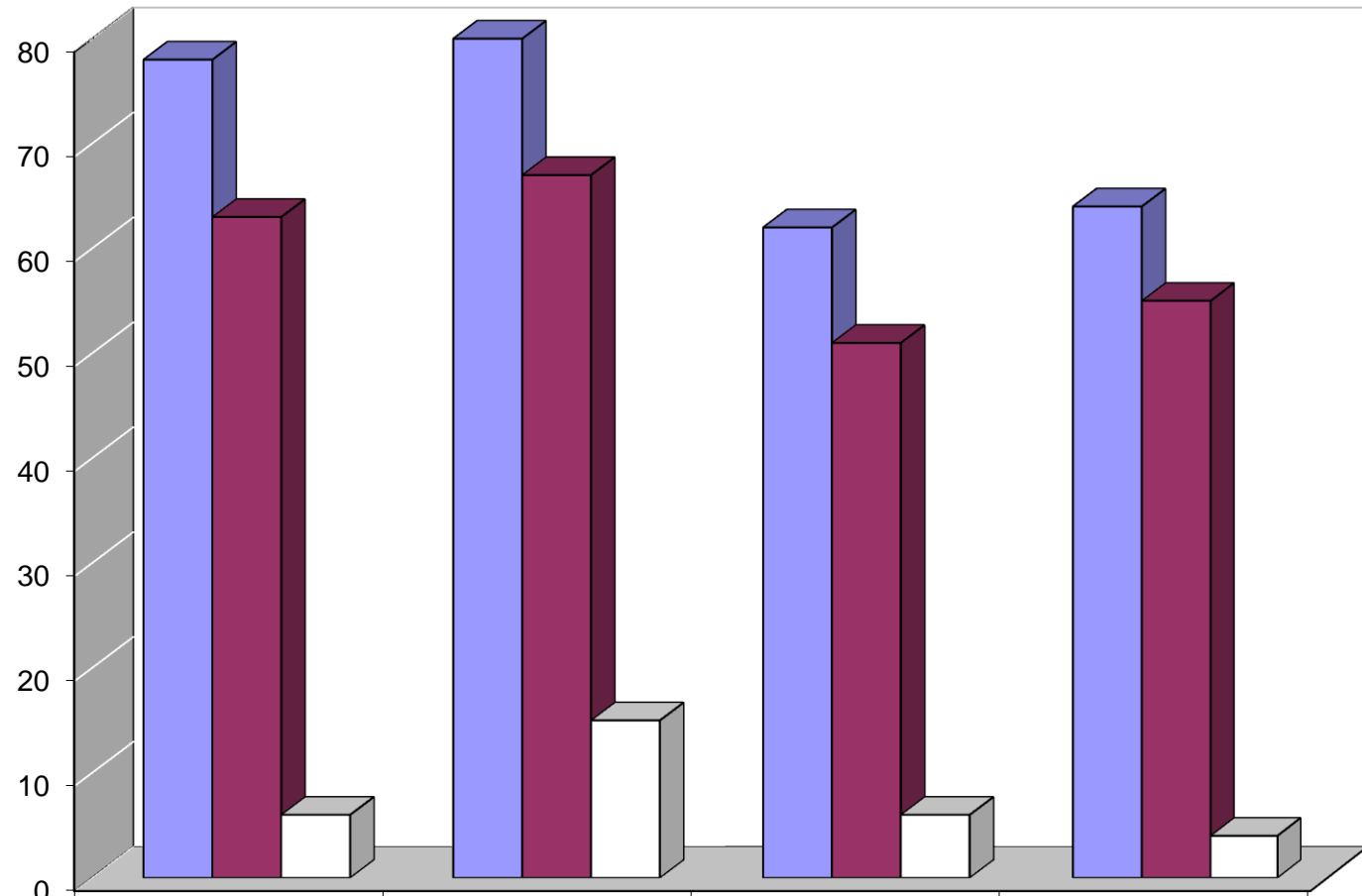
◆ Accidents	31	18	27	20	23	27	33	15	27	43	30	19	19	18	21
■ Accidents Resulting in Injury	22	11	14	9	13	16	20	9	18	26	22	12	13	12	8
▲ Reported to HSE	2	1	1	1	0	3	1	0	0	3	1	1	1	1	0

**Employee Accident Types Reported 2014 - 2015**

VERBAL ASSAULT (INCL THREATENING BEHAVIOUR)	96
PHYSICAL ASSAULT	70
SLIP/TRIPS SAME LEVEL	55
HIT BY OBJECT	32
HANDLING/ LIFTING/ CARRYING	26
HIT SOMETHING STATIONARY	9
INJURED BY ANIMAL	8
BEHAVIOURAL	7
WORK EQUIPMENT	7
FALL FROM HEIGHT	4
ROAD TRAFFIC COLLISION	4
CONTACT WITH HEAT	3
HIT BY VEHICLE	2
NEAR MISS	2
CONTACT WITH MACHINERY	1
ILL HEALTH	1
OTHER	1
SHARPS/NEEDLESTICK	1

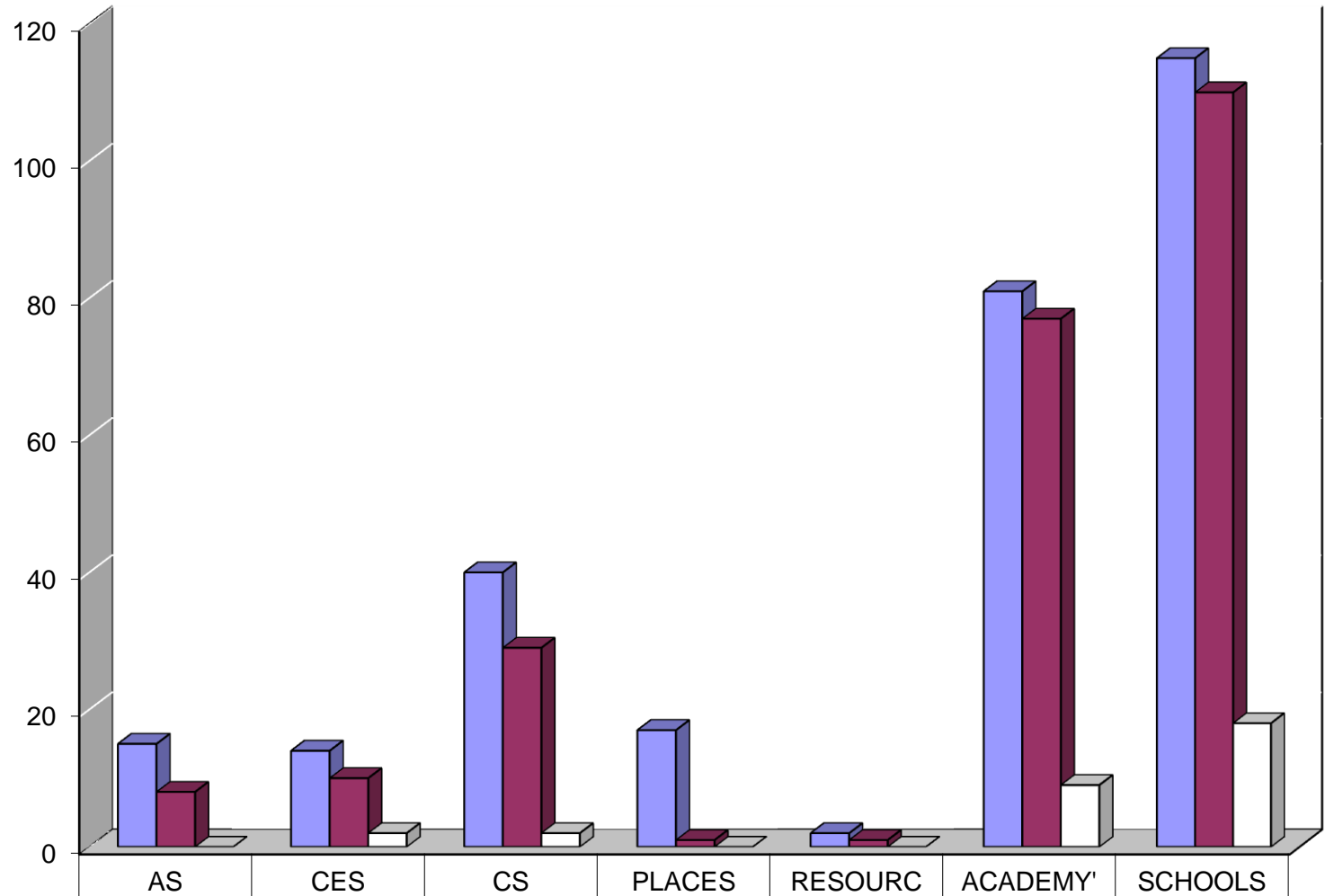
Please find below the Non-Employee accident/incident information reported April 2014 to March 2015.

**Total Number of Non Employee Accident/Incidents Reported - 2014 / 2015**



	Quarter 1	Quarter 2	Quarter 3	Quarter 4
■ Accidents	78	80	62	64
■ Accidents Resulting in Injury	63	67	51	55
□ Accidents Reported to HSE	6	15	6	4

**Total Number of Non Employee Accident/Incidents Reported by Division - 2014 / 2015**



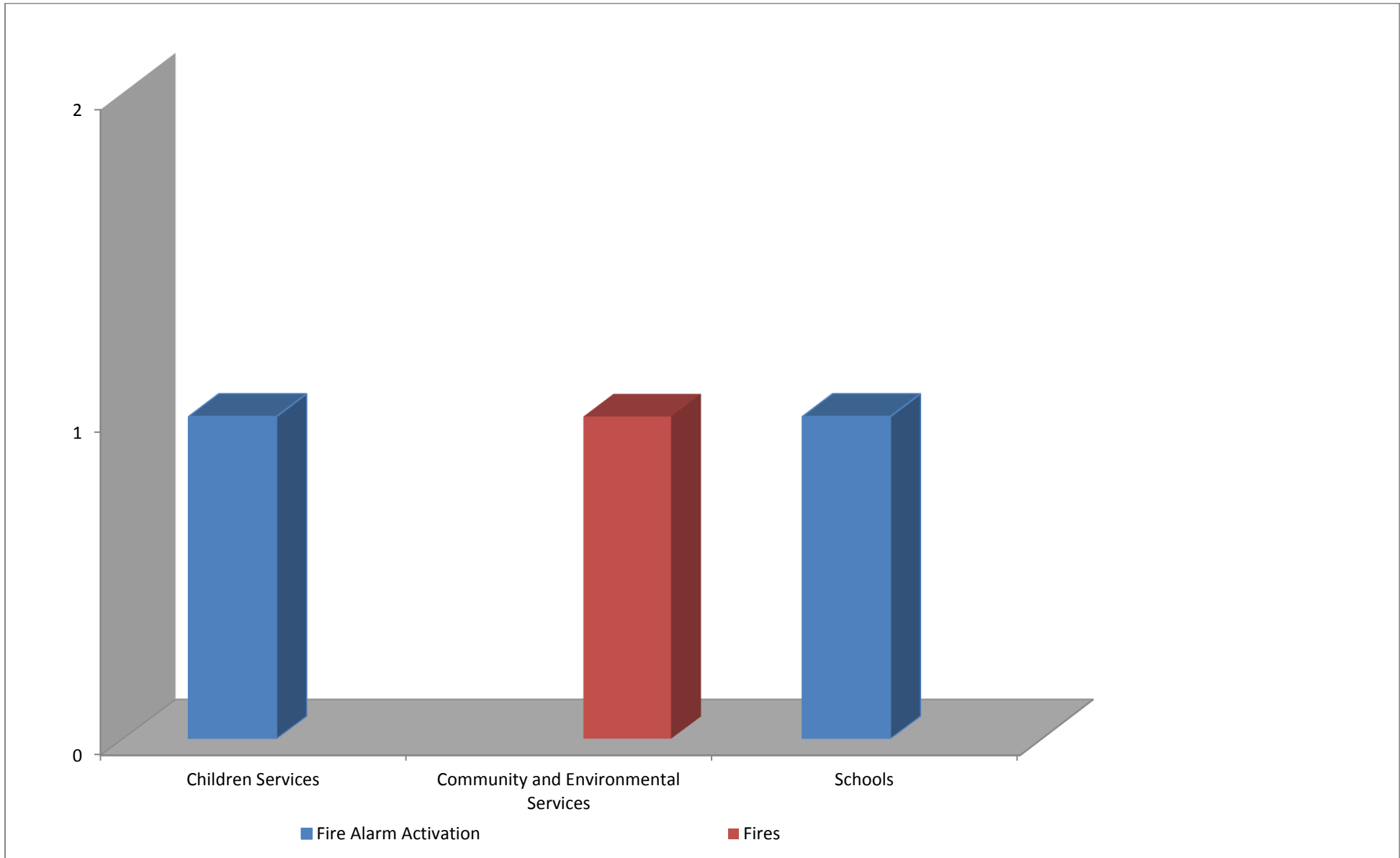
■ Accidents	15	14	40	17	2	81	115
■ Accidents Resulting in Injury	8	10	29	1	1	77	110
□ Accidents Reported to HSE	0	2	2	0	0	9	18



## Non Employee Accident Types Reported

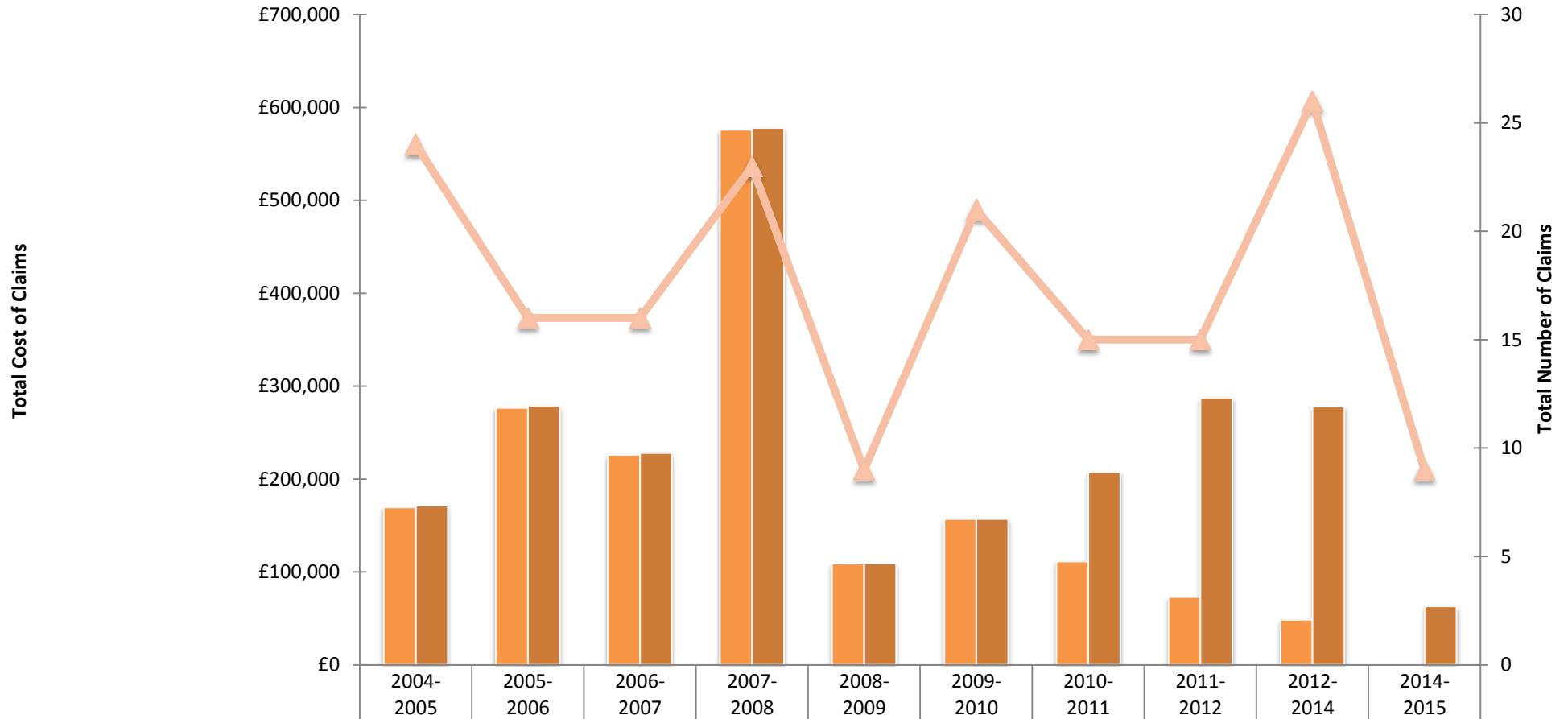
Slip / Trip / Fall on Level	117
Hit by Object	51
Hit Something Stationary	28
Other	25
Fall from Height	23
Physical Assault	17
Handling Lifting Carrying	12
Behavioural	5
Ill Health	4
Contact with Heat	2
Drowned/asphyxiated	1
Injured by animal	1
Substance	1
Work Equipment	1

Please find below information relating to reported fires or fire alarm activations April 2014 to March 2015.



Insurance Information Relating to Work Related Incidents provided by Risk and Insurance

**Total Number and Cost of EL Claims (Paid and Outstanding) as at 31.03.15**



Claims Settled	£169,316	£276,584	£225,897	£575,713	£108,792	£156,870	£111,075	£72,840	£48,538	£0
Total Cost of Claims	£171,316	£278,584	£227,897	£577,713	£108,792	£156,780	£207,272	£287,287	£277,781	£62,921
Total Number of Claims	24	16	16	23	9	21	15	15	26	9



