

Health & Safety Annual Report



Contents

SUMMARY & ACHIEVEMENTS	3
KEY PRIORITIES FOR 2018/2019	3
1.0 INTRODUCTION.....	3
2.0 FIRE SAFETY.....	4
2.1 Fire Procedures	
2.2 Fire Training	
2.3 Fire Safety Policy	
2.4 Fire Risk Assessments	
3.0 LEGIONELLA	4
3.1 Legionella Risk Assessments	
3.2 Legionella Policy	
4.0 CORPORATE HEALTH AND SAFETY	5
4.1 Corporate Health and Safety Group	
4.2 Health and Safety Induction	
4.3 Staff Intranet	
5.0 INSPECTIONS.....	5
5.1 H&S inspections of TMBC premises	
5.2 Event safety	
6.0 FIRST AID.....	6
7.0 LONE WORKING	6
8.0 RISK MANAGEMENT	6
9.0 INTENAL AUDIT	6
10.0 CONSTRUCTION (DESIGN AND MANAGEMENT) CDM.....	7
11.0 NEW AND REVIEWED HEALTH AND SAFETY POLICIES AND PROCEDURES.....	7
11.1 The Corporate Health and Safety Policy	
11.2 The Management of Legionella Policy	
11.3 The Fire Safety Management Policy	
12.0 HEALTH AND SAFETY TRAINING	7
13.0 ACCIDENT AND INCIDENTS.....	8
13.1 Incident reporting (IR1)	
13.2 RIDDOR	
13.3 Incident Statistics for 2017/2018	

SUMMARY

This report highlights the Health and Safety (H&S) developments and key activities over the past year. It gives an indication of how H&S is managed within TMBC and highlights some of the corporate functions and achievements that ensure the safety of staff is always a primary goal.

Achievements

- Successful implementation of Fire Safety Management Policy, new fire procedures for Gibson and Tonbridge castle
- Transferring the accident and incident reporting system and the Display Screen Equipment form from paper to an online system
- Successful Internal Audit report with only three minor observations to be addressed
- Setting up a Corporate Health and Safety Group
- Corporate risk assessments reviewed
- Health and safety risks within phase 1&2 of the Tonbridge swimming pool roof project managed successfully

KEY PRIORITIES FOR 2018/2019

- To review the lone working practices of each Service and review the corporate approach and policy
- To raise the profile and further embed the incident reporting system with Management actively encouraging fuller use of the system
- To work with individual services to monitor performance on their Health and Safety Systems; risk assessments; checklists; incident reporting and to establish a process with services so that risk assessments are placed on a central drive and monitored
- To establish a corporate process to assist Services engaging the work of contractors and a process for monitoring key requirements under the Construction (Design and Management) Regulations 2015
- Ensure all 2nd Tier Managers are aware of their responsibilities as set out in the Fire Safety Policy

1.0 INTRODUCTION

H&S is well recognised throughout TMBC and forms part of the Risk Management Strategy. It is important that H&S is fully integrated across the Council and into all of its activities. The Health and Safety Officer (HSO) has been developing new systems and processes designed to ensure that Services can further embed a proactive approach to managing their risks. A Corporate Health and Safety Group has been established recently which although in its early stages, already indicates that this Group will be key in disseminating health and safety messages and will also help provide an overarching view and assurance function that risks are being managed well within the Council.

2.0 FIRE SAFETY

2.1 Fire procedures

These procedures have been simplified and the roles of Fire wardens and Incident Controllers were introduced in March 2017 at Gibson West (Old) and Gibson East (New) and at Tonbridge Castle in November 2017.

Fire Drills at each location have been completed at least once in 2017, but the aim for 2018 is to ensure that at least two drills happen at each location to ensure that Fire Wardens, Incident Controllers and Staff are all familiar with the evacuation procedure in an emergency.

2.2 Fire training

Thirty members of staff nominated as Fire Wardens, attended fire training in June 2017 and got the opportunity to carry out training using the fire extinguishers. The Fire Safety Policy indicates that Fire Wardens should be available in all areas throughout TMBC occupied properties. Managers have the responsibility to ensure that there are sufficient Fire Wardens and that they carry out their monthly checks.

2.3 Fire safety policy

This new policy was introduced in 2017 to ensure that Fire safety was being managed at a high level within TMBC. Everyone has a responsibility within the Policy to take care of themselves whilst at work and to understand and follow the fire procedures for their location. Other responsibilities are also highlighted for Fire Wardens, Directors, Heads of Service and the HSO.

As part of the review all elements of Fire Safety were reviewed, including:

- Staff were reminded to read the Fire procedure for their location
- Any incidents related to fire or a near miss would be reported on an IR1 incident form completed
- Any lessons learnt and actions identified from the drills were implemented
- Fire risk assessments were to be reviewed starting in January 2018
- Fire extinguishers are regularly checked monthly by fire wardens
- Fire wardens received fire safety training in June 2017
- Fire wardens were reminded of the importance of carrying out their monthly checks as part of their duties and their managers have a responsibility to ensure this is completed
- The HSO carries out an fire safety audit every 6 months to ensure the elements of the policy are working effectively

2.4 Fire risk assessments

These were due for review in early 2018, on their 2 yearly cycle. Duncan White, Building Control was appointed as the competent person to complete these. Duncan has recently completed the Leisure Trust locations. The other assessments are due to be completed in March/April with the HSO accompanying Duncan to gain assurance that we are managing our fire risk in the best way.

Each Fire risk assessment will have an action plan that is then analysed and prioritised by Property Services in liaison with the HSO.

3.0 LEGIONELLA

3.1 Legionella risk assessments

Risk assessments are required to be carried out under the Legionella L8 Regulations to ensure that the risk of any person contracting legionella is reduced to a minimal from any hot or cold water supply. TMBC appointed an external consultant to not only provide specialist advice but also carry out the risk assessments within an agreed timescale for our properties which include the Leisure Trust facilities.

The recommendations from these risk assessments are then prioritised and an action plan drawn up. The expectation from the current risk assessments should be that the risk on all sites is low and actions are minimal.

3.2 Legionella policy

The current policy has been reviewed to reflect the changes made to L8 in 2014. The emphasis is on risk assessment and ensuring that any monitoring we undertake is relevant and recorded. The Legionella Office Study Group (OSG) have had the opportunity to comment on the changes. The final draft will be sent to Management Team (MT) and the current Office Study Group is to be disbanded as Legionella is now a standing item on the newly formed Corporate Health and Safety Group.

Legionella refresher training is due to take place in March/April for all those key staff who have involvement or responsibilities to managing legionella. This will provide the opportunity for those staff to become familiar with the new policy as well.

4.0 CORPORATE HEALTH AND SAFETY

4.1 Corporate Health and Safety Group

The first meeting was held in February 2018 and will run quarterly. The minutes from the meeting will go to Management Team.

This has been set up to provide a regular platform for staff representatives from each service area to have the opportunity to engage in the developments of health and safety and provide links to staff with up to date information that is required to provide a safe working environment.

4.2 Health and safety induction

The HSO runs sessions for all new starters to TMBC covering fire evacuation, policies and procedures, risk assessment, first aid, e-learning etc. Line managers are responsible for ensuring that new staff are booked on to this training. Within the last year the HSO has completed inductions for all those new starters brought to the attention of the HSO. But on comparing new starter numbers, it appears that 15% of new staff did not attend this training because some managers are not making the bookings with the HSO. This was identified as an issue by Internal Audit.

4.3 Staff intranet

Key Health and Safety documents are located on a health and safety section within Staffnet which the HSO updates.

5.0 INSPECTIONS

5.1 H&S inspections of TMBC premises

The aim for each premises is to have a regular Health and Safety inspection carried out by the HSO, the frequency of which is determined by level of risk. A report is then sent to those with responsibilities for that site with recommendations. The HSO requires feedback from the managers within 6 weeks indicating how they are progressing with the recommendations. The Leisure Trust sites are due to be completed in March/April'18. Of the sites inspected, the majority of actions identified were of a medium to low level risk. Updated action plans have been received from those sites and it has been encouraging to see that not many actions remain outstanding and if they are, there is a plan to address them in the longer term.

5.2 Event safety

The HSO reviews applications in relation to the Health and Safety aspects for events on our premises. Primarily looking at key risks and how the event organiser intends on managing these safely and reducing any risks down to the lowest reasonably level. These are then reported back to Leisure Services. At present the system does not provide a coherent approach to looking at the relevant information we request which could lead to relevant items being missed. Documentation needs to be collated and accessible for all the relevant staff involved to see and comment within one online system, as there is a risk of miscommunication and oversight of details on the present system. An online system would also provide an opportunity for the event application form to be redesigned and TMBC's expectations and requirements to be clearly indicated on this.

6.0 FIRST AID

First Aid is currently co-ordinated by Gill Fox who took on this role in January 2018. Gill will be updating the first aid notices around the Gibson Buildings and Tonbridge Castle and Staffnet. With assistance from the HSO, Gill will ensure that there is sufficient coverage throughout TMBC on the numbers of trained first aiders and keep the intranet first aid information up to date.

7.0 LONE WORKING

Corporately the Council are signed up to a security company 'Emprise' that provides a facility for staff to log in and out by means of a phone call when they are going to be Lone Working. Some individual services e.g. licensing and the C.E.O's have already adopted other means of managing lone working which better suit the service needs. To ensure that there is a coherent approach to managing this risk, the HSO is presently reviewing the lone worker arrangements and service specific risk assessments and will be updating the Lone Working Policy.

8.0 RISK MANAGEMENT

8.1 Risk assessments

All corporate risk assessments have been reviewed and are accessible via Staff Net. These cover general area relating to ladders, manual handling, confined spaces, the use of office equipment, the use of general cleaning equipment etc.

The expectation through the Health and Safety Policy is that Services not only use the Corporate risk assessments but they also have identified and assessed their individual service risks and have put in place control measures to reduce these.

The HSO will monitor the effectiveness of Service risk assessments. It has been suggested at the Corporate Health and Safety Group that Services should make their risk assessment visible and accessible on the 'I' or 'H' drive on the computer server. This could then provide a better understanding of our service risks and will help the HSO to monitor these assessments for effectiveness and to reduce any duplication.

9.0 INTENAL AUDIT

As part of the agreed Audit plan for 2017/2018, Corporate Health and Safety was audited to provide assurance that the Council, it's Officers, Members and Visitors are adequately protected by the policies and practices in place to manage Health and Safety.

The Audit concluded that corporate health and safety was rated as '**Substantial**' and that good progress had been made over a breadth of areas. There were only three recommendations from the report:

[1] Fire Drills to be carried out twice a year at each site.

[2] Fire wardens to confirm that they do their monthly checklist

[3] To find a workable solution so that the HSO is informed of a new starter so a Health and Safety induction can be completed.

10.0 CONSTRUCTION (DESIGN AND MANAGEMENT) - CDM

The CDM regulations were changed in 2015 and the HSO identified a possible gap in our management system for contractors. To gain a fuller understanding of these changes and how it will affect the Council, the HSO in March 2018 attended a course to understand the implications and identify where improvements related to this area may be required.

The new regulations are risk assessment based and have a degree of flexibility within them. Although the expectations from the Approved Code of Practice indicates that further monitoring of contractors and sub-contractors should be carried out and recorded. The HSO needs to have discussions with relevant Services to understand where we can make improvements to our systems for monitoring our contractors and what we should be ensuring when taking on new ones.

11.0 NEW AND REVIEWED HEALTH AND SAFETY POLICIES AND PROCEDURES

11.1 The Corporate Health and Safety Policy

This has been reviewed and circulated via Net consent for all staff to read. Although there were no major changes this document is reviewed on a yearly basis.

11.2 The Management of Legionella Policy

This has been reviewed and changed considerably to reflect legislation and organisational changes. This has been circulated to relevant parties i.e. Leisure Trust and other key members of staff involved in legionella. The corporate risk assessment is now incorporated as an annex in this document.

11.3 Potentially Violent Persons Procedure

A new online system for administering this system has been introduced with the majority of staff now being able to 'search' and 'view' for a potentially violent person before undertaking a lone working visit. The procedure was changed to reflect this new system and to ensure that staff are now aware of their responsibilities to having access to such sensitive data and how to effectively report any person which they may feel could be potentially violent.

11.3 The Fire Safety Management Policy

A new policy, this was introduced in August 2017. The policy outlines the roles and responsibilities of all staff, managers and fire wardens. It also sets out how TMBC will meet its statutory obligations under the Fire Safety Order 2015.

12.0 HEALTH AND SAFETY TRAINING

Online training is available for all staff, and currently all new starters have to complete a number of these courses which include fire safety, moving and handling and general health and Safety awareness. To ensure that staff keep up to date with general online training requirements it is going to be beneficial for a programme of mandatory training to be introduced on rotational basis for all staff to complete.

Any additional training for staff related to Health and Safety should be identified through individual requirements of Services and staff appraisals.

Corporate training related to fire safety has been carried out as mention in 3.1 and Legionella training is due to commence in April 2018 for key staff who have responsibility towards the management of legionella.

13.0 ACCIDENT AND INCIDENTS

13.1 Incident reporting (IR1)

The online form for reporting accident and incidents of a significant nature has been well received. The HSO feels that there is still under reporting in this area and will be trying to raise the profile of this throughout the next year. The breadth of what is expected to be reported has significantly increased from the previous paper system with the following being reportable:

*Slip, trip and fall	*Accident/incident caused by a bite	*Manual handling
*Violence/abuse/harassment	*Falling object	*Contact with animals
*Work related ill health	*Collapse of structure	*Road traffic incident
*Fire	*Contact with heat	*Repetitive strain injury
*Property damage	*Contact with machinery	*Moving vehicle
*Dangerous goods	*Infectious Agent	*Other
*Water related	*Hazardous substance/chemical exposure	*Medical emergency/illness
		natural causes

Whether it is a member of staff, the public or a contractor, if there is an incident that results in harm or a near miss incident it should be reported on an Incident (IR1) Form. Incident reporting not only helps to identify and manage any risks but we can learn lessons from these that can be shared throughout the organisation.

13.2 RIDDOR

Only one incident in the financial year resulted in being reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. This was a 'casual' member of staff working for Electoral Role Services who was injured carrying a piece of equipment. This was investigated and as a result a risk assessment is now in place for work in polling stations which should be communicated to all staff before commencing any work in this area.

13.3 Incident Statistics for 2017/2018

Accident and Incidents reported through the system to Corporate Health and Safety has been low. As listed in 13.1 there is a breadth of categories of accident and incidents that may occur that should be reported on the corporate IR1 incident form for review and comment by the Manager and the Health and Safety Officer. The form is quick and easy to use with drop down boxes which allow for quick completion. There appears to be a number of possible reasons why the reporting system is not used fully:

- Staff not realising what to report and understanding the importance of reporting
- A reluctance to use the form as lots of 'issues' are dealt with locally but are not recorded as incidents
- A general culture that unless it is a 'classic' incident that has caused harm to an employee then staff would not automatically think to complete a IR1 form
- Staff not prompted to complete an IR1 incident form by Managers

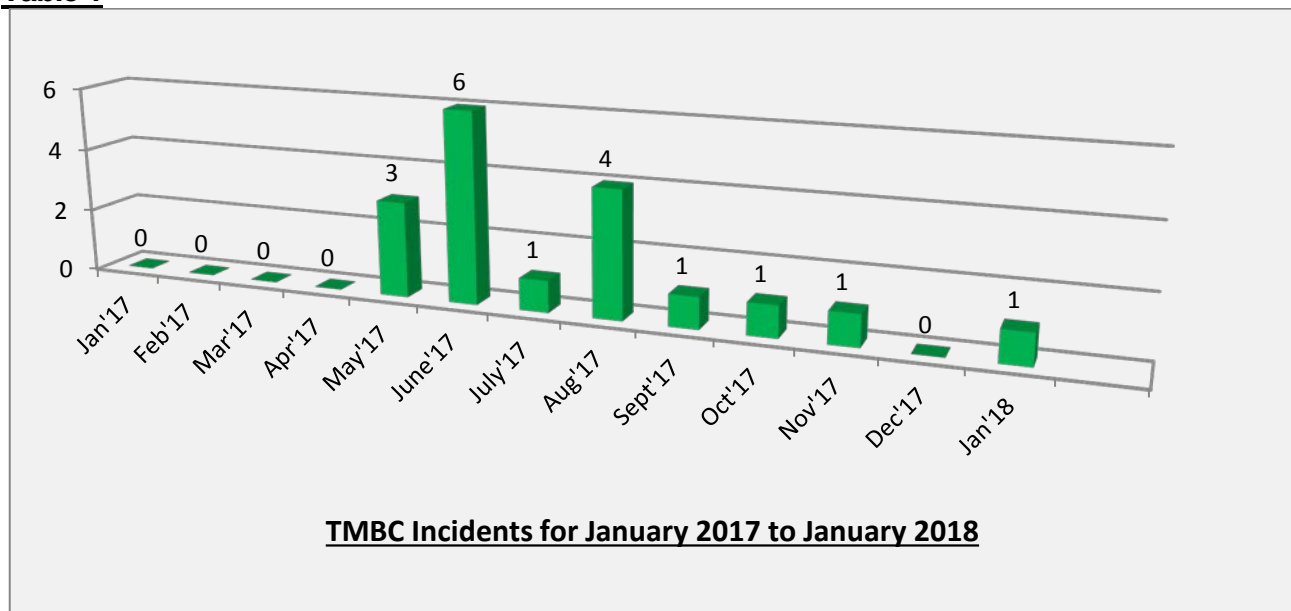
Table 1

Table 1 clearly indicates that the Spring and Summer months see an increase in incident activity. There are no other trends or hotspots identified.

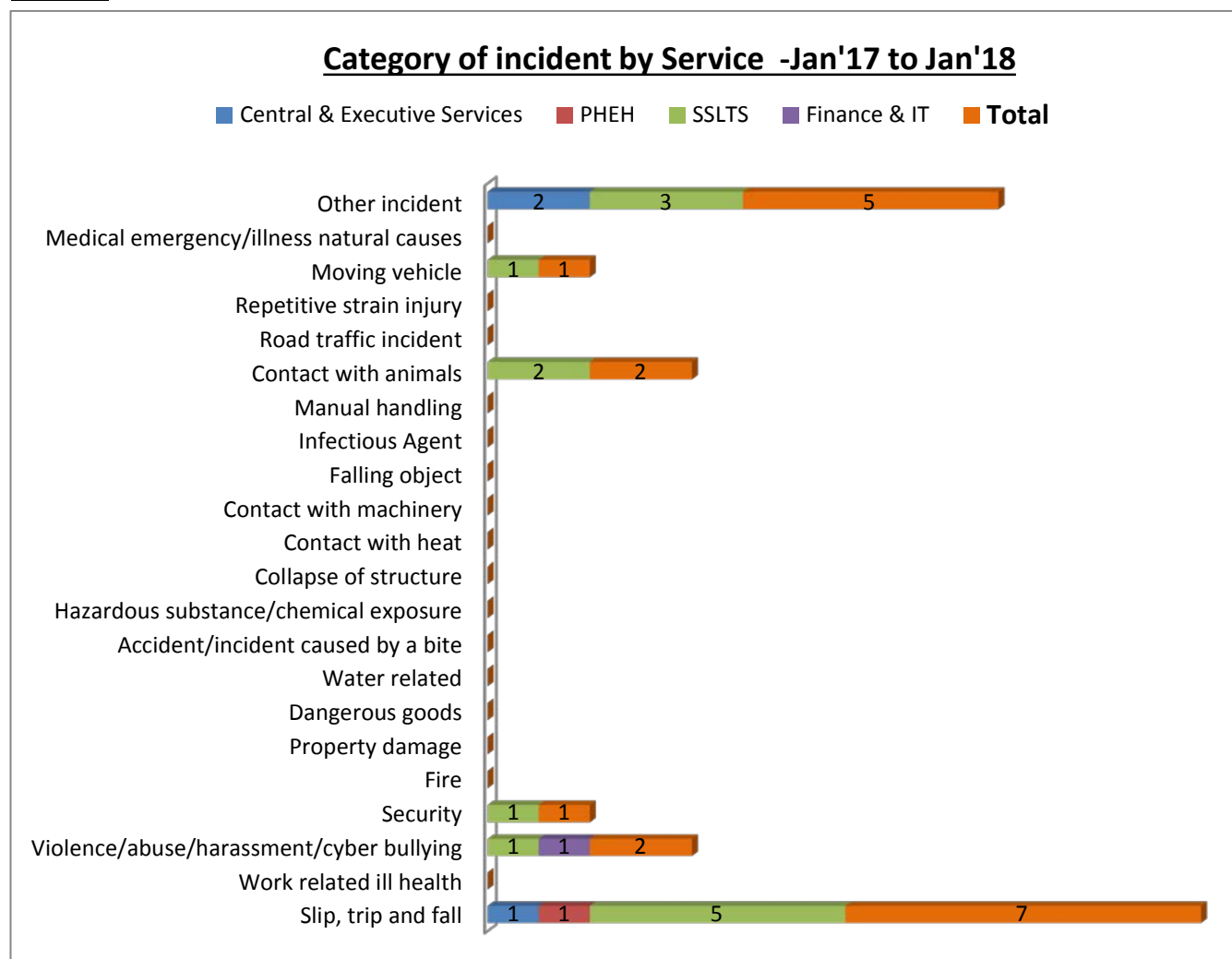
Table 2

Table 2 shows the type of categories being reported. It is encouraging to see that Leisure Service use the incident system well but throughout the Council, managers need to encourage further use of the system.