

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

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Corporate Health & Safety and Business Continuity Management

1. Contacts

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2. Recommendation

- 2.1 **That the Committee considers and notes the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.**

3. Background

- 3.1. This report provides an update on the current position of Business Continuity (BC) management arrangements within the council.
- 3.2. This report also covers a brief overview of the Council's performance in relation to the health, safety and welfare of its staff and anybody else affected by its undertaking.

4. Outcomes to be achieved

- 4.1. To ensure that the Council has a robust business continuity management system that is simple to use in the event of a business interruption.
- 4.2. To ensure that the Council is assessing its performance for Health and Safety adequately and concentrating its H&S resources in the correct areas to make improvements.

5. Progress Report for Business Continuity (BC) Management

- 5.1 The Corporate H&S team have undertaken health-checks on BC plans and as part of this exercise have also challenged SLT and Divisional Managers on the mitigation identified in the plans.
- 5.2 First 3-day and over 3-day BC plans and critical staff list are currently stored on the Council's X drive and also on Resilience Direct (Government website for emergency planning - hosted off site).
- 5.3 Cloud storage is currently being considered by the IT service. This would be used to store key documents (that currently have to be stored on the desktop of key personnel's laptops).

- 5.4 The Council's ability to reinstate IT functions after a major loss has always been the biggest concern. It could take at least 3 months to reinstate some of the Council's critical IT software following a major incident involving the loss of servers, e.g. fire, theft, cyber-attack, etc. There is however a good level of mitigation in place to protect against such activities.

Having the ability to switch over to back-up servers would put the Council in a much stronger position to recover quickly after a major incident. Therefore, a project is currently underway to assess the feasibility and cost of building a purpose-built server room at the depot to either house back-up servers or to become the main server room and East Pallant House (EPH) server room to house the back-up server. This project is due to conclude and present its findings by the end of October.

- 5.5 A business continuity exercise is currently being planned for the Autumn. This will involve setting SLT a scenario of a business interruption and testing the plans.

6. Health and Safety Management

6.1 Total accidents for each year

Year	No of incidents
2015 - 2016	74
2016 - 2017	101
2017 - 2018	92

The total number of accidents/incidents/near misses in the year 2017-18 have decreased by 9% compared to the previous year.

Service areas are required to record and submit, to the Corporate H&S team, all (including those that are minor) accidents, incidents and near misses. These are all included in the accident statistics in this report. It is important for all accidents, incidents and near misses to be recorded and reported to the Corporate H&S team to enable trends to be identified. This can prevent significant accidents or incidents occurring in the future.

6.2 Total number of RIDDOR incidents for each year

Year	Total RIDDOR	>7 days absent	Public to hospital	Major	Dangerous Occurrence
2015 - 2016	5	4	0	1	0
2016 - 2017	3	3	0	0	0
2017 - 2018	2	2	0	0	0

There were 2 RIDDOR reportable accidents in the 2017-18 period. The manual nature of the work at the depot means that there will inevitably be some injuries, pulled muscles, twisted ankles, etc. that prevent the injured party from being able to return to work within 7 days. We had one operative that slipped on grass and had a suspected

snapped tendon and another who suffered a twisted ankle and damage to his shin when moving a wheeled bin that bounced back on him due uneven ground.

RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) are certain categories of accidents that are reportable to the enforcing Authority - HSE (Health and Safety Executive). These include:

- deaths at work
- major injuries (broken bones etc.)
- over 7-day injuries (injuries that result in the person being unable to return to work within a 7-day period); and
- members of the public being taken from the scene to hospital due to an accident that was potentially caused by poor safety management or a physical defect with a building or equipment.

6.3 Accidents by Type

Accident Type	2015 - 2016	2016 - 2017	2017 - 2018
Exposed to, or in contact with, a harmful substance	0	3	0
Fell from a height	4	2	0
Hit by a moving, flying or falling object	10	6	10
Hit by a moving vehicle	2	0	0
Hit something fixed or stationary	7	14	9
Injured by an animal	1	16	6
Injured while handling, lifting or carrying	13	14	14
Near Miss	14	18	23
Not in connection with work activity	5	4	3
Other kind of accident	1	3	3
Pre-existing medical condition	1	2	0
Slipped, tripped or fell on the same level	10	17	20
Contact with electrical discharge	0	1	0
Contact with sharps*	6	0	0
Contact with moving machinery or material being machined	0	1	4

The number of 'Near miss' incidents increased in the 2017-18 period which is excellent as the Corp. H&S team have continued to encourage service areas to report near misses. Several years ago we received no near miss reports (and this is common within organisations). Near misses allow us to check for trends and to identify areas for audit and inspection or minor intervention to prevent future accidents/incidents.

The number of accident/incidents in the category of 'Injured by an animal' increased significantly in 2016-17 due to the category being used to capture wasp stings to Chichester Contract Services (CCS) staff. There were 3 wasp stings in the 2017-18 period.

'Slips, trips and falls' remains one of the main causes of accidents in workplaces in the UK (according to HSE statistics). We've seen a significant increase in these types of accidents since the 2015-16 period. These are mainly attributable to CCS activities and specifically waste collection. It is to be expected that CCS will suffer a high

number of slips, trips and falls due to the nature of their work, i.e. distance walked by operatives, the terrain, etc. However, this still appears to be linked to the pace of work by operatives and the care given to their work tasks. We have focussed on this in 'Safetywatch'. We have raised pace of work in all of our observations – acknowledging good and bad practice. We will continue to monitor this.

The category 'Hit something fixed or stationary' has returned to a lower number in 2017-18 – again, these have resulted in very minor injuries. These are typically operatives walking into fixed objects like walls, gates, cars etc.

6.4 Accidents by Location

	2015 - 2016	2016 - 2017	2017 - 2018
Location	Total number of incidents	Total number of incidents	Total number of incidents
Car Park	4	5	3
Depot, Yard or Tip	6	6	14
External Building Feature	0	0	2
Foreshores	0	3	1
Internal Building Feature	2	0	1
Kitchen or Welfare Area	1	0	2
Office	3	10	2
Other	2	1	3
Parks & Open Spaces	5	7	5
Reception / Public Area	6	10	5
Third Party Premises	5	5	3
Vehicle, Roadside or Round	40	53	48
Workshop	0	1	3
Total	74	101	92

Total accidents within the 'Depot, Yard or Tip' doubled in the 2012/18 period. These were looked at closely and there are no trends, other than 3 insect stings. Apart from 1 near miss there were no accidents/incidents that related to a physical defect of the depot building. The near miss related to spalling concrete falling from roof height in the workshop – the building was surveyed following the incident and remedial works will be undertaken as part of a bigger project of improvement works.

6.5 Training Courses delivered in the 2017 – 2018 period

Course Title	Attendees
Asbestos Awareness	41
Display Screen Equipment Workshop	6
Fire Awareness Training	1
Manual Handling Awareness	17
Risk Assessment	10
Risk Assessment Workshop	5
Fire Warden Training	20
Evacuation Chair Training	10
First Aid Workshop	10
First Aid at Work (3 day)	14
Ladder Safety	17
Fire Risk Assessment – Resp. Persons Briefing	9
Emergency First Aid at Work Course	4
Constructions and General Site Safety Awareness	10
Fire Awareness - DVD	9

Electrical Safety Awareness	19
Conflict Mgt & Physical Intervention	31
NEBOSH Award in Health and Safety	1
Physical Intervention – Violence & Aggression Response Team	10
Dealing with Difficult Situations - HS	37
Manual Handling – Train the Trainer Refresher	6
Permit to Work	9
NEBOSH - H&S for Supervisors and Managers Refresher	15
Vibration Awareness	33
Total Attendees	361

6.6 Vibration Management

The health and safety enforcement authority for this Council is the Health and Safety Executive (HSE). The HSE have conducted visits to all of the local authorities nationwide to check that vibration risk is being managed appropriately. They focussed on the grounds maintenance function (as it involves the use of equipment that creates vibration and can cause vibration-related health conditions to the operative, e.g. vibration white finger). The HSE inspector visited our depot in September 2017 and was satisfied with our management of vibration. A few of our neighbouring authorities received formal action from the HSE in respect to improvements required. We have shared our policy, procedures and guidance across the Sussex authorities.

6.7 Health and Safety Compliance Monitoring – ‘Safetywatch’

The overall purpose of the Safetywatch scheme is not only to monitor that the workforce at CCS is working in compliance with the procedures/work instructions/risk assessments but to promote engagement with the workforce on health and safety matters. In addition to Safetywatch, formal ‘crew monitoring’ is undertaken by the supervisors in the waste team. We have had a full 12-month period of Safetywatch and have found it to be extremely successful in engaging with the workforce and working with them to recognise good practice and improve safety. Due to the number of different types of collection rounds, and due to extending Safetywatch to grounds maintenance and street cleansing teams we will only be able to conduct 1 visit per crew rather than the proposed 2 visits per year as originally thought. Grounds and Streets each have 3 Safetywatch visits per year. We issue green coloured cards to the crews for the good practices seen, yellow cards for practices that need improvement and red cards for any serious poor practices seen. All crews received green cards in the first 12 months, several received yellow cards and no red cards were issued.

6.8 Leisure Centre Contract Audits

The Corporate H&S team undertake H&S audits of each of the 3 leisure centre sites operated by Everyone Active. The main areas of focus are fire safety and legionella management plus 1 area of focus for each site that is determined by their H&S performance in terms of accidents/incidents data. The audits have not highlighted any significant issues in the 2017-18 period.

7. Resource and legal implications

7.1 There could be legal implications of not having a robust business continuity management system. If the Council is not adequately prepared for a business

interruption then some of its statutory functions may not be capable of being performed.

7.2 There are legal implications of not complying with health and safety legislation i.e. imprisonment of individuals, fines for the organisation and/or individuals.

8. Community impact and corporate risks

8.1 There is a corporate risk of not having a robust business continuity management system as there would be financial, reputational and legal implications of not being capable of continuing to provide a service to the public.

8.2 There is corporate risk of not complying with H&S legislation due to a risk of legal action against the Council. This is a financial risk to the Council through potential prosecution, fines, increase in civil claims, increased insurance premiums, risk of personal and/or corporate liability and reputational damage.

9. Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change and Biodiversity:		✓
Human Rights and Equality Impact:		✓
Safeguarding and Early Help:		✓
General Data Protection Regulations (GDPR):		✓

10. Appendices

None

11. Background Papers

None