

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE 24 November 2015

Corporate Health & Safety and Business Continuity Management

1. Contacts

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2. Recommendation

- 3.1 That the Committee considers and notes the report.

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 Chichester District 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 Chichester District 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. BC plans covering the first 3 days and over 3 days of there being a business interruption have been written by service teams and are stored on one of the Council's IT drives. This includes a list of all of the critical staff and their contact details. We are in the process of identifying one of the Council's existing web-hosted programs to store the documents to ensure they're available in the event of CDC losing its IT servers.
- 5.2. The existing Covalent software system is being used to remind Heads of Service to review their plans and the critical staff list on a 6-monthly basis. This will also be used as an auditing tool.
- 5.3. A BC exercise took place in December 2014. This involved CMT and was unannounced. It involved a mock-up of a major fire within EPH which resulted in losing the majority of the office accommodation and IT. The plans were used and a number of actions to improve them were identified as a result. Those

actions were subsequently completed. A further BC exercise took place with the Head of Service for Business Improvement as the first exercise had identified how critical the teams within this service were to ensuring that the Council recovers during and after a business interruption.

- 5.4. Audits of the BC plans will be conducted by the Corporate H&S team over the next few months. Following this, we shall be requesting an external review of our BC resilience by the Council's insurer, Zurich as part of our risk management allowance.

6. Health and Safety Management

6.1. Total accidents for each year

Year	No of incidents
2012 - 2013	270
2013 - 2014	261
2014 - 2015	300

Service areas are required to record and submit, to the Corporate H&S team, all accidents and incidents, including very minor accidents 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 that can prevent significant accidents or incidents occurring in the future.

It is important to note that 178 of the accidents are categorised as 'not in connection with the work activity' which means they are not as a result of failures of the Policy, organisation or management of the Council.

6.2. Total number of RIDDOR incidents for each year

Year	Total RIDDOR	>7 days absent	Public to hospital	Major	Dangerous Occurrence
2012 - 2013	9	8	1	0	0
2013 - 2014	4	3	0	0	1
2014 - 2015	4	3	1	0	0

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.

Our RIDDOR figures remained the same in 2014/15 as the previous year. Those figures do not give cause for concern as the majority arise from over 7-day injuries caused by musculoskeletal injuries arising from bin collection activities which often take more than 7 days rest to recover.

6.3. Incidents by injured person category for each year

Year	Staff	Public	Agency	Other	Total
2012 - 2013	95	173	1	1	270
2013 - 2014	92	160	7	2	261
2014 - 2015	109	184	5	2	300

Nearly all of the accidents to members of the public relate to Westgate, Bourne and Grange Leisure centres. Many of these relate to injuries suffered during sports activities (deemed not in connection with the work activity) and do not relate to deficiencies in health and safety management.

6.4. Accident Type

*new category

Accident Type	2012 - 2013	2013 - 2014	2014 - 2015
Exposed to fire	2	0	0
Exposed to, or in contact with, a harmful substance	4	3	1
Fell from a height	2	0	4
Hit by a moving, flying or falling object	19	21	15
Hit by a moving vehicle	3	3	1
Hit something fixed or stationary	11	21	18
Injured by an animal	1	4	3
Injured while handling, lifting or carrying	28	21	23
Near Miss	11	12	20
Not in connection with work activity	151	151	178
Other kind of accident	2	3	2
Pre-existing medical condition	4	0	4
Slipped, tripped or fell on the same level	31	22	19
Contact with electrical discharge	0	0	1
Contact with sharps*	0	0	8
Trapped by something collapsing	0	0	1
Contact with moving machinery or material being machined	0	0	1

6.5. Accident by location work/non work related

	2012 - 2013		2013 - 2014		2014 - 2015	
Location	Total number of incidents	Work related incidents	Total number of incidents	Work related incidents	Total number of incidents	Work related incidents
Cafe	2	0	2	0	4	1
Car Park	3	2	7	2	6	3

Changing Rooms	8	3	14	2	11	1
Dance Studio (Minerva)	1	0	1	0	5	0
Depot, Yard or Tip	13	12	14	14	14	13
External Building Feature	0	0	0	0	3	2
Gym	10	1	13	0	11	2
Health Suite	5	2	1	0	1	0
Industrial Park	0	0	0	0	0	0
Internal Building Feature	0	0	0	0	6	6
Kitchen or Welfare Area	3	3	3	2	3	3
Office	5	4	13	11	4	4
Other	0	0	0	0	1	1
Parks & Open Spaces	3	3	7	5	9	5
Plant Room	0	0	0	0	1	1
Pool	62	13	70	8	70	6
Reception / Public Area	18	7	13	5	14	4
Roof / Loft	0	0	1	1	0	0
Skate Park	13	1	6	0	10	0
Sports Hall	61	10	39	3	63	8
Third Party Premises	1	1	5	5	6	5
Vehicle, Roadside or Round	59	54	48	47	56	55
Workshop	3	3	4	3	2	2
Total	270	119	261	108	300	122

6.6. It appears from the statistics that the annual figure for accidents has increased each year for the last 2 years. There are several reasons for this:

- The Grange Centre was opened at the beginning of the 2014/15 period and has increased the number of reported accidents, as expected;
- The number of accidents 'not in connection with the work activity' increased by 26 in 2014/15 – this again is partly due to the Grange Centre;
- Near Miss reports nearly doubled in 2014/15. This is due to the Corp. H&S team actively encouraging near miss reporting. There is still some way to go in encouraging this further. The purpose of encouraging near miss reporting is to identify trends that could prevent actual accidents occurring.

6.7. H&S Training Courses

Course Name	Number of Staff Trained
Asbestos Awareness	14
Conflict Management & Physical Intervention	38
COSHH – Managing Hazardous Substances	8
Defibrillator Training	7
Emergency First Aid at Work	4
Evac Chair	2
Fire Awareness	29
Fire Warden	1
First Aid – 2 day Refresher	5
H&S Induction	38

Ladder Safety	6
Legionella Awareness Briefing	1
Manual Handling Awareness - Practical	36
Manual Handling – Computer based training	2
NEBOSH Award in H&S – 3 days	2
NEBOSH Refresher – 1 day	15
Permit to Work	33
Risk Assessment Workshop	15
TOTAL	256

7. Alternatives that have been considered

7.1. Not applicable

8. Resource and legal implications

8.1. 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.

8.2 There are legal implications of not complying with Health and Safety legislation, i.e. imprisonment of individuals, fines for the organisation and/or individuals.

9. Consultation

Not applicable

10. Community impact and corporate risks

10.1. 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.

10.2. 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 reputation.

11. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Safeguarding		✓
Other (Please specify): eg Biodiversity		

12. Appendices

Not applicable

13. Background Papers

Not applicable