

**REPORT TO:** SCRUTINY COMMITTEE RESOURCES  
**Date of Meeting:** Scrutiny Committee Resources – 18 November 2015  
**Report of:** Assistant Director Environment  
**Title:** Health and Safety at Work Update

**Is this a Key Decision?**

No

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

1.1 This update forms part of the Corporate Health and Safety Management System and is designed to provide Members with an all-round briefing on the 'state of play' in corporate health and safety.

More detailed information on the items raised can be obtained from Robert Norley, Assistant Director Environment and Paul Barton, Principal Health and Safety Officer.

**2. Recommendations and Reasons for the recommendation:**

2.1 That Members note the Annual Health and Safety Report 2014 / 2015 at Appendix I.

2.2 To provide the Council with an annual report on the strategic health and safety at work performance of the Council during the financial year 2014 / 2015 to ensure that Members are aware of key health and safety considerations affecting the Council.

**3. What are the resource implications including non financial resources.**

3.1 For the purposes of this information report, there are no resource implications, including non-financial resources.

**4. Section 151 Officer comments:**

4.1 As per above, there are no specific financial implications contained in this report. However the report forms an important part of the Council's plans to mitigate financial loss through insurance claims citing negligence on behalf of the Council.

4.2 It should be noted that the former capping of £20,000 for a fine at magistrates court under the Health and Safety at Work Act 1974 has been lifted and changed to 'unlimited'. The financial implications of failing to comply with health and safety at work are therefore now unlimited fines at both magistrates and crown courts.

**5. What are the legal aspects?**

5.1 This report informs Members of the organisation's systems for health and safety at work, in compliance with the Health & Safety at Work etc. Act 1974.

**6. Monitoring Officer's comments:**

6.1 The Monitoring Officer has no issues to raise on the content of this report.

**7. Report details:**

The following matters of importance are highlighted from Appendix I, Appendix II and Appendix III:

- Maintain commitment to the Corporate Health & Safety Action Plan via the 'Revitalising Health and Safety' drive
- Reduce the incidence of accidents & injuries through ongoing risk assessment & safety management commitment
- Review health and safety training throughout the organisation
- Develop approaches across re-structured directorates to ensure that health and safety management techniques are straightforward and 'user-friendly'
- Continue and complete noise at work risk assessment reviews throughout the organisation
- Continue close monitoring of contractors to ensure their compliance with health and safety regulation and with particular regard to the Control of Asbestos Regulations 2012, the Control of Substances Hazards to Health Regulations 2002 – the latter to include particular emphasis on compliance with the approved code of practice for the control and management of legionella bacteria in proportion to risk assessment findings.
- Continue to adopt a corporate and consistent approach to health and safety compliance through use of the AssessNET tool, noting and agreeing exceptions to this method as they arise. Particular emphasis needs to be given to workplace safety inspection and risk assessment review.
- Consider the pathways to attainment of quality management accreditation in health and safety via ISO 45001.

## **8 How does the decision contribute to the Council's Corporate Plan?**

8.1 To help maintain a safe and healthy city, and run an efficient Council.

## **9. That risks are there and how can they be reduced?**

9.1 The Council's health and safety management system examines risks and prioritises mitigation of these risks.

## **10. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

10.1 This report informs Members of the Council's health and safety management system, which contributes to health & wellbeing. There are no impacts on the other criteria.

## **11. Are there any other options?**

11.1 Not applicable to this report

**Paul Barton - Principal Health and Safety Officer**  
**Robert Norley - Assistant Director Environment**

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None



# Internal Health and Safety Report 2014 – 2015

A handwritten signature in black ink that reads "R. Norley".

Robert Norley  
Assistant Director (Environment)

Author: Paul Barton, Principal Health & Safety Officer  
Issue Date: 11<sup>th</sup> June 2015

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## INTRODUCTION

This document is Exeter City Council's Internal Health & Safety Report for the financial year 2014-2015. The Council's management of health & safety at work during this period is examined via the components of successful health & safety management as determined by the Health & Safety Executive (HSE)<sup>1</sup>.

## I. KEY FACTS

- Following a review of the Council's Health and Safety Management System in 2012-2013 a decision was made by the Senior Management Team to 'Revitalise' Health and safety Management. 'Revitalisation' has continued during financial year 2014-2015.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) there was one accident that kept staff off work for more than seven days as a direct result of the injury, one diagnosed with an occupational disease, three members of the public taken to hospital following accidents on Council premises, one fire and one dangerous occurrence. This is more than twice the amount of RIDDOR reports made last year (i.e. there were three reports last year).
- There were eighty-four safety incidents reported during the year compared to last year's count of ninety-four and these are detailed in section 3.3.
- There were no Fee for Intervention actions, Improvement Notices or Prohibition Notices served on the Council.

## II. KEY TASKS

- The Corporate Health & Safety Action Plan is driven by the 'Revitalising Health and Safety' drive. Progress to date is shown in table 1 of this report.
- Further key tasks of a proactive nature were identified throughout this period and these appear on the Health & Safety Monitoring Matrix, which is sent via email to all managers throughout the Council on a quarterly basis.
- Tasks of a reactive nature that have arisen during the period covered by this report are also shown on the Health & Safety Monitoring Matrix.
- Key tasks are discussed in detail in Section 3, 'CHECK'.
- Key tasks for the forthcoming year, 2015 / 2016, are summarised as follows:
  - Maintain commitment to the Corporate Health & Safety Action Plan via the 'Revitalising Health and Safety' drive
  - Reduce the incidence of accidents & injuries through ongoing risk assessment & safety management commitment
  - Review health and safety training throughout the organisation
  - Develop approaches across re-structured directorates to ensure a straightforward 'user-friendly' health and safety management techniques
  - Continue and complete noise at work risk assessment reviews throughout the organisation

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<sup>1</sup> HSE Guidance HSG65 refers.

- Continue close monitoring of contractors to ensure their compliance with health and safety regulation and with particular regard to the Control of Asbestos Regulations 2012, the Control of Substances Hazards to Health Regulations 2002 – the latter to include particular emphasis on compliance with the approved code of practice for the control and management of legionella bacteria in proportion to risk assessment findings.
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- Continue to adopt a corporate and consistent approach to health and safety compliance through use of the AssessNET tool, noting and agreeing exceptions to this method as they arise. Particular emphasis needs to be given to workplace safety inspection and risk assessment review.

## **SECTION 1 – PLAN**

### **1.1 STATEMENT OF GENERAL POLICY**

- 1.1.1 The Council's Statement of General Policy and the organisation and arrangements necessary to carry it out are available for viewing on the Council's websites – external internet page <http://www.exeter.gov.uk/index.aspx?articleid=4833> and intranet link on <http://intranet/index.aspx?articleid=2629>.
- 1.1.2 The Statement of General Policy is dated 2013 and will be reviewed in 2016. The organisation and arrangements to carry out the policy were reviewed in September 2014 (policy issue date was January 2015) to reflect the current senior management structure and include System Lead profiles.

### **1.2 PROCEDURES**

- 1.2.1 Procedures are identified through various risk control measures, some of which are detailed in 'Safe Working Practices' that are in place throughout the Council. Risk control measures, including Safe Working Practices (SWP), are arrived at through risk assessment.
- 1.2.2 A Corporate Risk Assessment 'register' is operated through City Net, our on-line intranet system and trained Risk Assessors are in place across services. In a move towards a single corporate health and safety management system 'toolkit', a risk assessment module was added to the Council's 'AssessNET' licence in February 2015. A transfer of risk assessment records and activity from City Net to 'AssessNET' will take place over the coming two years, with the aim of discontinuing the City Net system by end of financial year 2016 / 2017.
- 1.2.3 All employees following SWPs within their respective services must sign the SWP with their line manager. A list of current SWPs is also found on City Net, our on-line intranet system.

### **1.3 PLANNING FOR ACTIVE MONITORING**

- 1.3.1 Health & Safety reviews of services take place as part of the active monitoring process and are carried out by the Principal Health and Safety Officer (PHSO) and the Safety and Asbestos Officer (SAO). Reviews during year 2014 / 2015 have focussed on noise at work compliance within selected services, work at height safety in general, plans of work for non-

licensed asbestos work by contractors and machine guarding at the Materials Reclamation Facility.

- 1.3.2. Reviews planned for next year intend to focus on continued monitoring of noise at work risk assessment, general risk assessment within newly re-structured teams and ongoing buildings compliance as resulting from last year's Buildings Compliance Review.
- 1.3.3. Health & Safety audits are carried out by Internal Audit and planned into their work schedule accordingly.
- 1.3.4. The ECC Contractors Code of Practice was revised to include clearer guidance to contractors on asbestos in referral to asbestos management plans and the type of survey that might be required. A 'declaration of conformity' was added at the end of the Code of Practice for the contractor to sign and return to the Council.

## **1.4 PLANNING FOR EMPLOYEE HEALTH AND WELLBEING**

- 1.4.1 A programme of low-key health surveillance for the Materials Reclamation Facility (MRF) employees is ongoing. A schedule of health monitoring includes lung function tests (lower level), a general health questionnaire and hand skin health inspection. This is led by the Environment Directorate.
- 1.4.2 Ongoing monitoring of radon gas takes place at the Underground Passages, with the Facilities Manager trained as a Radon Protection Supervisor. Detailed records are kept of employee time spent in the Passages and the Heritage Centre. An information briefing is handed to all contractors that visit to work in the Passages regularly or for 'one-off' contracts. This is led by the Economy Directorate.
- 1.4.3. Parks and Open Spaces and Fleet continue to lead on risk control of hand arm vibration syndrome (HAVS) with monitoring equipment for accurate record keeping of machine ratings and, if necessary, to monitor individual employees identified as potentially vulnerable through health surveillance questionnaire returns to Occupation Health. Full use of the monitoring tool is being realised as the ongoing programme is applied to machines in Parks, Cemeteries and Street Scene. The database for the equipment record keeping is controlled by the Fleet Office. This is jointly led by the Public Realm Directorate (Parks, Cemeteries and Street Scene) and the Environment Directorate (Fleet).
- 1.4.4 Under the Control of Asbestos Regulations 2012 tradesmen employed by the Council are now undergoing health surveillance in relation to certain non-licensed work with asbestos that must nowadays nonetheless be notified to the Health and Safety Executive. The Safety and Asbestos Officer (SAO) arranges for an approved physician to undertake the health surveillance, which comprises lung function test. This is jointly led by the Environment Directorate (SAO) and the Corporate Manager Property Services (BES).

## **SECTION 2 – DO**

### **2.1 RISK PROFILE – IDENTIFICATION OF PRIORITIES**

#### **2.1.1. FIRE RISK MANAGEMENT**

Fire remains the risk with greatest likelihood of killing the most number of people in the shortest space of time in a workplace. The severity remains high but the likelihood has been greatly reduced over many decades by improvements to buildings design, fire

protection systems, and fixtures and fittings standards. Notwithstanding, fire safety training remains a mandatory requirement for all employees. Different levels of training are required for different levels of fire safety management responsibility – for example, a Building Manager’s fire safety training is more extensive than that of a Customer Services Officer and so on. Fire evacuation drills constitute a part of mandatory training for all employees.

A list of fire and emergency evacuation drill compliance dates during 2014 – 2015 for Council buildings containing employees is given in Table 2. Fire safety training is a statutory requirement and is the starting point for safety in the workplace.

During this year there were three small fires. These occurred at the Ark, at RAMM and on Topsham Ferry.

## 2.1.2. ASBESTOS

Asbestos is a risk if its fibres are released into the air. Past exposure to asbestos currently kills around 4,000 people a year and this number is expected to go on rising at least until 2016. There is no cure for asbestos related diseases (*HSE INDG 223, 2013*). Many Council buildings contain asbestos. To manage the risks associated with asbestos fibre release a number of key officers have received training to help services manage asbestos in their buildings, as well as to coordinate and monitor the work of contractors in Council premises where asbestos is present. Following a series of incidents in Housing relating to asbestos release last year, the Housing Directorate is to appointed a Health and Safety Compliance Lead officer and a Works Surveyor dedicated to asbestos safety compliance. Asbestos release incidents involving contractors have dropped slightly this year, nonetheless spot checks of contractors working on Council premises, especially social housing stock, should remain a priority during the forthcoming year. The Safety and Asbestos Officer (SAO) remains the corporate lead expert adviser on asbestos related matters and is able to provide all Council services with a mobile site response advisory service during weekday office hours.

This year the Council have joined the Asbestos Control and Abatement Division (ACAD) at no cost. The aims and objectives of ACAD include acting positively to promote best working practices, providing accurate information to members and the industry as a whole and to work closely with statutory bodies such as the HSE and the Environment Agency.

## 2.1.3. MACHINE SAFETY

### 2.1.3.1

Following last year’s review of lift motor room machinery in Council buildings, quotations have been sought by building managers for improved machine guarding in these restricted access areas. A status report is to be submitted to Property Services by SAO.

### 2.1.3.2

The MRF undertook a risk assessment review of conveyor belt access points and other machine guarding in October 2014, following HSE’s findings into an arm amputation injury at a MRF in Kilmarnock (Scotland) in 2008.

### 2.1.3.3



Noise risk assessments are under reviewed in Parks, Open Spaces, Waterways, Cemeteries and the MRF in relation to machinery and noisy work equipment. Sampling is almost complete in all areas and exposure monitoring details are now being obtained.

#### 2.1.4. SAFE WORK AT HEIGHT

This year's review of safe work at height produced recommendations for improved collective fall protection and safe access arrangements for both Exeter Corn Exchange and RAMM roofs.

#### 2.1.5. TRANSPORT MANAGEMENT PLANS UPDATE

The Transport Management Plan for Exton Road Weighbridge Site was reviewed with a recommendation for resurfacing works and lighting improvements, both on the grounds of safety. Additionally, plans were put forward to revert Refuse Collection Vehicle parking to the Oakwood House and MRF site, as the site surface is stronger and more suitable for heavy vehicles. This is planned for May 2015. Lighting column heights and lamps at the Weighbridge are to be improved to provide compliant lighting levels at this site.

#### 2.1.6. LONE WORKING and VULNERABLE EMPLOYEES

Threatening incidents towards employees showed an increase from the start of this year and a review of lone and vulnerable working was advocated for all services. In the extensive Customer Access review a number of trigger factors for increased risk of threatening and actual violent behaviour from clients were identified. These factors included the forthcoming introduction of a grant based benefit funding system, an increase in the number of clients identified as needing to be seen by two officers for safety and an increase in the number of homeless cases presenting themselves at Reception. A recommendation was made and agreed for all customer-facing Customer Access employees to undergo refresher 'Breakaway' training by the end of 2015.

#### 2.1.7 LIFTING OPERATIONS and LIFTING EQUIPMENT

##### 2.1.7.1

Improvements to safety during boat craning operations at the Quay were made by the purchase of a boat trailer and cradle. Extensive training was carried out by the supplier.

##### 2.1.7.2

Authorisation was given to replace the lifting platform at the Queen Street entrance of RAMM with a proprietary passenger lift, following safety recommendations after two near miss incidents.

## 2.2 ORGANISE AND IMPLEMENT ACTIVITIES AND PLANS

### 2.2.1. MANAGEMENT SYSTEM IMPROVEMENTS (REVITALISING HEALTH AND SAFETY)

In June 2013 the Senior Management Team committed to 'Revitalising Health and Safety' within the organisation. 'Revitalising Health and Safety' details a 'roadmap' to successful health and safety management across the organisation via ten key compliance proposals: Policy and Communications; Organisational Planning; Control and Competence; Performance Management; Governance Arrangements; Political Engagement; Formulation

of Priorities; Investment in Infrastructure; Internal Regulation; The Role of Audit. The key compliance proposals are ongoing and an Action Plan provides progress at monthly intervals to the Key Partners Group for Health and Safety. Table 1 details progress during this year date with 'Revitalising Health and Safety'.

**Table 1: 'Revitalising Health and Safety'. Our progress to date**

Revitalise (Organise / Identify controls)	Implementation to Date
Policy and Communications	<p>Monthly report to SMT on overdue H&amp;S actions. (From June 2015 this will include a full copy of the H&amp;S Performance Matrix)</p> <p>Draft revision to Alcohol and Drug Policy finalised via Focus Group. To SMT Strategy during FY 2015/2016.</p> <p>Asbestos compliance in policy moved from AD Housing (formerly Housing and Contracts) to AD Environment.</p> <p>Legionella compliance management in policy moved from AD Housing (formerly AD Housing and Contracts) to Corporate Manager Property Services.</p> <p>Health and Safety Representatives now receive a month e-magazine.</p> <p>CDM 2015 is to be introduced from April 2015. A briefing was provided by PHSO in July 2014 in preparation and further briefings and training will be given from April 2015. The changes to CDM will mean changes to our Contractors Code of Practice and paragraph 5.7 of the Council's Management of Asbestos policy.</p>
Organisational Planning	<p>E-Academy became the Council's on-line interactive training medium. The health and safety content was review in October 2014.</p> <p>A corporate Event Notification form was introduced from February 2015 to consolidate notification for events on Council land, which was previous in departmental formats.</p> <p>Ladder safety inspection was revitalised. Four employees were trained as inspectors in July 2014 and the revitalised inspection programme commences from April 2015.</p> <p>Key Partners for Health and Safety were briefed on new competency standards in fire risk assessments in December 2014. Assessing the competence of potential consultants commenced in January 2015 and a procurement competency framework was sent out at the beginning of March 2015.</p>
Control and Competence	<p>Following last year's Buildings (H&amp;S compliance) Survey returns were examined during July 2014. A programme of works resulting from some of the findings in key buildings commenced from Autumn 2014 and is ongoing.</p>

		<p>Spot checks on contractor safety on Council sites were undertaken throughout the year. Contractors were informed of unsafe working practices at the Civic Centre and Mary Arches MSCP.</p> <p>Breakaway refresher training was recommended for frontline Customer Access employees.</p> <p>Internal Health and Safety is linked into the 'Exeter Active' pool project through the Client Lead (Build) to ensure client duties are met under CDM 2015. PHSO feeds into the project at scheduled meetings.</p>
Performance Management		<p>The Corporate Health and Safety Performance Matrix is sent quarterly to all SMT Members, relevant Council Officers, Trade Union H&amp;S Reps and Key Partners for H&amp;S on a quarterly basis. Outstanding actions are brought to SMT for scrutiny on a monthly basis.</p> <p>A biannual report is submitted to the Scrutiny Resources Committee for information only via SMT.</p> <p>AssessNET allows for performance mapping across all existing modules within the licence (Safety Inspection, COSHH Assessment and DSE Assessment). From April 2015 the Risk Assessment module will be added to eventually supersede the current system on City Net.</p> <p>Improvements to the timeliness and quality of accident reporting and investigation by team managers was required in January 2015. It was achieved by team briefings and a leading article in City Net News.</p>
Governance Arrangements		<p>All departments now have a representative at Key Partner Group for Health and Safety from March 2015.</p>
Political Engagement		<p>Meetings with Portfolio Holder and other Elected Members as necessary. Minutes from Key Partners for H&amp;S copied to the Modern Government portal.</p> <p>A Health and Safety information session was held for Elected Members on the evening of 29<sup>th</sup> October 2014.</p>
Formulation of Priorities		<p>Priorities are identified via risk assessment. The key document driving these priorities is the H&amp;S Performance Matrix, which is tabled at SMT monthly performance meetings.</p> <p>The mitigation actions in response to the priorities are the H&amp;S Plan, so that although the Plan may change from month to month as actions are completed and new actions identified, the focus of the H&amp;S Plan will be on corporate health and safety priorities.</p>
Investment Infrastructure	in	<p>In terms of the Capital Programme, where there is a clear health and safety risk to address, then information on risk rating in terms of corporate (health and safety) is used to prioritise the required work in terms of any risk posed to health and safety, and also identify other options to mitigate any risk. Any decision to prioritise funding, or</p>

	<p>otherwise, can then be properly informed and justified. An example of this in practice thus far includes the RAMM platform lift replacement and safe access to the roof at Exeter Corn Exchange.</p>
Internal Regulation	<p>This is driven through the H&amp;S Performance Matrix, the SMT Performance Monthly report and the Biannual Report to Scrutiny Resources.</p> <p>AssessNET allows for the monitoring of regulatory compliance through the various modules under the current licence. Use of this tool will be increased throughout the coming year. The longer term plan is to use this tool as the predominant medium for internal regulation, replacing the Performance Matrix spreadsheet, which is controlled by one person.</p> <p>The Principal Health and Safety Officer (PHSO) and Safety and Asbestos Officer (the two 'internal regulators') retain their collaborative approach to workplace assessments, but any assumptions there may be that the compliance recommendations are optional are being gradually being removed.</p>
The Role of Audit	<p>Internal Audit continue to review health and safety systems and processes. Their role in supporting the work of the PSHO has been further strengthened by involvement in the revision of new systems, such as AssessNET, and in auditing the operation of such.</p>

## 2.2.2 'ASSESSNET': OUR COMPLIANCE MONITORING TOOL

'AssessNET' is a modular health and safety compliance system. The Exeter City Council licence for AssessNET went live in July 2013. Other public sector organisations on the AssessNET client portfolio include the Houses of Parliament and The Met Office. Nearly all of our Health and Safety Management System can be run through AssessNET. Data is owned by Exeter City Council but stored and backed up remotely. The plan is to add further modules of AssessNET to the corporate licence, should this be acceptable to the Council. AssessNET is discussed further in this report under section 4 'Act'.

## 2.2.3. WORKER INVOLVEMENT

Worker involvement and consultation is the key to successful health and safety risk management. A number of newly promoted and existing supervisors received CIEH training as Risk Assessors in February 2015.

## 2.2.4 LOCAL IDENTIFICATION AND IMPLEMENTATION OF CONTROL MEASURES

Local meetings in higher risk services take place to review and implement control measures. The meetings serve both active and reactive monitoring. An example of active monitoring includes 'risk mapping' as part of risk assessment review and an example of reactive monitoring is examination of accidents to look into ways of preventing recurrence. Other topics include examination of health and safety aspects of new workplace equipment by a variety of employees of all grades, the PHSO, Trade Union Safety Representatives and non-union Workplace H&S Representatives. The meetings take place quarterly and the current groups are Street Scene, Waste and Recycling Operations and Waterways. A

recommendation to add another group, 'Parks, Open Spaces and Cemeteries' or to combine as a single Public Realm meeting has been made.

## **SECTION 3 – CHECK**

### **3.1 CORPORATE HEALTH AND SAFETY PERFORMANCE MONITORING MATRIX**

- 3.1.1. The Corporate H&S Performance Monitoring Matrix (the Matrix) is sent to the Deputy CEO, Assistant Directors, Corporate Managers, Unison and relevant Middle Managers every quarter throughout the year. From June 2015 the Matrix will be presented monthly to SMT Performance. Entries onto The Matrix are primarily arrived at through the health and safety audit and review process. This is termed 'active monitoring'. Other types of 'active monitoring' reach the Matrix via routes such as Key Partner Group for Health and Safety or the Quarterly Service Health and Safety Meetings. Similarly, an Assistant Director or a Corporate / Team Manager may identify (usually through risk assessment) a safety control measure that requires action to eliminate or reduce risk. If the PHSO concurs with the risk control measure then this too may appear on the matrix under 'active monitoring'.
- 3.1.2 Conversely, some entries arrive onto the Matrix through accidents, incidents and near misses. These are termed 'reactive monitoring'. Reactive monitoring will usually seek to implement risk management measures to prevent recurrence of an accident, or provide a target date for investigation into a particular trend in accident or injury patterns.
- 3.1.3. A copy of the Matrix at all four quarter stages during 2014/2015 is available from the PHSO. The final quarter Matrix for the year 2014/2015 contains thirty-nine entries, eleven of which were new entries during the quarter. Six entries were fully completed during the final quarter. The column indicating whether entries were 'reactive monitoring' or 'active monitoring' was removed last year on request from SMT.
- 3.1.4. Team Managers, Corporate Managers and Assistant Directors are encouraged to use the matrix as a support mechanism in their health and safety management. Timely confirmation to PHSO of actions that have been completed, in part or whole, help to demonstrate 'at a glance' the current corporate status of health and safety management within the Council.

### **3.2 ACCIDENT & INCIDENT MONITORING AND INVESTIGATION**

- 3.2.1 The accident and incident spreadsheets at Appendix I for notifications by type<sup>i</sup> and Appendix II for notifications by detail. The spreadsheets show that there were eighty-four safety incidents reported during the year, compared to ninety-four last year. Of the total eighty-four, seven were reportable to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) compared to three last year.
- 3.2.2. The seven RIDDOR reportable incidents comprised of three members of the public taken to hospital from the scene of an accident on Council owned land, one case of a reportable occupational disease, one injury that caused an employee to be absent from work for over seven days and two 'dangerous occurrences' (a short circuit leading to a fire that suspended operations for more than 24 hours and the overturning of a laden trailer on the highway). Table 2 provides details.

**TABLE 2: A BREAKDOWN OF THE RIDDOR INCIDENTS 2014-2015 AND MANAGEMENT RESPONSE**

RIDDOR Classification	Injury Incident /	Employment Group	Date	Location & details	Remedial Action / Response
Occupational Disease	Symptoms of HAVS	Public Realm: Parks and Open Spaces	Diagnosed 01/05/2014	HAVS confirmed by OH	Restricted use of machinery to below 100 points per day and increase in ongoing health surveillance from annual to six monthly check ups. Employee briefed on remedial measures (training completed during 2013)
+7	Sprained ankle	Environment: Waste Ops	23/05/2014	Stepped off tail lift and twisted foot, falling to the ground.	No defect in footway, full PPE was being worn. No indication of any health problem at the time of the fall. Operative had received training into trip and fall hazards that may be present during the normal course of operations. Operatives are not permitted to use the tail lift as a halfway step into the lorry and must fully ascend to the vehicle or descend the platform to the ground. Handrails were explored but not reasonably practicable for this type of vehicle and operation. A full safety review of all tail lifts was undertaken.
Dangerous occurrence	Fire caused by electrical short-circuit preventing operations for 24 hours or more.	Public Realm: Waterways	14/09/2014	Engine fire on Topsham Ferry	Engine replaced. Emergency action plan review planned for season 2015. Emergency procedure was well handled on the day by the Ferryman.
Member of Public to hospital from scene of accident	Infant fractured femur in fall from play equipment	Public Realm: Parks & Open Spaces	23/08/2014	Bury Meadow Park on obstacle course equipment.	Item inspection records were up to date. Younger children's play area clearly marked. Infant was on a challenging piece of equipment in the older children's area with parent/guardian some distance away.
Member of Public to hospital from scene of accident	Head injury / Fatal	Democratic & Civic Support / Customer Access	18/11/2014	Elderly lady collapsed outside main reception and struck her head on our pavement.	Accident not attributed to pavement or other buildings / site defects. IP may have suffered a heart attack or similar medical episode causing her to suddenly collapse..
Dangerous Occurrence	Failure of load bearing equipment	Public Realm: Parks and Open Spaces	20/11/2014	Laden trailer overturned on carriageway in Marsh Barton.	Review of risk assessment for tractors and trailers. Change of location for green waste run. LANTRA training course as new or refresher for all tractor operators.
Member of Public to hospital from scene of accident	Head injury	Democratic & Civic Support / Customer Access	03/12/2014	Elderly female visitor fell on internal bridge between phases 1&2 and struck her head on the edge of a 'Door-guard' propped open fire door.	No defects on flooring. Threshold strips in place. Regular elderly visitors for Retired Members Group are now offered the ground floor rooms in Phase 2, nearer to reception, rather than have to walk to the lifts in phase 1.

3.2.3. Manual handling injuries decreased this year to sixteen from to twenty-six previously), as did slips-trips-fall injuries to fourteen this year, compared to twenty last year (2013/2014) and twenty-nine the year before that (2012/2013). Injury from slips, trips and falls shows a significant reduction, in spite of the general reduction in the overall FTE establishment. Injuries involving members of the public dropped from ten to seven, although, as mentioned in 3.2.2, three of these were major injuries reportable under RIDDOR.

- 3.2.4 There was an increase in incidents of personal threats to employees this year to fifteen, up from ten during last year. Physical assaults were also up to three from a single incident last year. Two of the assaults were on Agency Workers.
- 3.2.5 No voluntary workers were injured this year.
- 3.2.6 Six workers were injured when working under contract for Exeter City Council this year, which is the same number as last year, and five workers were exposed to a substance hazardous to health when working under contract for Exeter City Council. In all of the five latter cases the substance hazardous to health was asbestos.
- 3.2.7 The Exeter City Council incidence rate for the overall over-seven day injuries is 164.5 and significantly below the national average of 233.1 per 100,000 employees<sup>2</sup>. The diagnoses of one employee with HAVS this year gives our incidence rate for 'ill health [diagnosed] by doctors and specialist physicians' is at 124.07 per 100,000 employees, which is below the national average of 130 per 100,000 employees. These figures are based on our full time equivalent employee establishment of 608 at 31<sup>st</sup> March 2015.
- 3.2.8 All accidents and incidents are investigated and risk assessments are reviewed following accidents and incidents. Where risk assessments and safe working practices are reviewed, all employees involved must be consulted on any changes proposed to reduce risk. Indeed, employees are often the most valuable source of information on how tasks are progressing and are best placed to contribute ideas for improvements in safety.

### 3.3 FIRE AND EMERGENCY ACTION DRILL COMPLIANCE

All buildings that are places of work are required to exercise at least one fire evacuation drill a year, preferably a minimum of two. In certain Exeter City Council buildings evacuation drills are problematic and where this is the case other measures to ensure training and awareness of what to do in the event of a fire are implemented. Table 3 details dates of compliance and other information.

**Table 3. Fire evacuation drill returns during financial year 2014 / 2015**

<b>Building</b>	<b>Evacuation / Evacuation Drill Date</b>	<b>Comments / Observations</b>
Belle Isle Depot	24/02/2015	
Bridge Rd Tractor Depot	See comments	Less than 5 at any one time. All briefed on separate fire procedure. Fire action plan displayed
Civic Centre	20/04/2015	
MRF	02/01/2015 02/02/2015	
RAMM Queen St	02/01/2015	
RAMM Ark	22/06/2014	Fire at walk in freezer
RAMM St Nix	See comments	Temporarily closed

<sup>2</sup> HSE Annual Statistics Report for Great Britain 2012 /2013 (NB 2014 / 2015 is not available at the time of writing and 2013 / 2014 contains a caveat that 'direct comparison of the latest year with the previous year should be avoided' and this is due to the change in RIDDOR that took place in October 2013)

RAMM Top floor Bradninch Place	No information	
The Guildhall	October 2014	During Full Council. Under 1 minute and 30 seconds evacuation time from main hall.
Underground Passages & Tourist Information Centre	09/09/2014 10/03/2015	Land Securities control planning of fire drills and control the main panels. (NB Savills for Princesshay from now on)
St Stephens House	09/09/2014 10/03/2015	Land Securities control planning of fire drills and control the main panels.
Quay House Visitor Centre	See comments	Transferred to Custom House May 2015.
Multi Storey and Underground Car Parks  (including Guildhall Shopping Centre Office; John Lewis Barrier Office and DCC Staff Room; Leighton Terrace Sweepers Staff Room)	See comments	Extensive drills carried out during 2012 / 2013. Awaiting review of fire action plans as CEOs have become County Council employees on a different radio network.
Exeter Corn Exchange	<ul style="list-style-type: none"> <li>• 06/03/2014/</li> <li>• 11/01/2015</li> <li>• 25/08/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Activation in NCP – vandalism</li> <li>• Activation in Buffet City – hot work</li> <li>• Activation in Buffet City - unknown</li> </ul>
The Matford Centre and the Livestock Centre	25/08/2014	
Oakwood House	No information	
Glencoe STA	No information	
Exeter Business Centre	01/04/2015	
Workshop Exton Rd	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Workshop Waterways	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Workshop Exmouth Buoy Store	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Older and Vulnerable Persons Accommodation (Faraday House, Rennes House, Russet House, Weirfield House)	See comments	Procedures under review in terms of stay-put policy or autonomous evacuation – NB most buildings have visiting Wardens or Housing Officers and no permanent Warden on site.



Higher Cemetery Staff Room	See comments	Less than 5 at any one time. All operatives briefed in fire procedure. Fire action plan displayed
Exwick Cemetery Staff Room & Sweeper Shed	See comments	Less than 5 at any one time. All Operatives briefed in fire procedure. Fire action plan displayed
Verney House	03/10/2014	

## SECTION 4 – ACT

### 4.1 INTERNAL AUDIT

- 4.1.1 Internal Audit's report onto DSE Assessment compliance across the Council led to the introduction of the AssessNET DSE Module. Training of managers and supervisors in use of the module took place during the summer and autumn of 2014 and the spring of 2015.
- 4.1.2 During the coming year 2015 /2016 Internal Audit will review risk assessment compliance across the Council. Their findings will be in report form and on the agenda for Key Partners Group for Health and Safety and SMT.

### 4.2 INSURANCE

- 4.2.1 Zurich Insurance undertook a risk survey of the Council in October 2012. Elements of this pertained to health and safety management. A training presentation on liability awareness was held in which an emphasis on correct and timely workplace safety inspection was highlighted. The introduction of the AssessNET system last year facilitates a uniform corporate approach to workplace safety inspection. A proportion of building managers were trained in use of AssessNET for workplace safety inspections during 2014 / 2015 and further training for remaining building managers will take place during 2015 / 2016.

### 4.3 TOWARDS ISO 45001

- 4.3.1 ISO 45001 will replace OHSAS 18001 as the definitive occupational health and safety management system standard in October 2016. OHSAS 18001 was developed to be compatible with the ISO9001 (Quality) and ISO 14001 (Environmental) management systems standards and many concepts and requirements from OHSAS 18001 will be carried over into ISO 45001. The stated purposes of ISO 45001 are 'to enable an organisation to control its OH&S risks and improve its OH&S performance' (IOSH 2014).
- 4.3.2 One of the newer areas that ISO 45001 will focus on is the organisation's 'context' - for example, the environment in which it operates, including its supply chain and local communities. However, in the present draft it is unclear as to what evidence auditors will be seeking to establish satisfactory management in this area.
- 4.3.3 Should the Council wish to gauge its current health and safety culture for projected progression towards application for ISO 45001 accreditation in the future, the Council may choose to seek an external audit in order to attain RoSPA gold/silver/bronze or the British Safety Council Five Star rating by the end of 2017 / 2018. The Council would then be in a position to decide whether to proceed with external audit for ISO 45001.

### 4.4 CONCLUSION

- 4.4.1 One aim of the Health and Safety Management System is to ensure a more consolidated centralised approach to protect the Council and its employees alike. Comparative data from the previous four financial years is available from the PHSO.
- 4.4.2 Improvements are noted in areas like accident and incident trends. However, this should be kept in perspective when considering the reduction in the employee full-time equivalent establishment from that of last year and may signify no real change.
- 4.4.3 A gradual move towards a corporate health and safety compliance management system is occurring with the take-up of AssessNET but more manager training and general usage is needed.
- 4.4.4. The Council over the last four financial years has achieved a good reporting culture and a good proactive management culture in health and safety. This is reflected in the minutes of the key health and safety committee: Key Partners for Health and Safety Group. The 'Revitalising Health and Safety' drive has forged a stronger link to Senior Management ensuring they have a broad overview of the health and safety risks and priorities for the Council. The 'Revitalising Health and Safety' drive will continue into the next financial year.
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**APPENDIX II****Accidents and Incidents by Type 2014 / 2015**

Please see attached PDF

**APPENDIX III****Accidents and Incidents in detail 2014 / 2015**

Please see attached PDF