

HEALTH, SAFETY AND WELLBEING UPDATE

1. Purpose

- 1.1 To allow Finance and Services Scrutiny Committee to review the 2014-15 Annual Health and Safety Report and Health Safety and Wellbeing Strategy 2015-2018 prior to consideration by Cabinet.

2. Recommendations / For Decision

- | | |
|-----|---|
| 2.1 | Note the content of both reports contained in Annex 1 and 2 |
| 2.2 | Make any relevant comments or suggestions with regards to the reports for consideration by Cabinet. |

3. Supporting Information

- 3.1 The annual health and safety performance report has been produced on an annual basis since 2004. This is the first time a strategy has been produced for Health, Safety and Wellbeing.
- 3.2 This strategy has been produced to raise the profile of Health Safety and Wellbeing across the council and to focus work in this area over the next three years.
- 3.3 The strategy will ensure a consistent approach to addressing health safety and wellbeing risks across the council.
- 3.4 The AVDC Health Safety & Wellbeing Committee (HS&WC) has provided comment and content of the action plan. This strategy and action plan has been approved by the Strategic Occupational Safety, Health and Wellbeing Forum (SOSHW Forum).
- 3.5 The Council has taken opportunity to fully embrace 'Wellbeing' as defined by the Chartered Institute of Personnel and Development (CIPD)¹ and recognises the importance of having a sustainable workforce.

4. Resource Implications

- 4.1 Resource implications for developing individual work streams would vary. Much strategic and co-ordination work would be expected to be done by the Health, Safety and Emergency Resilience Manager. However, some of the healthy life work streams would be carried out by staff in People and Payroll.
- 4.2 Agreeing work streams through the Strategic Occupational Safety and Health Forum allows for resources from elsewhere to be re-prioritised if required.
- Annex 1 Annual Health And Safety Report 2014-15
Annex 2 Health, Safety and Wellbeing Strategy 2015-18

Contact Officer: David Thomas, Health, Safety and Emergency Resilience Manager
(01296) 585158

Background Documents: none

¹ It represents a broader bio-psycho-social construct that includes physical, mental and social health - <http://www.cipd.co.uk/NR/rdonlyres/DCC94D7-781A-485A-A702-6DAAB5EA7B27/0/whthapwbwrk.pdf>

Annual Health and Safety Performance Report



2014-2015
(Covering 12 month period to 31.03.15)

Produced by David Thomas
Health, Safety and Emergency Resilience Manager
16.09.15

Introduction and Overview

Aylesbury Vale District Council is committed to the highest standards of health, safety and welfare for all its employees, visitors, contractors and members of the public. We have tried to maintain consistent standards of risk control and risk acceptability across a diverse range of services during this lengthy period of financial constraint.

The Council requires the co-operation and full compliance of all employees as an essential part of its successful management of risks and promoting a culture of continual improvement in health and safety performance.

Aylesbury Vale had a mild winter for the second year running resulting in the reduction of accidents in Recycling and Waste that occurred in 2013-14 continuing in 2014-15. We have continued as client for a number of construction projects, the most significant being the development of the University Campus (Aylesbury Vale) and the refurbishment of Swan Pool (Buckingham).

We have started a review of many of our health and safety arrangements including safe working practices and training following a reportable accident within our recycling and waste service. The scope of the investigation was sufficiently broad to look at gaps in our wider management systems demonstrating the importance of embedding health and safety into all aspects of work management.

The organisation has access to its own internal competent Chartered Health and Safety resource, a role shared with Emergency Planning and Business Continuity.

This report has been produced in line with the HSE/Government targets for revitalising Health and Safety and the reduction in workplace accidents and ill health. It is based upon previous Local Government Employer (LGE) guidance.

Neil Blake (Leader) AVDC

Andrew Grant (Chief Executive) AVDC

1. Corporate Management

The Leader of the Council fulfils the role of “Health and Safety Director” at member level. The Health and Safety Policy and its associated arrangements detail the roles and responsibilities of everyone throughout the whole organisation. The Chief Executive (as Head of Paid Service) is ultimately responsible should there be any occupational health and safety failings. Health and Safety comes under the responsibility of two Cabinet Members, the Cabinet Member for Environment & Waste and Cabinet Member for Finance, Resources and Compliance who both act as ‘Health and Safety Champions’ at Member Level.

The Health and Safety champion at Corporate Board Level is the Director responsible for Business Assurance who also chairs the Strategic Occupational Health and Safety Forum held three times a year.

2. Statistical Information

In House Services

The tables below show injury information for the period 2010/11 to 2014/15.

Year	Injured Person				Total
	Employee	Contractor, on AVDC site	Agency	Member of the Public	
2014/15	37	2	0	17	56
2013/14	50	1	2	24	77
2012/13	69	1	3	10	83
2011/12	44	0	0	14	58
2010/11	68	1	1	8	78

There are categorised as follows;

	Near Hits and Incidents	Injury accidents				Fatal Accidents	Total	‘Non work activity’ accidents ¹
		No Loss Time	1-3 days absence	Over 7 ² days absence	RIDDOR ³ Defined major			
2104/15	11	28	3	4	0	0	46	10
2013/14	9	39	2	12	0	0	77	15
2012/13	7	60	4	3	1	0	75	8
2011/12	7	35	5	7	0	0	54	4
2010/11	4	52	4	12	0	0	72	6

¹ These include sporting injuries or injuries such as a trip or slip in a public area such as in Market Square or in parks

² Until 2013/14 the reporting criteria for accidents due to time lost was more than 3 days

³ RIDDOR + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Absence due to industrial accident (days off)	
2014/15	174
2013/14	118
2012/13	49
2011/12	115
2010/11	166

- Statistics are sensitive to a handful of incidents to a small number of individuals; the smaller the organisation the greater the impact to the overall figures one accident can have
- AVDC has received no enforcement notices or fees for intervention during the year
- AVDC reported 8 accidents to the HSE during 2014-15.
- Four accidents resulted in an employee being unable to work for more than 7 days within our Recycling and Waste Service. One of these accidents resulted in losses and costs in excess of £38 000.:
- There were four accidents to members of the public on AVDC premises, primarily children using play equipment.
- Regarding Employers Liability Claims the council received no claims for injury both for motor claims and employers liability.
- The council received 22 public liability claims from members of the public resulting in only 2 settled or on going claims. The settled claim including damages was £12 572.

Contracted Services

Our grounds maintenance and horticulture contractors had 6 non reportable⁴ accidents in 2014/15 compared with 3 during 2013/14

Everyone Active, who manage and operate the AVDC facilities Aqua Vale and the Swan Pool had 14 non reportable accidents in the 12 months up to 31/03/15

3. Partnerships/ Benchmarking Working

There are no formal benchmarking groups for health and safety. Since AVDC left the South East Employer’s Organisation we have less contact with regional colleagues. due to differences in how other district/borough authorities are structured and operate services, it has not been possible to compare Occupational Health and Safety Performance on a like for like basis. It has also resulted in reduced opportunity to share knowledge and compare practice.

⁴ Reportable to the HSE

We have maintained positive relationships with Cherwell and South Northamptonshire District Councils. AVDC officers participate and share information through “The Local Authority Waste Occupational Health and Safety (LAWS) Forum” which is the main channel to the HSE and the WISH⁵ Forum.

4. Joint Consultation

The Health Safety and Wellbeing Committee (HSWC) meets on a quarterly basis with minutes copied to the “Council and Staff Consultative Committee”. Members of the HSWC are encouraged to become involved in consultation, comment on corporate guidance, be service area leads and to take part in corporate initiatives. Members of the HSWC are also included when inspections are carried out.

Within the Waste and Recycling Service there are quarterly staff /management meetings that cover both Health, Safety and Wellbeing issues but also other employee /employer issues

5. Work related (Occupational) Ill Health Issues

The impact for absence arising out of work related ill health is significantly higher than those from traditional “single event” accidents at work – such as work related stress, musculoskeletal disorders, dermatitis etc. This is why the management of workplace (Occupational) Ill Health issues are considered key by the HSE’s to reduce ill health absence arising out of work activities. Members recognise the importance of reducing work related contributory effects into ill health as a sensible business approach. The complication with ill health absence is that it is multi causal with components including work, home life and natural physical deterioration. The Council does routinely analyse its sickness absence with a view to improving working conditions.

The Council saw a number of restructures over 2014-15 and has sought to engage staff at all levels of the organisation. It carried out an initial survey of staff in order to measure the causes of work related stress. There was a slight increase in absence due to mental health issues of 4.8% (to approximately 0.7 days/employee) for staff working in office environments although the level more than doubled in the ‘Waste and Recycling’ service giving an overall increase of 37.25% when compared with 2013/14 from 1.0 to approximately 1.8 days/employee. Approximately 4.7% of the headcount or 23 members of staff had periods of absence in this period.

⁵ <http://www.hse.gov.uk/waste/wish.htm>

Absence due to musculoskeletal disorders and back conditions reduced by an overall of 8% (to approximately 1.5 days/employee, accounted for by a reduction of 19.8% in Waste and Recycling when compared with 2013/14.

With the organisation going through dramatic process of change the main challenge is managing the antecedents (causes) of work related stress; Demands, Control, Support, Relationships, Change and Role. The Council is using the HSE's management standards approach as its methods of risk assessment.⁶

6. Progress on actions agreed for 2014-15

Over the past year progress on the objectives set for 2013-14 has been made as follows:

- Complete the development of the appropriate training course for waste supervisors and managers including an accident investigation module. This has been completed and has been developed as a national course approved and peer reviewed by both the Institution of Occupational Safety and Health (IOSH) and the Chartered Institution of Wastes Management (CIWM).
- Complete the trade collection site specific risk assessment process. This process is underway and is due for completion during 2015-16
- Review our occupational health contract to incorporate appropriate ergonomic support. We have been advised that we have a 'pay as you go' contract. We have used their ergonomic specialist for DSE assessment but are also have the freedom to use 'back in action' who are a one stop shop for those who require an assessment and chair.
- Carry out a review of stress using the HSE Management Standards to set baseline standards and to inform any strategic improving process where applicable. This has been completed and reported.. The results have informed an agreed follow up action plan which is now ongoing.
- Carry out a further 'body mapping' survey of our recycling and waste operatives. This has been completed with an action plan agreed with the Service Manager.
- Carry out an audit of our legal obligations regarding commercial properties covering health and safety, and fire safety legislation. We have cross referenced the legislation applicable to ourselves as a landlord and commenced 3 year programme of inspections and audits of premises
- Include accident statistics for Leisure and Community Spaces Contracts. Statistics have been provided from 'Everyone Active' and 'SITA/John O 'Conner' . Future Annual council reports will include their data and allow year on year comparisons.

⁶ <http://www.hse.gov.uk/stress/standards/index.htm>

7. Strategic Action plan 2015-16

Members are committed to creating a good health and safety culture through consultation and communication. AVDC is committed to providing an excellent working environment and being a leading District Council.

With this in mind Members, through the Strategic Occupational Forum have set key objectives for 2015/2016 as part of the three year Strategic H&S plan.

Additional to this, managers and supervisors require the assistance of the competent health and Safety resource, such as accidents, concerns with contractor performance, facilitating and delivering training etc., that occur during the year.

Further Information and Contact

Any questions arising out of this report should in the first instance be directed to David Thomas, the Health Safety and Emergency Resilience Manager based in Business Assurance.

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e-mail: dthomas@aylesburyvaledc.gov.uk.

Appendix 1 Accident Performance

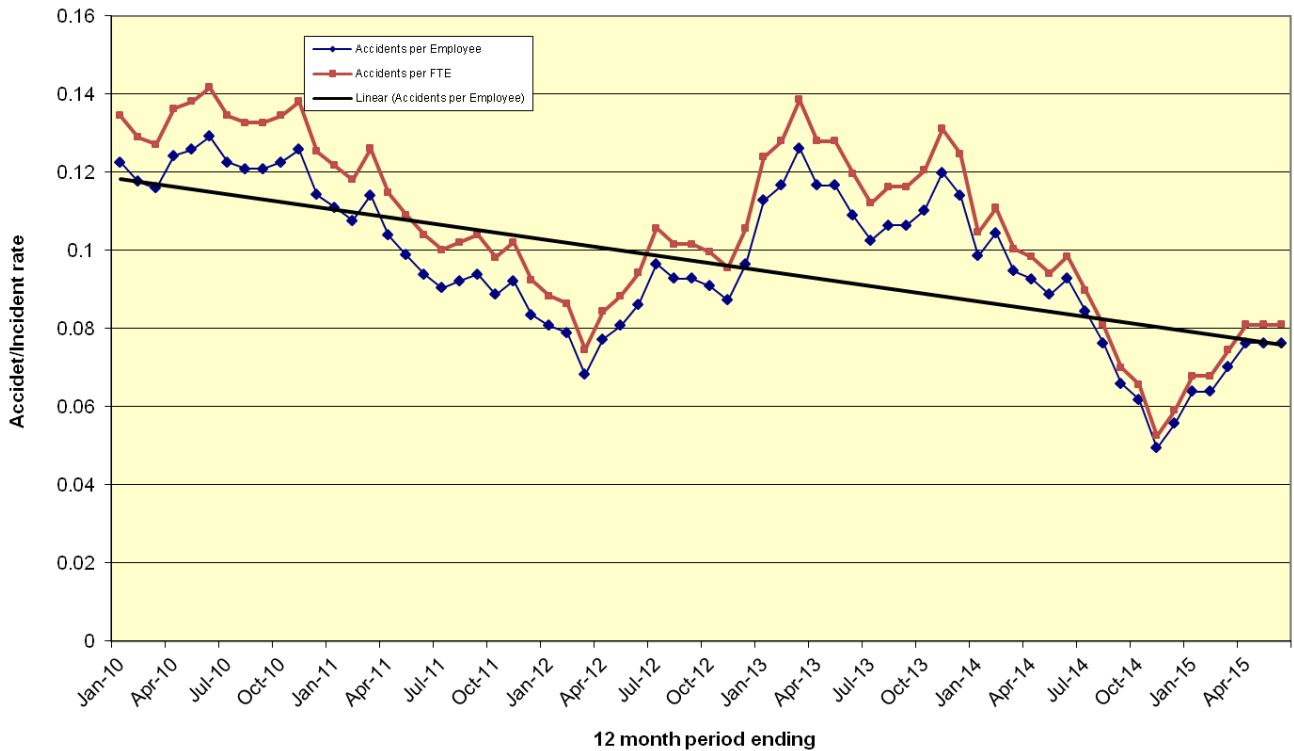


Figure 1 All accidents per employee 2010-2015

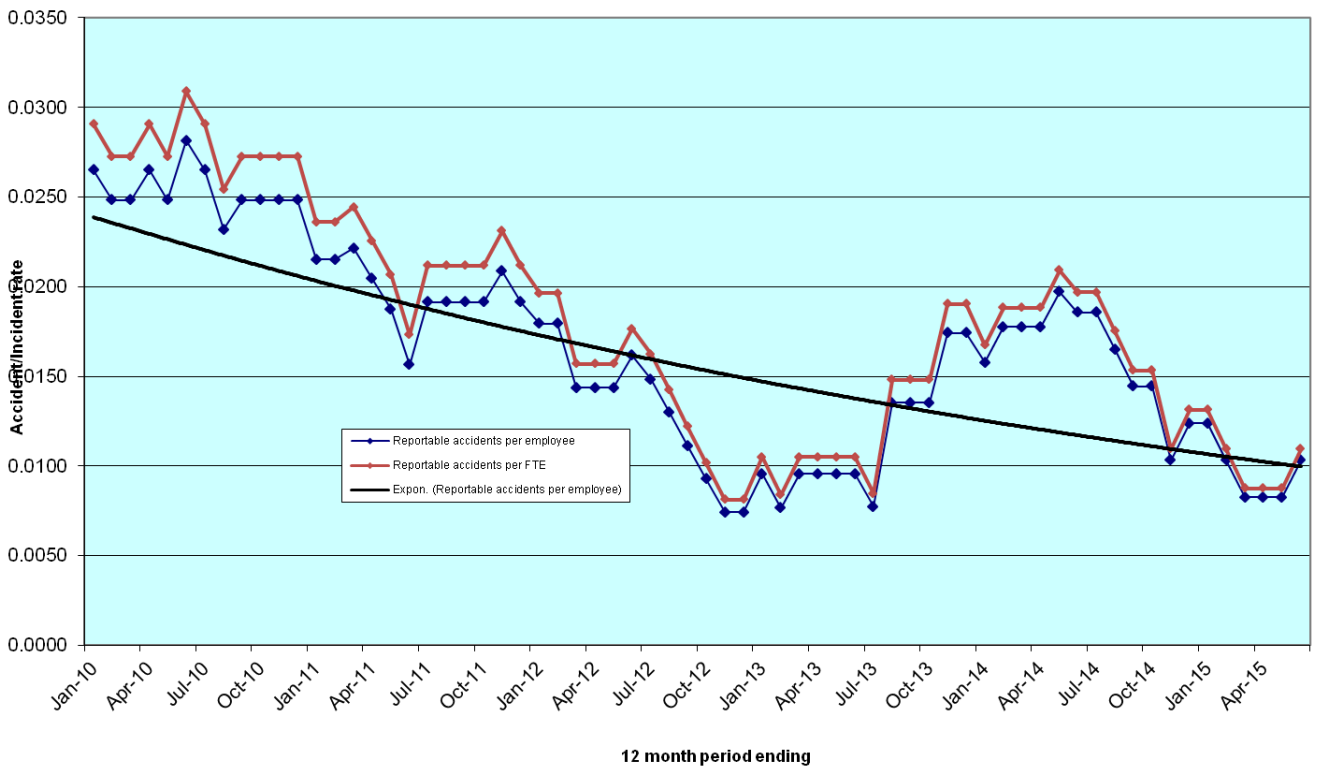


Figure 2 Reportable accidents per employee 2010-15⁷

⁷ Using RIDDOR classifications prior to 2103

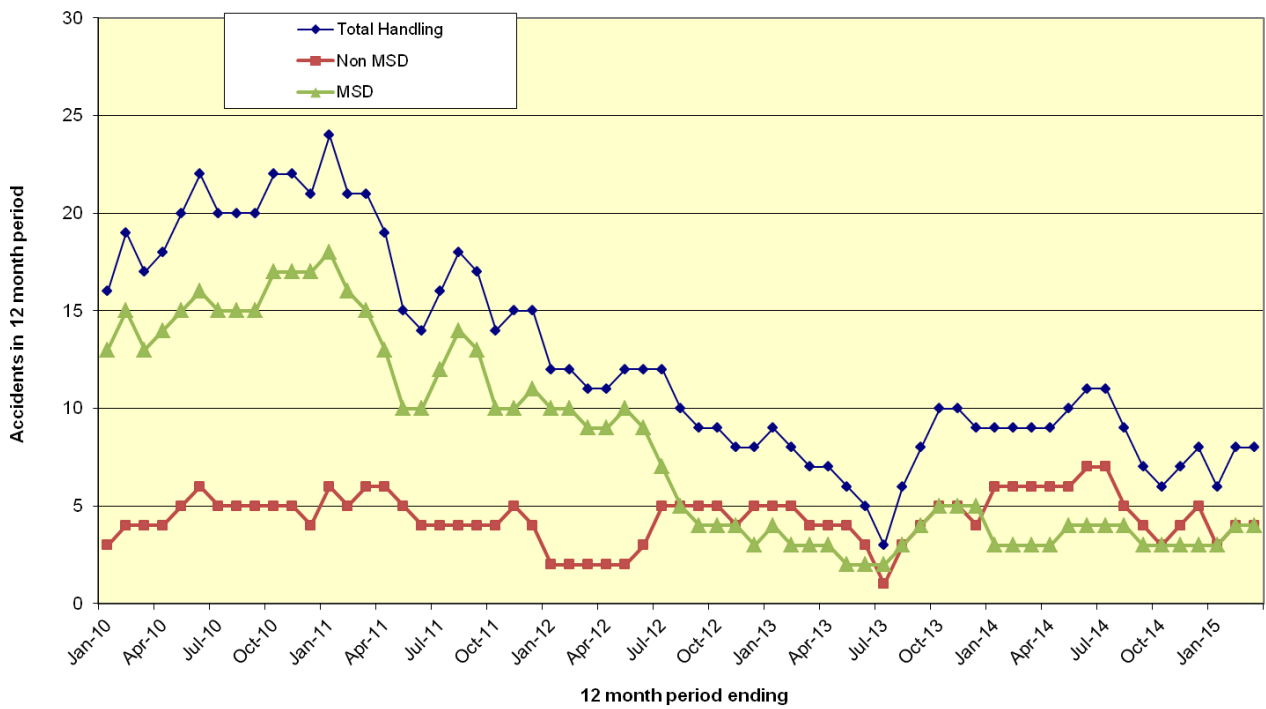
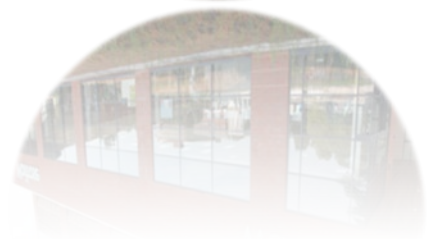


Figure 3 Comparison of manual handling accidents and injuries within Recycling and Waste 2010-2015

Health and Safety and Wellbeing Strategy 2015-2018



Health Safety and Wellbeing Strategy 2015-2018

1. Overview

Aylesbury Vale District council is committed to create a safe and healthy working environment which allows an employee to flourish and achieve their full potential for the benefit of themselves and the Council. This includes physical, mental and social health.

The council fully engages and consults with staff on all levels and is committed to developing motivated and flexible staff with coaching, training and support all available. The Council has an occupational health contract, offers health checks and has regular health promotions.

Occupational health safety and wellbeing has corporately been identified as one of the critical areas of risk that the Council has to manage. With work related accidents accounting for less than 25% of all workplace absence and the remainder being accountable to ill health the management and reduction of ill health needs to be a priority.

The Council also understands the importance of managing the effects of 'presenteeism'¹, with (hidden) costs estimated at between 28% and 80% greater than absenteeism² and increased risks when carrying out safety critical work such as refuse collection vehicle driving.

2. Policy

Our aims are to manage the risks arising out of our work activities sensibly and proportionately to create an environment in which members, management, staff and Trade Unions work collaboratively together. We have effective management arrangements that protect employees and the public from injury and reduce staff sickness and ill health costs. AVDC manages risks through its Occupational Health and Safety Management System (OHSMS) and ensure that staff understand and adhere to suitable Safe Systems of Work.

This strategy sets out the core themes that shall be developed over the next three years to embed our organisation's OHSMS and details the risk priorities that we shall be concentrating on in 2015/16 supported by actions to allow us to monitor performance. This strategy will be reviewed and refreshed each year, thereby remaining a three year rolling, forward looking, flexible plan which supplements the routine or "business as usual" health and safety (H&S) activities at AVDC. Appendix 1 illustrates how AVDC integrates H&S with wellbeing to create a holistic process and the skills from a number of service areas.

¹ Presenteeism is the act of attending work while sick or unfit for work- and/or for more hours than is required, causing reduced and/or unsafe performance

² Absenteeism in employment law is the state of not being present that occurs when an employee is absent or not present at work during a normally scheduled work period.

3 Organisation

3.1 Control

The responsibility for implementing and monitoring day to day health and safety arrangements is identified in arrangements and delegated through the management chain. All staff have an individual responsibility to follow these arrangements and to contribute to sustainable and safe delivery of our services.

The Intranet contains information on health and safety at AVDC , including detailed responsibilities for health and safety management.

Individual line managers and staff members need to be aware of:

- This strategy along with our core themes and risk priorities
- The health and safety arrangements which are particularly relevant to them and their staff
- The availability of assistance through competent staff such as the Health Safety and Emergency Resilience Manager
- Health safety and wellbeing initiatives planned for the year ahead
- Training opportunities that are available to support them and staff in their role

3.2 Communication & Cooperation

Health and safety arrangements and other documents are promoted and published on the intranet. Staff engagement and collaboration on health and safety is partly achieved through the Health, Safety and Wellbeing Committee meetings, and also, importantly through local management meetings where Health and safety issues are discussed.

Communication and engagement with our staff will form one of our core themes of focus. We will develop our communications based on desired outcomes to target our staff in all parts of the Council using appropriate media and messages to ensure that everyone is engaged.

3.3 Competence

The Health, Safety and Emergency Resilience Manager is ultimately deemed the 'competent person' to provide advice to the SOSHW Forum. Additionally there are other officers and external specialists, who ensure that surveys and inspections of properties and equipment as required are carried out with any defects remedied. All line managers at AVDC are required to manage health and safety as part of their normal job as identified in the H&S Management System. AVDC promotes continued development of staff with training available and advertised through a variety of means.

Raising the level of competence through development of our staff will form one of our core themes of focus. All staff, from Directors to our front line staff, need the skills to be able to assess risk and apply sensible risk management principles.

The Health, Safety and Emergency Resilience Manager liaises closely with staff in People and payroll on issues such as absence management and training/competence.

4. Planning and implementation

Our strategy aligns with the Health and Safety Executive (HSE) strategy ‘Be part of the solution’ launched in 2009 and the Local Government Association (LGA) response to this strategy ‘securing effective local government leadership on health and safety’.

We will focus our attention on encouraging strong leadership through active management, raising the competency of our staff and the promotion of collective ownership to create healthier, safer workplaces. We shall target risk priorities over and above our ‘business as usual’ risk management and implement effective measuring and monitoring systems.

Our core themes are set out in the table below along with the SOSHW Forum member responsible for championing them.

- (i) Working with the workforce (communication and engagement), championed by a representative from People and Payroll. Ensuring that staff become engaged with initiatives and participate in health promotion activities.
- (ii) Leadership, championed by the Chair of the Strategic Health, Safety and Wellbeing Forum. Demonstrating strong leadership from our most senior managers whilst creating accountability and ownership for H,S & Wellbeing amongst our staff, partners and contractors.
- (iii) Building Competence, championed by the Director responsible for Organisational Development. Supported by competent H&S assistance, managers and supervisors ensure that our staff have the right skills and experience to assess risk that arise from their work and identify the best ways to manage H&S within the workplace.
- (iv) Healthier, Safer Workplaces (through Compliance) Through providing information, monitoring and supervision of H&S, giving us confidence that we have risk controls in place that enable the organisation to operate safely. Using data to inform our decisions and drive improvement programmes where gaps are identified.

Our risk priorities for the three years are set out below along with the SOSHW Forum member responsible for championing them. From here workflows are translated into an annual work plan (Appendix 2), refreshed each year

Risk Topic	SOHSWF Champion	Why is it one of our risk priorities
1. Management of Work related Stress	H,S & Emergency Resilience Manager	Mental Health is one of our largest contributors to sickness absence. Although progress has been made in relation to stress management and raised awareness, there is much more to do in order to embed and sustain the required level of change. Tackling our absence, helping our staff to be healthy and able to work is good for our staff and good for AVDC.
2. Recycling and Waste Operations	Strategic Operations Manager	AVDC operates its own recycling and waste service. This work activity is the UK’s most dangerous with at least ten people killed every year nationally. Policies and procedures are out

Risk Topic	SOHSWF Champion	Why is it one of our risk priorities
		of date and require updating and cross reference to corporate Policies and Procedures. A review of training and the provision of training is required.
3. Corporate Properties	Property and Facilities Manager	AVDC has a portfolio of approximately 50 properties; each with their own risks. The council has landlord for its commercial properties as well as operational responsibility for its own offices and needs to ensure that they are being maintained through competent contractors
4 Refresh and Review of OHS Management System	H,S & Emergency Resilience Manager	Over the last 5 years our, processes, including risk assessments arrangements and safe systems of work, face to face training, e-learning, communication and information have become out of date. This information needs updating with an internal audit programme established.
5. Organisational and Staff Development / Engagement	Chair of the Strategic Health, Safety and Wellbeing Forum	The development of staff as the council transforms itself as an organisation. The council engages with staff through a number of forums and is important to ensure that the physical and mental health of staff is maintained. Develop Health and Safety Leadership
6 Health & Wellbeing	Chair of the Strategic Health, Safety and Wellbeing Forum	Routinely analyse sickness absences with a view to improving working conditions The most challenges are within the waste and recycling service and there is a need to develop a health surveillance programme for Staff. This is a national industry priority and will include, noise vibration, fit person screening and functional capability testing. Tackling our absence, helping our staff to be healthy and able to work is good for our staff and good for AVDC.
7 Contract Management and Contractors	Property and Facilities Manager Community Spaces Manager	We engage the services of a large number of partners and suppliers with reliance on the use of a number of contractors as we divest our services. We are also a facilitator for voluntary and community projects. We therefore have a duty as client champion and lead on to risk management, setting out standards in our contracts, monitoring the performance against these standards to secure good practice.

5 Measuring Performance

The Director championing Health and Safety ensures that the SOSHW Forum monitors progress against the corporate targets, that directorate information will be collated and monitored quarterly that is presented to the SOSHW Forum to formally monitor corporate progress against our plan at its four in-year meetings.

Appendix 2 contains the action plan for 2015/16 which sets out our SMART targets and where applicable our leading and lagging indicators for monitoring our progress.

A red, amber, green, and blue (RAGB) rating shall be recorded against each action in the action plan providing a measure of implementation:

- (i) Blue – Action completed
- (ii) Green – On track to be completed within the timescale set
- (iii) Amber – Action may exceed deadline, but no further intervention is required at this stage, or there is a circular process.
- (iv) Red – Action unlikely to be completed during the timescale set (less than 20% chance of being completed within deadline) or is now unachievable with or without additional intervention.

Actions and progress against the targets shall be reported to Chair of the SOSHW Forum level through the on a quarterly basis. Transformational Board will be alerted if there are any serious issues outside of the normal quarterly reporting by the Chair of the SOSHW Forum.

6. Audit and Review

AVDC will measure performance against the core themes and risk priorities.

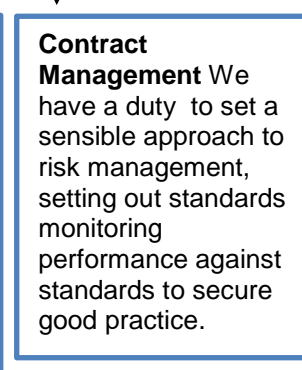
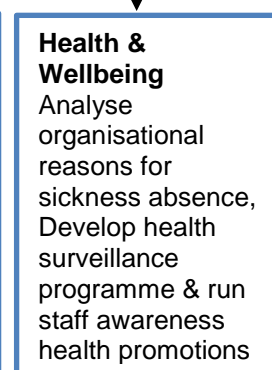
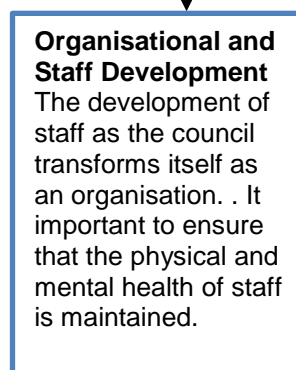
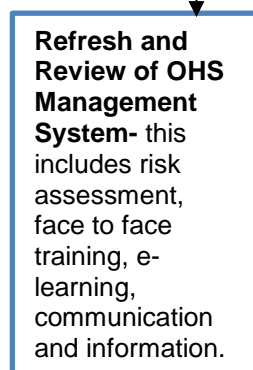
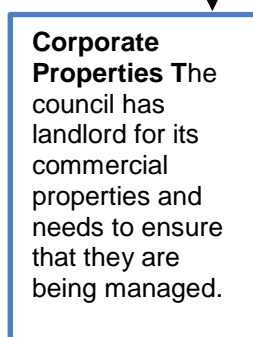
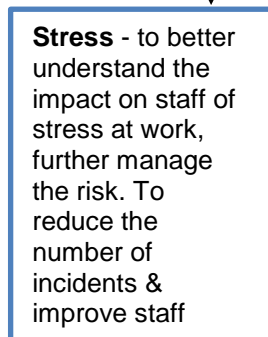
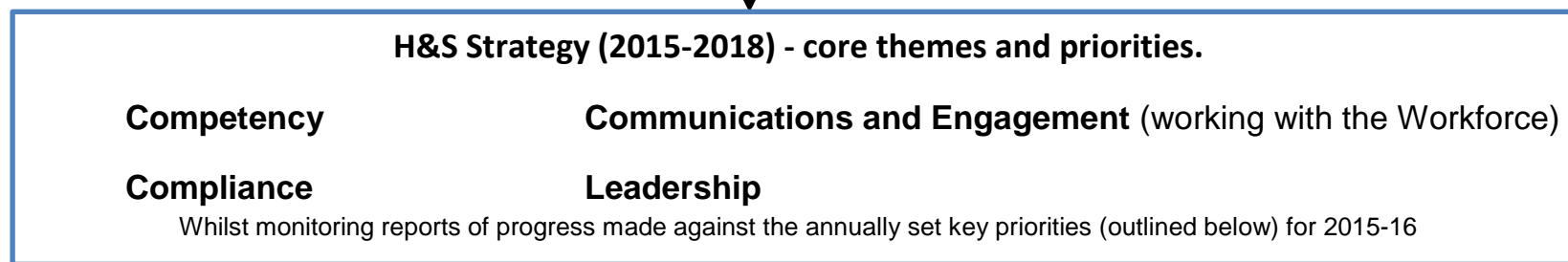
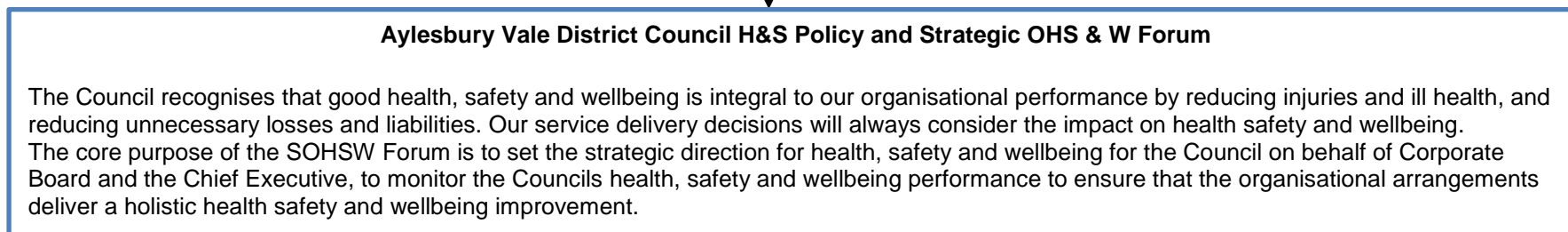
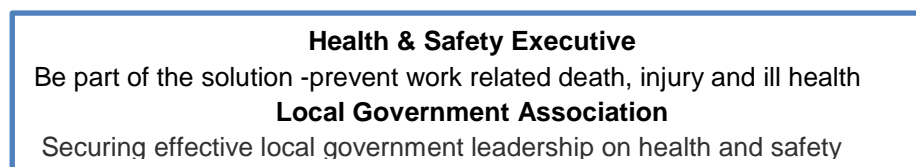
If new issues emerge during the year which require attention, the SOSHW Forum will review priorities and advise Transitional Board (TB) as necessary to make sure we are always channelling resources most efficiently.

The Annual Safety, Health and Wellbeing report shall be produced in June each year in order that it can be approved by TB each July , endorsed by Cabinet each August, presented to Full Council each September before being published on our intranet.

This strategy and its associated action plan will be reviewed annually to ensure that it remains current as the organisation undertakes transformational change.

Review date 31/03/18

Appendix 1 - Illustration of how H, S & Wellbeing integrates together



Appendix 2 – Health Safety & Wellbeing Action Plan 2015-16

The strategy requires that the seven risk priorities are reviewed each year along, with elements of them becoming the annual action plan. The four core themes run for the three years of the strategy. The progress of the strategy for each year is reported in the annual safety, health and wellbeing report. Progress is monitored at the SOHSW Forum.

No	Theme	Priority	Actions	Owner	Date By	Status /Indicators
1	Leadership	Refresh and Review of OHS Management System	Develop this Health, Safety and Wellbeing and present to Finance and Services Scrutiny Committee for agreement	H,S & Emergency Resilience Manager	30/09/15	
2	Compliance	Recycling and Waste Operations	Complete the recommended actions following the accident within the Waste and Recycling Service ; this to include review of procedures, risk assessments and safe systems of work.	Strategic Operations Manager	31/03/16	
3	Compliance	Recycling and Waste Operations	Complete Trade Waste Route /Site risk assessment process	Strategic Operations Manager	31/12/15	
4	Communication & Engagement	Health & Wellbeing/Stress	Carry out a quarterly programme of healthier lifestyles/activity , diet & health promotions	Organisational Development Manager	31/03/16	
5	Communication & Engagement	Health & Wellbeing/Stress	Encourage staff to create ongoing Personal Development as a partnership between staff and employer	Organisational Development Manager	31/03/16	
6	Competency	Recycling and Waste Operations	Ensure all waste supervisors receive the Health and Safety Training using the training developed over the past two years.	H,S & Emergency Resilience Manager	30/11/15	

No	Theme	Priority	Actions	Owner	Date By	Status /Indicators
7	Compliance	Refresh and Review of OHS Management System	Develop and implement a plan for the review of all Health and Safety Arrangements with consultation using the new policy compliance software- 2 year process	H,S & Emergency Resilience Manager	31/03/17	
8	Competency	Organisational and Staff Development	Provide health and safety training for Workshop Staff	H,S & Emergency Resilience Manager	31/12/15	
9	Leadership	Organisational and Staff Development	Facilitate health and safety training for Directors.	H,S & Emergency Resilience Manager	31/03/16	
10	Communication & Engagement	Stress	Progress the findings from the HSE 'Management Standards' report, repeating the survey where necessary as a tool to manage Mental Health (Stress) Absence – circular process	H,S & Emergency Resilience Manager	n/a	
11	Communication & Engagement	Health & Wellbeing	Develop a health surveillance programme for Staff within Recycling and Waste – 2 year process	Strategic Operations Manager with H,S & Emergency Resilience Manager	31/03/17	
12	Compliance	Refresh and Review of OHS Management System	Review the use and effectiveness of the Lone Worker Devices with a view to retendering in March 2016.	Business Assurance	28/02/16	