

Corporate Annual Health and Safety Report

Financial Year

2016/17



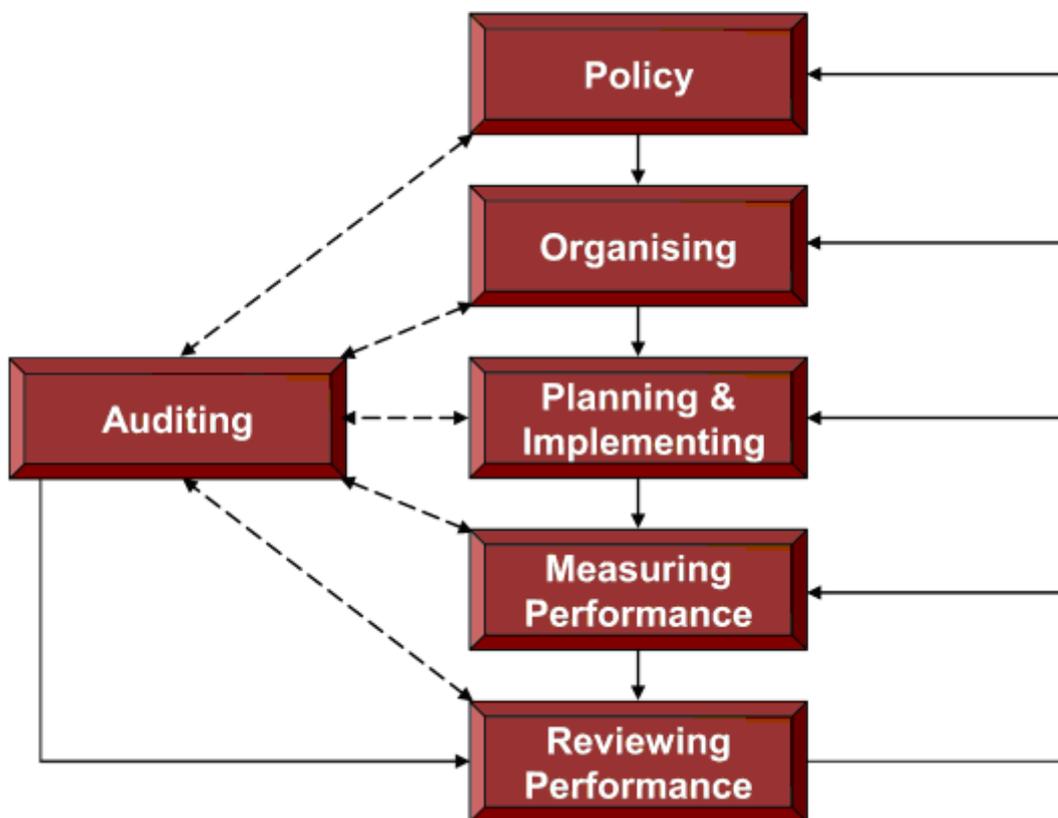
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1. Summary

Reviewing performance is an important part of health and safety management as it enables an organisation to learn from all relevant experience and apply the lessons. It is based on a systematic review of performance based on data from monitoring and audits of the whole health and safety management system.

Managing for health and safety (HSG65) a national standard for health and safety management, explains the plan, do, check, act approach and shows how it can help organisations like ours to achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



Adopting this model the corporate health and safety team continues to ensure policies; procedures and systems are in place to meet the requirements of current legislation and best practice. Principal areas of work have included a review of the safety management systems in order to ensure they are robust in light of the new legislation regarding corporate manslaughter, which came into effect on 6 April 2008, and the Institute of Directors and Health and Safety Executive guidance 'Leading Health & Safety at Work' 2013.

Over the last eight years we have been working to strengthen the Council's position in relation to health and safety management. This has been a process of gradually tightening up on our policies and procedures and ensuring that these remain relevant and up to date.

We now have improved systems for carrying out risk assessments and making sure that they are regularly reviewed; for tracking of lone workers; work station assessments and for many other aspects of a good health and safety management system. The system remains live and continues to undergo a process of continuous improvement.

As noted in the body of this report, considerable work was also undertaken, and is continuing, in areas such as asbestos management and legionella management in corporate buildings and in the housing stock at High Peak Borough Council.

The ongoing emphasis is on a sensible, risk-based approach, building health and safety into our normal way of working rather than regarding it as an 'add on' to ensure that we get it right and keep it that way.

The activities of the team have also been subjected to a review by internal audit. Our arrangements have also been reviewed by Zurich our insurers who have categorised our approach to health and safety as good to best practice.

This report refers to key aspects of health and safety that occurred across High Peak Borough Council and Staffordshire Moorlands District Council. The report deals with the period from the beginning of April 2016 to the end of March 2017. The report also provides supporting statistical information in appendices at the end of this report.

2. Corporate commitment to health and safety

Both Councils recognise their obligations under health and safety legislation and have declared their commitment to improving the health, safety and welfare of their employees and others within the corporate health and safety policy.

Parts of the electronic health and safety portfolio have been reviewed during 2016-17. This review has taken account of the integration of the housing functions, changes in legislation and the recent management re-organisation.

All changes have been endorsed by the Alliance Management Team, Corporate Health and Safety Committee and both Joint Consultative Committees. The Corporate Health and Safety Policy has been recently re-written and was approved in February 2017.

3. Provision of competent health and safety advice and support

The corporate health and safety team comprises two posts - the full time post of Corporate Health and Safety Adviser and a 37-hour post held by the Health, Safety and Emergency Planning Assistant.

The small team also leads on emergency planning and business continuity planning across the two councils.

The Corporate Health and Safety Adviser oversees the operation of the policy and safety management system on behalf of the Chief Executive, and is available to advise all staff on health and safety related matters.

Following recommendations from Zurich our Insurers in 2015, and the Health and Safety Executive, the Corporate Health and Safety Adviser reports directly to the Chief Executive or Deputy in his absence.

4. **Systems in place to identify and assess risks**

All new legislation and supporting guidance is reviewed by the Corporate Health and Safety Adviser, to determine whether action is necessary to meet these requirements within the Council. New or significant changes in policy are agreed by the Alliance Management Team, the Joint Consultative Committee/consultation groups and the Corporate Health and Safety Committee.

The cornerstone of health and safety is risk assessment. The risk assessment process is embedded within the Safety Management System and training is provided as required to ensure competent persons are available to undertake appropriate assessments.

The Chief Executive is the nominated 'Safety Champion' across the two councils. This role includes being responsible for the general co-ordination, implementation and monitoring of the health and safety policy and performance. The Corporate Health and Safety Adviser and Chief Executive meet monthly to discuss health and safety and emergency planning matters.

The introduction of a 'safety champion' ensures that health and safety issues are considered for all major projects at the concept stage, where interaction is essential to maintain standards without incurring additional costs.

The Chief Executive chairs the Corporate Health and Safety Committee supported by the Corporate Health and Safety Adviser and a Head of Service deputises during periods of absence.

5. **Monitoring of contractors**

The pre qualification questionnaire assessments for health and safety are carried out by the Corporate Health and Safety Team. This process assesses suitability of prospective contractors wanting to work for the Council.

Unannounced health and safety inspections take place to ensure the activities of our contractors are regularly monitored. Issues of non compliance are brought to the attention of the procurement/contract monitoring officer for rectification. With major contracts, regular progress meetings take place where health and safety is an agenda item.

On occasions where contractors are found to be working in a non complaint way, meetings are set up to offer advice and guidance to ensure health and safety standards are improved. Where there are cases of repeated non compliance, contractors are removed from our list of contractors.

A number of site inspections on the homes and communities side of the Council have highlighted non compliance issues which have since been addressed. A new inspection

protocol for contractor management was introduced during 2015. This document mirrors the changes recommended by the Health and Safety Executive.

6. **Consultative arrangements**

Our Corporate Health and Safety Committee which includes representatives from all medium to high risk areas across the two councils, meet four times a year. We use video conferencing facilities during these meetings to reduce mileage and officer time.

All members of the Corporate Health and Safety Committee have received training relating to the function of the committee during the last financial year.

The group has worked so far within the spirit of co-operation with consultation taking place on a number of key subjects including:

- Planned health and safety inspections
- Fire risk assessments
- Fire Authority Involvement
- Asbestos and Legionella surveys
- Health and safety performance audits
- Development of corporate policy and guidance
- Monitoring and reviewing accident statistics, trends and costs
- Contractor management issues
- Accident and assault information
- Dangerous occurrences
- Enforcement notices
- Depot improvements
- Safety issues in Sheltered Schemes
- HSE prosecution/notifications
- Developing tool box talks
- Fee for Intervention issues
- New magistrates sentencing guidelines
- Promoting health and safety across the Council
- Receiving updates from partner organisations
- Discussing staff concerns

Four meetings are planned for the year 2017/18 coinciding with the Emergency Planning Compliance Group.

7. **Corporate health and safety training**

Each year the corporate health and safety team organises and delivers a number of health and safety and emergency planning training courses. The courses are run throughout the year and are available to all staff. The demand for courses remained high during the 2016-17 year.

During the last twelve months a significant amount of training has taken place.

A number of specific health and safety courses and civil protection courses were run throughout the year with 477 training places taken. In addition to this training, 32 tool box talks

(shorter activity based training sessions) have been developed and introduced in the higher risk work areas along with specific training for the refuse collection teams at SMDC. In most cases, these are delivered by team leaders following support from the Corporate Health and Safety Adviser.

In addition to this, training online has taken place for those using display screen equipment, fire safety and those home working. This method of training saves car mileage and classroom time. Below are details of the training given:

Title	Date	Numbers
CDM Training - Principal Contractor	May 16	14
Tool Box Talks (32)	April - March	113
Fire Risk Assessment Training - Housing Blocks	June 16	18
Annual Asbestos Awareness Training	July 16	30
Emergency Control Room Set Up	Sept 16	7
Resilience Training	Sept 16	4
Civil Protection Awareness Training	Sept 16	9
Exercise RAVEN	Nov 16/Mar17	4
Corporate Health and Safety Committee - Membership Training	July 16/Mar 17	12
Counter Terrorism Training	Oct 16	130
Training for Fire Wardens	March 17	91
Health and Safety Induction Online	April - March	45
Number of training places taken for staff attending health and safety and emergency planning courses including E-learning.		477

8. **Proactive health and safety monitoring**

8.1 **Audits**

Health and safety audits are undertaken to identify, monitor and eradicate any potential risks associated with unsuitable equipment and/or procedures. Two corporate health and safety performance audits were carried out to ensure that we are compliant with relevant statutory guidance. Both audits looked at fire safety compliance and examined the arrangements in place at both leisure service providers, Places for People and Parkwood.

The audit reports contained action plans with a list of actions and target dates. These were forwarded to the relevant managers for action within the timescales given.

In all cases a report showing the findings along with an action plan was presented to the AMT. Where issues of non compliance have been highlighted, such issues are raised at team meetings and the Corporate Health and Safety Committee to ensure the recommendations and timescales in the action plans are met.

The results of the fire safety audits in both cases were good and excellent.

8.2 **Inspections**

The purpose of workplace inspections is to identify any safety issues that require remedial action. 94 planned proactive health and safety inspections took place in line with the planned programme of inspections. The frequency of these inspections has been previously agreed with the Health and Safety Executive and is seen as 'about right' for the risks involved. These inspections have highlighted areas where improvements have been made and conversely highlight improvements to be made. This enables the two councils to manage, limit, and where possible, offset their liability.

The regime of planned inspections includes all leisure centres and swimming pools; this coupled with site visits, highlights that our partners are working in accordance with industry standards. Where issues of non-compliance have been highlighted subsequent meetings have taken place with those contractors to prioritise the actions required. Issues of non-compliance are also brought to the attention of our service partners at their operational meetings.

In addition to the corporate regime of health and safety inspections, a new regime of health and safety inspections has been introduced in the sheltered schemes at High Peak Borough Council. 15 inspections now take place a year. Those staff carrying out these inspections have been trained by the corporate health and safety team, this process is now working well.

8.3 **Environmental monitoring**

Work continued as required in relation to monitoring of the workplace. Fifteen vibration measurements were undertaken in line with the corporate policy and records of hand held vibration trigger on time have been recorded. Further work took place during 2016-17 to determine definitive 'trigger on' times and vibration levels.

A continued provision of health surveillance for high-risk employees in respect of audiometric testing and vibration assessments is carried out in conjunction with the human resources team. During 2016-17 a formal policy will be developed in association with our occupational

health provider that details the type and frequency of the health surveillance we provide. There have been 17 SMDC staff referrals and 26 HPBC staff referrals to Occupational Health within the last 12 months.

Radon monitoring has been carried out across the two councils and this issue is covered in more detail in paragraph 12.6 of this report.

9. Reactive health and safety monitoring

9.1 Accident and assault statistics

All accidents resulting in lost time that occurred across the two councils were investigated and corrective and preventative measures put in place as required.

A summary of accident information and accident category type is attached in the appendices at the end of this report.

	Alliance Accidents
(HSE) RIDDOR Reportable	3
Non - (HSE) RIDDOR Reportable	0
Near Miss	8
TOTAL	37

Lost Time Accidents/Time Off

Service Area	Lost Days	Injury
Waste & Recycling	15	Sprained ankle
	3.5	Back pain
	14	Sprained ankle
	47	Fractured knuckle
Visitor Services	2	Cut to left thumb
Street Care	2	Sprained ankle
Property Services (Repairs)	1	Back pain
	4	Damage to hand, slipped loading van
	1	Fractured finger
	6	Cut forefinger with Stanley knife
Carelink	3	Sprained lower back
Horticulture	6	Sprained knee
	2	Injured back
	3	Pulled muscle in back
	6	Pain lower back, leg and groin
	2	Grass dust in right eye
Total	117.5	

The fact that accidents for the year 2016-17 have increased by 10 accidents, coupled with there being an increase in lost time accidents, is disappointing especially as last year we reported a reduction.

We have a robust regime of training, detailed risk assessments, inspections of the operational services teams, and many other proactive systems in place. Accident reporting now takes place following the awareness campaigns of 2015 and 2016. This may be a reason why we have seen an increase in reporting this year. I am aware that monitoring in some one of the teams within Operational Services has not been carried out as frequently as before; this may be a reason for an increase within the Horticultural Services Team. We may need to consider disciplining staff who don't report or late report accidents and those who fail to adhere to agreed working practices.

We have an aging workforce, but there do not appear to be any obvious trends in the statistics. There are increases in Operational Services and in Visitor Services; however, accidents in waste are the lowest they have been in 3 years. The accident category where there have been most increases is, slips, trips and falls, where in many cases there is little in the way of corrective action that we can take. Horticultural services show the largest increase with 6 more accidents than last year, with streets showing an increase of 2 accidents, one of which is being refuted.

Near misses are now being reported in accordance with corporate policy, this was not the case in previous years.

A **near miss** is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

9.2 Enforcement notices

There have been no enforcement issues raised by the Health and Safety Executive for the period April 2016 to March 2017.

9.3 Dangerous occurrences- Diseases

There were no dangerous occurrences reported during the period.

9.4 Achievement awards

We have not actively pursued any external awards this year. However it is right to mention that the recent external audit carried out by Zurich Mutual our insurers highlighted that health and safety management was rated as good to best practice.

We are considering applying for a ROSPA Gold Award during 2017.

10. Actions undertaken in 2016/17

Actions	Status
1. Review the health and safety portfolio.	Achieved
2. Produce quarterly health and safety bulletins.	Achieved
3. To reduce workplace accidents by 5% during the next 12 months.	Not Achieved
4. Carry out fire risk assessments of all corporate buildings, and Cromford Court.	Achieved
5. Carry out planned health and safety inspections across all the council's activities:	Achieved
6. Complete two health and safety performance audits inspections –	Achieved
7. Update corporate guidance in line with changes in legislation:	Achieved
8. Carry out accident investigations of lost time accidents	Achieved
9. Develop six tool box talks.	Achieved

10.	Develop Health and Safety Induction package	Achieved
11.	Review and update the CDM guidance.	Achieved
12.	Develop an open plan office working training package.	Achieved
13	Provide fire risk assessment training housing blocks.	Achieved
14.	Update DSE Guidance	Achieved
15	Provide meeting agendas minutes for safety committee.	Achieved

Other key actions undertaken

- Updated the Corporate Asbestos Policy in anticipation of Assets Services service review.
- Provided advice and developed an event plan on event safety issues - in particular community bonfires, events.
- Advised on required fire safety improvements at New Mills Leisure Centre, The Nicholson Institute and the Pavilion Gardens.
- Liaised with Derbyshire Fire and Rescue Service following unwanted fire alarms at Queens Court, Fairfield and Fire at New Street, New Mills.
- Carried out personal risk assessments.
- Updated the Corporate Legionella policy to enable the Assets Manager to apportion people to specific roles.
- Gave advice on musculoskeletal issues.
- Updated the health and safety training needs analysis.
- Ensured all new staff can access the health and safety portfolio.
- Included high risk properties in the regime of health and safety inspections.
- Mentored the Health, Safety and Emergency Planning Assistant.
- Updated guidance on the charging of mobility scooters in sheltered schemes.

In addition to the above the following additional corporate work took place.

- Assisted service and line Managers in the preparation of operational risk assessments.
- Provided advice relating to 9 external events safety.

- Carried out contractor vetting for health and safety for 7 contracts.
- Provide advice as necessary to members, management, and employees.
- Provided training on the New Magistrates Sentencing Guidelines.
- Attended contract meetings with Derbyshire County Council
- Represented the Council at external events.
- Carried out health and safety consultation work with New Mills Town Council.

11. Plans and targets for 2017/18

Policy				
HPBC & SMDC	Review Corporate Health and Safety Policy	Apr-2017	Mar-2018	CHSA
HPBC & SMDC	Review Electronic H&S Portfolio Re: Structural Changes- Service Reviews	Apr-2017	Mar-2018	CHSA
Measuring Performance				
HPBC	Carry out fire risk assessment at Alma Square	Apr-2017	Mar-2018	CHSA
HPBC & SMDC	Carry out Fire Risk Assessment review of all Corporate Properties	Apr-2017	Mar-2018	CHSA
HPBC & SMDC	Carry out accident investigations over 7 day accidents	Apr-2017	Mar-2018	CHSA/HSEPA
HPBC & SMDC	Maintain regime of planned Health and Safety Inspections	Apr-2017	Mar-2018	CHSA
Planning				
HPBC & SMDC	Develop 6 Tool Box Talks	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Produce quarterly safety bulletins	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Reduce accidents by 2 during reducing RIDDOR reportable by 1.	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Develop Estates Car parks Inspection Protocol	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Review and update the Lone Working Policy	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Update DSE Guidance in response to flexible working	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Mentor new HSEPA	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Carry out additional noise and vibration assessments/trigger on	Apr-2017	Mar-2018	CHSA

	time.			
HPBC/SMDC	Provide agendas, minutes and statistics for the corporate health and safety committee.	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Carry out unannounced site inspections- contractors	Apr-2017	Mar-2018	CHSA
HPBC	Provide Responsible Person Training.	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Review Signing in/out arrangements-contractors	Apr-2017	Mar-2018	CHSA/HSEPA
HPBC/SMDC	Complete ROSPA Award Submission	Apr-2017	Sep-2017	CHSA
HPBC/SMDC	Provide asbestos and legionella training- Assets- Housing	Apr-2017	Mar-2018	CHSA
HPBC/SMDC	Provide Working at Heights Training	Apr-2017	Mar-2018	CHSA/Trainer
Audit and Reviewing of Performance				
HPBC & SMDC	Carry out 2 Health and Safety Performance Audits – DCC FM Contract- Fire Safety-Lone Worker-Ladder Audit-Snow Clearance Audit	Apr-2017	Mar-2018	CHSA

12. Significant and emerging risks

Significant risks within the Council

Due to the diverse work of the Council, a variety of risks are present. The main areas of concern during 2016/2017 relate to working at heights, manual handling activities, personal safety, vibration, asbestos, legionella, the approach of the Health and Safety Executive, the new sentencing guidelines, the introduction of the revised Construction Design and Management Regulations in 2015, workplace accidents, radon and fire safety.

Manual handling

A policy is in place and manual handling training has been given to high risk worker groups.

Training has been given to high risk worker groups using an external training provider with expertise in this area.

Our approach to manual handling is as follows;

Avoid hazardous manual handling operations 'so far as is reasonably practicable', by redesigning the task to avoid moving the load or by automating or mechanising the process.

Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.

Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable, then explore changes to the task, the load and the working environment.

Vehicle tail lifts have been introduced in the horticultural services area which has reduced manual handling accidents.

Vibration

A policy is in place. This encourages low vibration equipment to be purchased, and promotes job rotation to reduce adverse medical effects. Those worker groups at high risk have received training and a number of vibration assessments have been carried out to ensure our equipment is safe to use, and staff know how to report vibration ill health conditions.

Our Hand Arm Vibration Syndrome (HAVS) Matrix was last updated in 2014 to reflect changes recommended nationally by the HSE, this document remains up to date. This gives guidance to our employees on safe use of vibration emitting equipment, and time restrictions. Additional vibration monitoring trigger on time assessments and equipment tagging took place in October 2015.

In addition to these proactive actions, those at risk, from vibration induced injury, including seasonal workers are regularly checked by our Occupational Health provider.

Asbestos

Our corporate policy on the management of asbestos has been recently updated to include the arrangements for managing asbestos in the housing stock. The allocation of responsibilities has taken place and the policy will be issued for use once it has been through the consultation process.

Given that asbestos in many forms is prevalent in many Council buildings and our housing stock we have to ensure that the asbestos risk assessed surveys are provided and management carries out annual inspections where this is required. This is to ensure that the asbestos stock remains safe and is well managed. Surveys are also carried out in communal areas of sheltered schemes and domestic properties where construction work is carried out.

Derbyshire County Council (DCC) supports us in arranging the management surveys on corporate buildings and the recorded annual inspections. Tersus provide surveys for the housing elements of HPBC. A programme of training sessions took place in 2015 to further enforce the principles of the policy which includes a permit to work system, additional training will take place during 2017.

The management of asbestos across the two Councils is managed by the Assets Team.

Legionella

Our corporate policy on the management of Legionella has been recently updated to reflect changes to the Responsible Person role and changes in the management structure. This new policy will be issued for use once it has been through the usual consultation process.

Given that there is a risk of Legionella developing in our water systems, we have to ensure that the risk of Legionella is assessed and management (through our contractors) carry out annual inspections, temperature readings, and treatment and replacement of systems as required. DCC and other contractors now carry out all monitoring for us through their preferred contractors - DCC uses their agent Hydro X to carry out this work.

The DCC property services team and S3 Compliance (for non corporate properties) carry out regular monitoring to ensure full compliance with the policy. Surveys and risk assessments are reviewed every two years and temperature monitoring is carried out on a monthly basis.

Considerable work was also undertaken, and is continuing, in areas such as asbestos management and Legionella management. The regular inspection regime and follow up audits, along with the development of an Asset Management Plan, are assisting us in progressing with the required improvements in these areas. This has been an important step towards minimising the risks posed by these health hazards.

Further work is required in this high risk subject area to ensure responsible persons are appointed and the communal housing elements are covered. The Assets Manager and his team are overseeing this work. Additional training for those overseeing legionella management will take place during 2017.

The management of Legionella across the two Councils is managed by the Assets Team.

Fire safety

Given the age and condition of some of the Council buildings the risk of fire is medium to high. From 2005 there was a legal requirement on Councils to carry out fire risk assessments and review these annually. In 2015 the fire safety policy was again updated and a new fire risk assessment pro forma introduced. This, process along with the buildings condition surveys and staff training helps us to mitigate fire risks.

All of our sheltered schemes (High Peak Borough Council) and all of our corporate buildings and communal areas of flats now have a detailed fire risk assessment these are reviewed annually. For corporate buildings Derbyshire County Council is working through the various action plans and prioritising the actions required, for others the Assets Team are actioning these.

Employees are given fire safety training; a new online training package has been developed by the corporate health and safety team to assist in meeting our training obligations without causing significant disruption to operational activities. Over 90 employees have received fire warden training over the last 12 months.

I have been involved with Staffordshire Fire and Rescue Service (SFRS) regarding a few fire safety issues at the Nicholson Institute. This relates to the lack of fire proofing, travel distances, there only being one escape route. I have developed a fire risk assessment for the

part area we occupy; this includes a number of items requiring action. SCC and our Assets Team are working together to ensure the issues highlighted are addressed before September 2017 the deadline set by SFRS.

There are a number of issues in the Sheltered Schemes that require attention, this includes, improving fire proofing in refuge areas, and a solution to the issue of charging mobility scooters. The 'Stay Put Policy' documents in place are now titled 'Defend in Place' Policies to avoid confusion.

The Assets Team are working with a specialist design company to develop a solution.

We liaise regularly with both Fire and Rescue Services, this approach has led to a positive working arrangement, and no enforcement issues.

Property fires

A number of property fires occurred in the High Peak Borough Council Housing Stock.

Once a fire has taken place there is a follow up dialogue with Derbyshire Fire and Rescue Service, and where applicable additional automatic fire detection, precautions are considered.

111 New Street, New Mills - £31-36, 000 plus £425.76 rent loss up to 31/3/17

20 Wardlow Mews, Gamesley - £2855 works plus £202.59 lost rent

14 Sheldon Close, Gamesley £ £29,693.15- plus £2,539.31 lost rent

There were no fires in any of the corporate buildings.

Radon

Radon levels at Buxton Town Hall are maintained at a level below the action level. The radon remediation system is serviced by a specialist contractor every spring, with filters changed every six months. The most recent report has recommended a few minor repairs to the system, but nothing of significance.

Ongoing radon monitoring will be carried out throughout the summer months to monitor radon trends and will include other corporate buildings in the High Peak area. Previous sampling on the SMDC side highlighted very low levels of radon gas.

A revised corporate radon policy will be launched during 2017. The management of Radon is overseen by the Assets Team who are currently looking into introducing radon monitoring in high radon risk domestic properties in the High Peak area.

Radon in corporate buildings is overseen by the Corporate Health and Safety Team.

Pregnant worker risk assessments

We have carried out 5 pregnant worker risk assessments over the past 12 months. Such assessments are carried out in a confidential setting and are carried out by the corporate health and safety team. These are designed to support staff whilst they are at work and after returning to work from maternity leave.

Stress and wellbeing risk assessments

Throughout periods of significant organisational change some staff can suffer the effects of occupational stress. To manage this, a Well Being Policy has been developed and issued to staff through the Organisational Development team.

There has been a slight decrease in the number of stress/ well being risk assessments developed. This is usual during periods of uncertainty and change. These are carried out by the Corporate Health and Safety Adviser following referrals from the occupational health unit. The purpose of these assessments is to support the employee at work, consider adjustments to their workload, offer them additional support where this is required and protect the reputation of the Council. Such assessments are carried out in a confidential setting.

5 well being/stress assessments were carried out during 2016-17.

Resource issues

The Alliance Management Team (AMT) has shown its continued commitment to the health and safety function with the appointment in February 2016 of Helen Ashworth, the Health Safety and Emergency Planning Assistant. Helen works 37 hours a week. The Corporate Health and Safety Adviser has to commit a great deal of time to offer support and mentoring to the post holder, as she had no previous health and safety experience.

Unfortunately, due to a cycling accident, the author of this report was absent from work for a few months as a result of his injuries. This affected the timescales in the action plan. However I am pleased to report that all items have been achieved with the exception of a 5% reduction in work place accidents.

I am ALSO pleased to report that in my absence Helen did a very good job in maintaining the service.

DSE musculoskeletal issues

The introduction of new ways of working in the form of a hot desking model has offered us an opportunity to share some of our accommodation with others.

This in turn has enabled us to improve the standard of accommodation with the provision of new desks, chairs, and other furniture. From a musculoskeletal point of view this should assist our staff in reducing such conditions as the furniture is standardised, it meets legal requirements and where a specific requirement is needed these are catered for as part of the assessment criteria.

Whilst there was an initial resistance to adopt this model, most staff appreciate the reasons for it and have commented that they like the informality of it. There are issues for staff, who deal

with confidential materials and commercially sensitive material, but these issues are managed and meeting rooms are available for use in such circumstances.

To remind staff of correct workstation setting up procedures we designed and have distributed a mouse mat that has been issued to all staff across the two councils. I have issued additional safety guidance in the form of a leaflet covering the protocols to be adopted whilst hot desking.

I developed an accommodation standards document in 2016 that offers advice on desk type, size, and space standards. It is hoped that within the next 12 months, we will have an electronic DSE Self Assessment model that will save officer time.

Working at Heights

On the HPBC side of the Alliance we have staff who regularly work at heights on scaffolds and accessing work from ladders. They have been recently trained in safe working at height practices and risk assessments have been updated. Wherever possible, working at heights should be avoided. Ladder work should be strictly controlled and ladders should only be used as a working platform, where it isn't practicable to use other means.

To ensure all working at heights activities are assessed a point of work assessment has been developed for the protection of our staff. Scaffolding towers and other safer methods of working have been introduced. A compliance audit took place in 2016 this resulted in a number of issues relating to the types of scaffolds provided. A new scaffolding specification was developed in 2016, this will be the document our scaffolding providers will use when working for us.

This specification follows closely the (NASC) National Access and Scaffolding Confederation standard. A training session relating specifically to scaffolds is planned to take place in July 2017.

13. Conclusion

I am pleased to produce this ninth Annual Health and Safety Report for 2016-2017. It represents ongoing efforts by all concerned for the purposes, of promoting a safe and healthy environment within which the organisation can deliver effective and efficient services to the people of High Peak and Staffordshire Moorlands.

We have come a long way in establishing our Electronic Health and Safety Portfolio and embedding a positive safety culture. The main thrust of our work has been to establish the policy, organising, planning and implementation components of that system with a view to improving communication, competency, and ensuring compliance. We now need to further concentrate on the measuring performance and audit and review those systems.

Whilst we can evidence that we have made marked improvements. We still have much to do around engaging with our staff on health and safety matters and ensuring that staff are competent for their roles and managers and staff take ownership of health and safety.

We must continue to develop our positive safety culture to ensure that it will be robust enough to positively impact on the environments in which our staff work, reducing the numbers of incidents within our work places and stand up to scrutiny from both external enforcing

authorities and internal scrutiny whilst providing a sensible and cost effective approach to managing risk.

At a time of 'challenge and change' we also need to be mindful that the new Magistrates Sentencing Guidelines issued last year will have an effect on those organisations that have a poor health and safety performance. Being able to demonstrate a commitment to health and safety, competency through effective record keeping is vital to any defence. We are in a good position to be able to demonstrate we have a good safety record.

Coupled with this is the change of approach of the Health and Safety Executive as regulator. It is imperative that we can demonstrate that our staff have the skills, knowledge, training and experience to fulfil their respective roles.

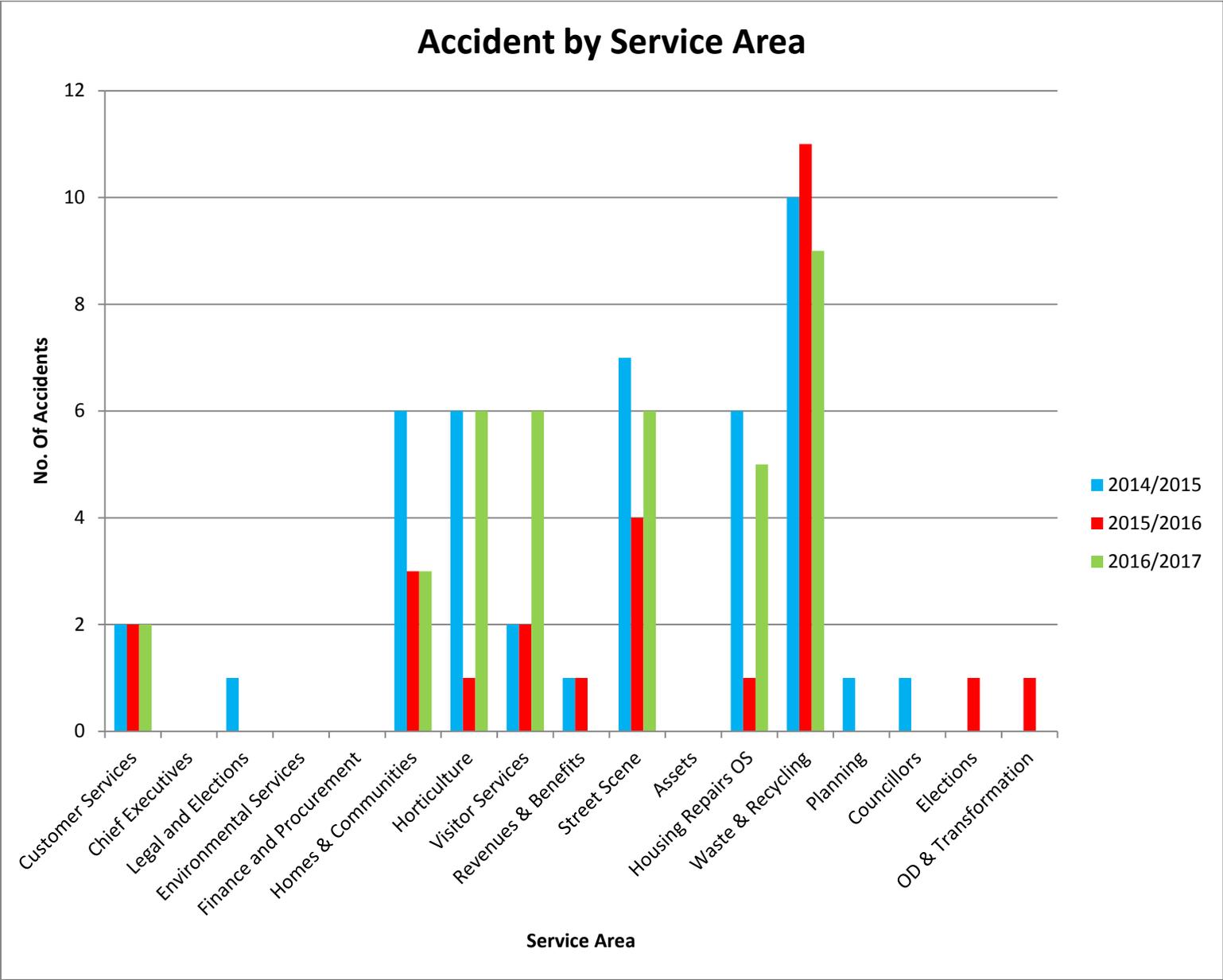
In conclusion, the continued support and leadership of the Chief Executive, Executive Directors, Heads of Service, Service Managers, staff Trades Unions and Elected Members is the key to driving forward health and safety standards, and further reducing accidents and ill health and improving the working environment.

This report summarises the performance and programme of works undertaken at a corporate level during 2016/17 and demonstrates an ever developing safety culture that promotes high standards in health and safety management.

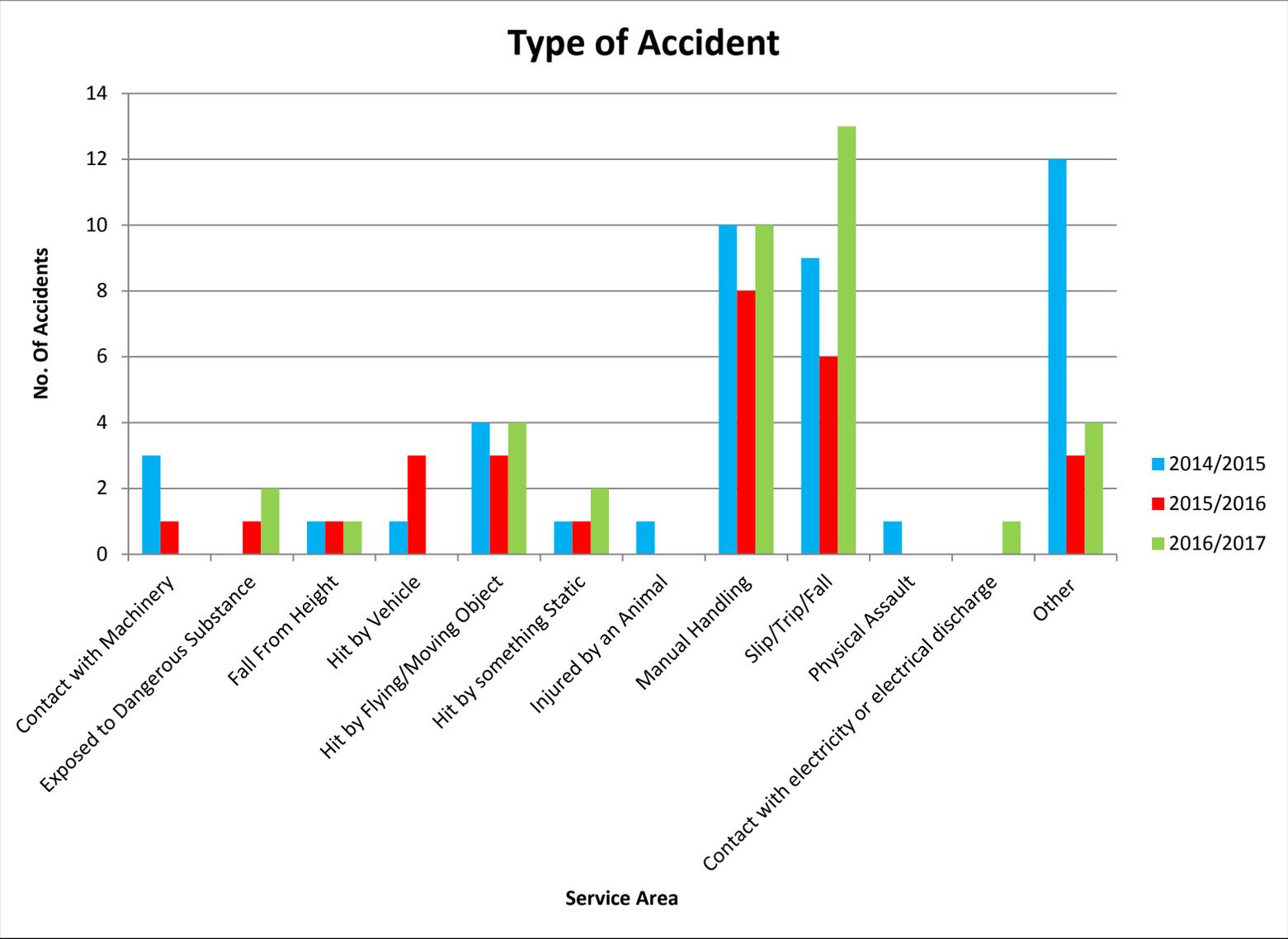
I look forward to the challenges of the next 12 months as we work together towards achieving our goals and, ultimately underpinning and protecting a sustainable working future for our staff.

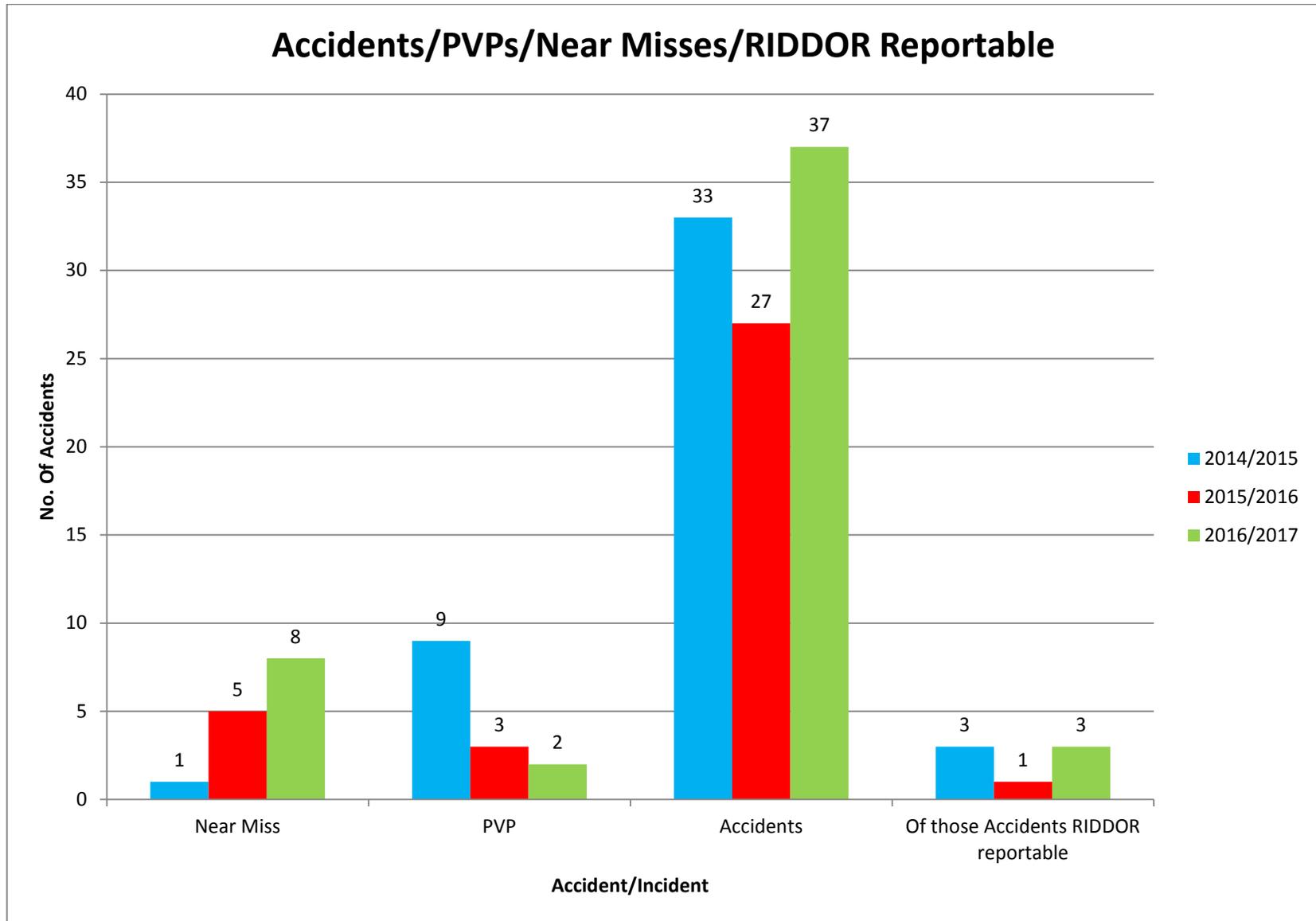
David G Owen
Corporate Health and Safety Adviser
April 12th 2017

Appendix 1

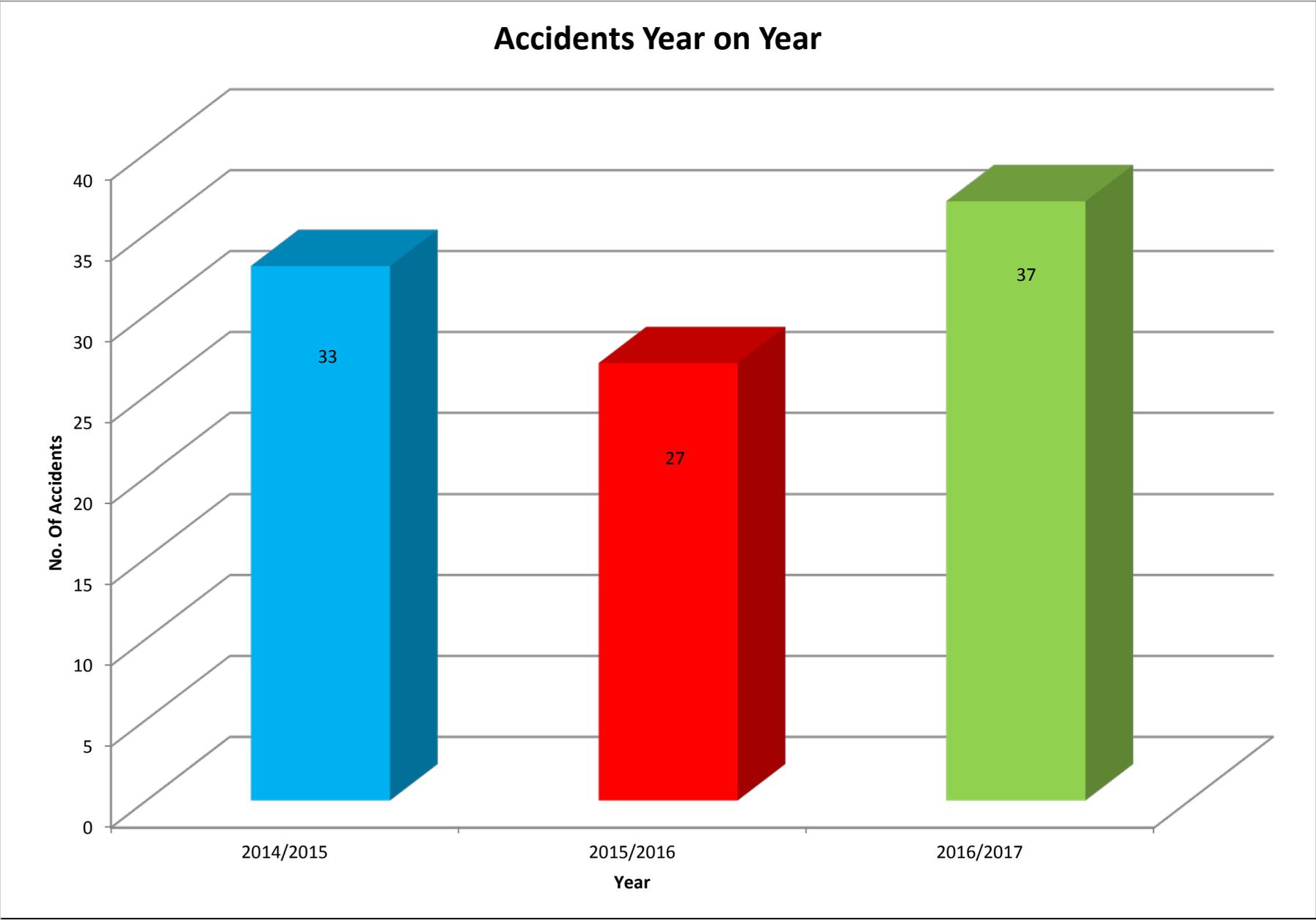


Appendix 2





Appendix 4



Appendix 5 – Report Categories

Accident/Incident Totals

	2014/2015	2015/2016	2016/2017
Total Number of Accidents/Incidents	43	36	47
Breakdown of numbers			
Near Miss	1	5	8
PVP	9	3	2
Accidents	33	27	37
Of those Accidents RIDDOR reportable	3	1	3

Type of Accident

	2014/2015	2015/2016	2016/2017
Contact with Machinery	3	1	0
Exposed to Dangerous Substance	0	1	2
Fall From Height	1	1	1
Hit by Vehicle	1	3	0
Hit by Flying/Moving Object	4	3	4
Hit by something Static	1	1	2
Injured by an Animal	1	0	0
Manual Handling	10	8	10
Slip/Trip/Fall	9	6	13
Physical Assault	1	0	0
Contact with electricity or electrical discharge	0	0	1
Other type of accident	12	3	4
Near Miss/PVP	0	8	8

Appendix 5 - Report Categories (Continued)

Accidents by Service Area

	2014/2015	2015/2016	2016/2017
Customer Services	2	2	2
Corporate H&S	0	0	0
Environmental Health	0	0	0
Finance	0	0	0
Homes & Communities	6	3	3
Horticulture	6	1	6
Visitor Services	2	2	6
Revenues & Benefits	1	1	0
Street Scene	7	4	6
Housing Repairs OS	6	1	5
Waste & Recycling	10	11	9
Planning	1	0	0
Councillors	1	0	0
Members of the public	1	6	9
Elections	0	1	0
OD & Transformation	0	1	0