

PART A

AGENDA

ITEM **8**

**Report to:** Council Audit Committee  
**Date of meeting:** 9<sup>th</sup> January 2008  
**Report of:** Corporate Safety adviser  
**Title:** Quarterly Report July- September

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1.0 **SUMMARY**

1.1 As part of the governance arrangements of the Council it has a Corporate Health & Safety Committee which is attended by representatives of each department and the trade Union (UNISON). The Committee oversees departmental health and safety committees and provides guidance on H&S matters. Part of its remit is to furnish an annual report outlining health and safety performance and intended action for the coming year, to this committee.

At the March 2007 Audit Committee it was agreed that, in future, Health & Safety would be reported every quarter culminating in an annual report.

1.2 The details of the findings for the quarter July to September are set out below.

2.0 **RECOMMENDATIONS**

That the Committee notes the second quarterly report July to September 2007

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**Report approved by:** Jason McKenzie Acting Deputy Head of HR

### 3.0 **DETAILED PROPOSAL**

#### 3.1 **Introduction**

At the Audit Committee, held on 6th March 2007, it was agreed that all H&S reporting would take place on a quarterly basis. For ease of reporting, the same Service Profiles used for the annual reports have been adapted, as agreed by the Corporate H&S Committee (CHSC).

A note outlining the procedure has been added to the existing profile. (previously circulated)

Each quarter will be shown accumulatively, culminating in the annual report.

#### 3.2 **Departmental Profiles**

All were returned with the exception of BIS. BIS have subsequently provided the information but it arrived too late to incorporate into this report. BIS have been reminded of the requisite deadline for future reporting.

The results of the profiles are shown at Appendix 1.

Accident figures have been put in for BIS from figures collected centrally. Other information required for the report was unavailable.

#### 3.3

#### **Summary of Responses**

- Of the 581 staff shown, 382 are designated DSE “users” (65%)
- The number of staff recorded as having an eyesight test during this reporting period was 25 with 97 shown as current. This is 122 in total 32% of total users.
- The 65% of staff who are designated as “users” should be offered an eyesight test.
- Staff must be made aware of the necessity to have their eyesight checked and that all tests need to be recorded.
- The figures for workstation assessments show that 115 have been carried out in this period and 155 remain valid. This is 270 in total - 71% .
- This means that 112 designated users have not been assessed. It is a requirement that **ALL** workstations are assessed.
- The figures show that 51 staff received training in this period,

which was carried out, in total, by Revs. & Bens.

- The Council has a duty to ensure that all staff receive instruction and training

#### 3.4 **Manual Handling**

- Of the 581 staff shown, 306 have been identified as staff covered by relevant MH risk assessment (53%).
- Of the 306 staff 51 have received MH training during this period (17%), which was carried out in total, by Revs. & Bens. Training for 38 staff remain valid giving a total of 89 (29%)
- The 53% of staff identified “at risk” should all receive MH training.

#### 3.5 **Accidents**

- For this Quarter there was a total of 33 recorded accidents/incidents of which:
  - 1 physical abuse, Revs. & Bens
  - 5 verbal abuse, 2 Env. Waste, 2 Hsg & 1 Revs. & Bens
  - 3 back injuries, Env. Waste
  - 16 cuts/sprains, 11 Env. Waste, 1 Planning, 3 Leisure & 1 BIS
  - 1 head, Leisure
  - 5 slips/trips, 2 Env. Waste, 1 Env. Licencing, 1 Strat. Serv. & 1 Revs. Bens.
  - 1 others, Env.Waste
  - There was 1 reportable accident under RIDDOR Sweeper/Driver off work for more than 3 days with a whiplash injury. His vehicle was hit from behind by another vehicle.
- There have 53 accident/incidents recorded for the period April-September. In the main the majority of accidents/incidents were minor, but all need to be monitored. There were no trends in type of accident or accidents happening in any particular area.

#### 3.6

##### **H & S Training**

- During this quarter there have been pockets of varied H&S training provided for some staff and over the 2 quarters there has been a marked improvement.
- However, it is important that all staff receive H&S training appropriate to their work requirements.

3.7

### **Key Messages**

- The accident/incident report for this period is still low but the message is that we must stay vigilant.
- The responsibility for the completion and monitoring of all risk assessments lie within each department and these should be regularly reviewed.
- Eyesight testing, Manual Handling Training and General H&S training remain an area of concern.
- It is important to ensure every member of staff receives the appropriate training and attendance records are kept.

3.8

### **Recommendations**

- That areas of weakness highlighted and the results/information provided are actioned.
- Ensure that H&S appears regularly on departmental team meeting agendas

4.0

## **IMPLICATIONS**

4.1

### **Financial**

The Head of Finance comments that the costs of training, eye tests, and risk assessments are met from within existing budgets.

4.2

### **Legal Issues** (Monitoring Officer)

4.2.1

The Head of Legal and Democratic Services comments that it is every individuals responsibility to have regard to their own health and safety and also the councils duty as an employer to have regard for their employees and visitors health and safety, by ensuring each department reports on health and safety issues the council is able to provide an audit trail to demonstrate compliance with its duty

4.3           **Equalities**

4.3.1       None Identified

4.4           **Potential Risks**

4.4.1       Failure to have regard to health and safety issues could lead to the council and potentially individual officers being prosecuted. This could have a serious effect on the reputation of the council.

4.5           **Staffing**

4.5.1       To ensure that all staff are safe at work it is essential to have sound H&S arrangements based on legislation and approved codes of practice

4.6           **Accommodation**

4.6.1       None identified

4.7           **Community Safety**

4.7.1       None Identified

4.8           **Sustainability**

4.8.1       None identified

Appendices

Appendix 1 – Summary of Profiles

Background Papers

Service Profiles July 2007 to September 2007

File Reference

None