

**Report to:** Council Audit Committee  
**Date of meeting:** 19<sup>th</sup> March 2008  
**Report of:** Corporate Safety adviser  
**Title:** Quarterly Report October – December 2007

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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 October to December 2007 are set out below.

2.0 **RECOMMENDATIONS**

That the Committee notes the third quarterly report October to December 2007

**Contact Officer:**

For further information on this report please contact:: Geoff Massey

Corporate Safety adviser

telephone extension: 8442

email: [geoff.massey @watford.gov.uk](mailto:geoff.massey@watford.gov.uk)

**Report approved by:** Fiona Skene 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 and is shown at Appendix 1. (as previously circulated)

#### 3.2 **Departmental Profiles**

All profiles for this quarter were returned and the results of the profiles are shown at Appendix 2.

#### 3.3 **Summary of Responses**

- Of the 580 staff shown, 381 are designated DSE “users” (66%)
- The number of staff recorded as having an eyesight test during this reporting period was 78 with 131 shown as current. This is 209 in total 36% of total users.
- It is important that the 66% of staff who are designated as “users” are aware of their right to 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 65 have been carried out in this period and 234 remain valid. This is 299 in total – 78%.
- This means that 82 designated users have not been assessed. It is a requirement that **ALL** workstations are assessed.
- The departments where assessments need to be carried out are: Env. Serv. (Waste), Planning & Dev., Housing, H.R. and Finance
- Of the 381 designated users 53 have received training in this period and 167 remain valid. This is 220 in total – 58%

#### **Manual Handling**

- Of the 580 staff shown, 322 have been identified as staff covered by relevant MH risk assessment 56%
- Of the 322 staff 76 have received MH training during this period 21% and 116 remain valid giving a total of 192 – 60%
- The 56% of staff identified “at risk” should all receive MH training.

## Accidents

For this Quarter there were a total of 33 recorded accidents/incidents of which:

- 2 back injuries - 1 Leisure & Comm and 1 Env. Serv. (waste)
- 15 cuts/sprains - 7 Leisure & Comm, 2 Revs. & Bens, 1 Planning and 5 Env. Serv. (waste)
- 2 Eye injury – 1 Leisur & Comm, 1 Env Serv (waste)
- 1 head injury – Env Serv. (waste)
- 4 slip/trips/falls – 2 Env Serv (waste), 1 Env Hlth, 1 Revs & Bens
- 1 phys abuse – Revs & Bens
- 7 verbal abuse – 1 Env Hlth., 2 Hsg., 2 Strat Serv. and 2 Revs & Bens.
- 1 other – 1 Env Hlth.

There were no reportable accident/incidents under RIDDOR

- There have been 33 accident/incidents recorded for the period October- December. 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.

## H & S Training

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

## Risk Assessments

- All departments have indicated that they have completed their risk assessments with exception of Planning and Development and Finance.
- It is essential that all departments carry out assessments and ensure that they are monitored on a regular basis.

## 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 lay within each department and these should be regularly reviewed.

- Eyesight testing, Manual Handling Training and General H&S training are areas that need to be monitored and actioned as necessary.
- It is important to ensure every member of staff receives the appropriate training and attendance records are kept.

### **Recommendations**

- Those 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 there are no financial implications in the report

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

4.2.1 The Head of Legal and Democratic Services comments that there are no legal implications in the report

### **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. That all staff receive appropriate H&S training appertaining to their job.

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

Background Papers

Service Profiles October 2007 to December 2007

File Reference

None