

HEALTH AND SAFETY ANNUAL REPORT

1.0 Introduction

- 1.1 Up to and including the 2017/18 financial year, an annual Health and Safety report was made to Standards and Audit. The Chief Executive has requested that a report be made to CMG on a quarterly basis, with the 4th quarterly report – i.e. the report for the whole of the financial year - being submitted to Standards and Audit. This is the report for quarter 4 of the 2018/19 financial year i.e. the whole of the financial year and will be submitted to the Standards and Audit meeting on 18 July 2019.

2.0 Health and Safety Audits

- 2.1 Health and Safety audits are being undertaken by external consultants RSK who were appointed in March 2018.
- 2.2 Jon Martin from RSK has produced an audit report for HG Wells, Brockhill and Moorcroft. These were sent to the relevant managers and senior managers and were also put on CMG's agenda when they were received.
- 2.3 RSK have prepared a report on the risk assessments for Parking Services, Neighbourhood Team and Planning Enforcement, Brockhill, HG Wells, and Moorcroft. Again, these were sent to the relevant managers and senior managers and were also put on CMG's agenda when they were received.
- 2.4 The reports are appendices to this report along with the relevant managers' comments on what they have done in response to the issues raised.

3.0 Health and Safety Activities 2018/19

- 3.1 Health and Safety activities so far this year include:
- refresher training for 31 managers/senior managers and 3 members of CMG in the actions to take if there are no Fire Wardens present at the time of a fire alarm;
 - publishing the updated Water Hygiene and Legionella Policy
 - publishing the Employment of Contractors Policy
 - publishing the updated Asbestos Policy
 - publishing the updated Display Screen Equipment Policy
 - publishing the updated Driving at Work Policy
 - publishing the updated Health and Safety Policy
 - publishing the updated Lone Working Policy
 - reviewing all remaining policies to see if they require updating (as per previous Internal Audit requirement)
 - reviewing and updating the Fire Emergency Plan for the Civic Offices
- 3.2 Evacuation procedures have been tested at the Civic Offices on 15 June 2018 and observed by the Senior Health and Safety Officer. This was the first fire drill since the DWP have occupied the Civic Offices. The DWP have their own dedicated fire exit direct from their area. This opens near the entrance of St Andrew's House. Training needs were identified during the fire drill and a message was put on ewokplus afterwards reminding staff of the correct procedure.

- 3.3 A second fire drill took place at the Civic Offices on 29 October. Training needs were identified during the fire drill and an email was sent to all staff afterwards reminding staff of the correct procedure.
- 3.4 A new fire detection and alarm system was installed in the Civic Offices. Weekly tests of the system have been undertaken and staff should now be used to the new sound. (the alarm is now a two tone siren as opposed to a ringing bell)
- 3.5 Evacuation procedures at other buildings have been tested but not observed by the Senior Health & Safety Officer: Moorcroft 21 June 2018 and 17 January 2019, The Vyne 24 April 2018 and 8 May 2018, St Marys 22 May 18 and 19 October 2018 and Parkview on 17 May 18 and 14 February 2019.
- 3.6 Risk assessments have been reviewed and updated this financial year for Brockhill, Building Control, Car Parks Control Room, town centre Christmas tree, Civic Offices car park, Council-wide office work, Development Management and Planning, Drainage and Flood Risk Engineer, Estate management, Family Support Programme, First Aid provision for the Civic Offices, flooding and storms, Green Infrastructure – Balsam, Green Infrastructure , Health & Safety and Insurance, HGW – general, HGW – kitchen, HGW - work at heights, Home Independence (Homelink and Carline), Home Support, ICT & Commercial Unit, Moorcroft, Moorcroft first aid provision, Neighbourhood Team, Parking – CEOs, Parkview, Parkview first aid provision, Planning Policy, Revs, Bens & Cust Servs, St Mary's, The Vyne, The Vyne first aid provision, use of evacuation chairs, use of lifts to evacuate and Waterers Park Attenuation Pond. These have all been read and checked by the Senior Health & Safety Officer.
- 3.7 Earlier in 2018, before this financial year, risk assessments were reviewed and updated for Community Meals Service, Community Safety, Housing Needs, Housing Standards and Housing Strategy and Enabling. These have all been read and checked by the Senior Health & Safety Officer.
- 3.8 All current Health and Safety documents are available on the Health and Safety pages on ewokplus.

4.0 Accidents

- 4.1 Detailed accident statistics for the period 1 April 2018 to 31 March 2019 are attached in Appendix 1.
- 4.2 There were four accidents to staff, none of which required to be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In the whole of last year there were 20 accidents, and one was reported to the HSE.
- 4.3 Please note that in the summary table of accidents to non-employees in the report for quarter 3, one accident was duplicated and two were wrongly listed under “Centres” instead of “Centre grounds/car parks”.
- 4.4 There were 21 accident reports relating to non-employees, none of which were reported to the HSE under RIDDOR. These are detailed in Appendix 1 where you will see that the majority are not work related. In the whole of last year there were 9 accidents to non-employees and none were reported to the HSE under RIDDOR.

Freedom Leisure

- 4.5 Accident statistics for Freedom Leisure are shown in Appendix 2. There were two employee accident at the Leisure Centre, one of which was sport related and nine employee accidents at the Pool in the Park. No accidents to employees were required to be reported under RIDDOR.
- 4.6 At the Leisure Centre there were 278 accidents to non-employees. Amongst these were 178 accidents where the cause is listed as a sporting injury. No accidents to non-employees were required to be reported under RIDDOR.
- 4.7 At the Pool in the Park, there were 68 accidents to non-employees. Amongst these were 59 accidents where the cause is listed as sport related. No accidents to non-employees were required to be reported under RIDDOR.
- 4.8 Of these accidents, 37 (22 reported at the Leisure Centre and 15 at the Pool) were reported as having occurred outside of Freedom's premises, which may include accidents in Woking Park, the slope up to the Pool, the skate park, the children's play area and the car park. Freedom Leisure are not responsible for these areas, but the public sometimes go to the Pool and Leisure Centre seeking first aid treatment. Disregarding the accidents that occurred outside of Freedom's premises, there were 256 accidents to non-employees at the Leisure Centre and 53 accidents to non-employees at the Pool.
- 4.9 To put these figures in context, in this period of time there were 376,367 visitors to the Leisure Centre and 298,207 visitors to the Pool.
- 4.10 The Sportsbox opened mid-year and there has been one accident to staff. There have been 13 accidents to non-employees, all of which were sport related. There was an accident which occurred in the grounds of the Sportsbox which was reported to us by way of a claim for compensation.

New Vision Homes

- 4.11 New Vision Homes have provided statistics showing that there were two accidents to staff and 14 to non-employees, none of which were RIDDOR reportable. Of the 14 accident reports for non-employees, 6 were not within the remit of Pinnacle but they have recorded the accidents as they were reported to them, therefore there were only 8 accidents to non-staff.

Amey

- 4.12 There were 17 accidents to staff, one of which was RIDDOR reportable. There were no accidents to non-employees.

Brookwood Cemetery

- 4.13 There were two accidents to a staff member, which were not RIDDOR reportable. There were no accidents to non-employees.

Serco

- 4.14 There were 19 accidents to staff, none of which were RIDDOR reportable and one accident to non-employees which was not RIDDOR reportable. Serco had previously declared two accidents to non-employees but one of these was an accident to a child at the Skate Park which Serco have subsequently decided should not have been included in their report.

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Thameswey Group

- 4.15 There was one accident to a staff member, which was not RIDDOR reportable. There were no accidents to non-employees.

Table 1	Employee		Non-employee		RIDDOR Reportable	
	This year	Last year total	This year	Last year total	This year	Last year total
Summary Accident Statistics						
Woking Borough Council	4	20	21	9	0	1
Amey <i>N.B. "Last year" was only part of a year</i>	17	9	0	0	1	1
Brookwood Cemetery	2	N/a	0	N/a	0	N/a
Freedom Leisure - Leisure Centre	2	4	256	323	0	0
- Pool in the Park	9	7	53	121	0	0
- Sportsbox <i>from 30 July 2018</i>	1	N/a	13	N/a	0	N/a
Woking Park/Skate Park etc. <i>(reported to Freedom Leisure)</i>	N/a	N/a	23	40	0	0
New Vision Homes	2	5	8	14	0	0
SERCO	19	10	1	1	0	0
Thameswey Group	1	4	0	0	0	0

5.0 Incidents

- 5.1 No near miss reports were received.
- 5.2 There were 26 aggressive incident reports received, relating to 15 incidents. In the whole of last year there were 8 aggressive incident reports completed during the year for 3 incidents.
- 5.3 Eight of the incidents took place in the One Stop Shop, one at Parkview, four on residential streets, one in the car park of a sheltered housing scheme and one on the phone.
- 5.4 Following the 15 incidents reported, seven people were sent a letter advising that their behaviour was not acceptable and that a marker had been placed against their records. Four incidents were reported to the Police and one arrest was made.
- 5.5 There were no reports received in confidence from other agencies (e.g. the Job Centre) of persons they have marked as "PV" (potentially violent) due to incidents that have occurred to their staff or on their premises.

6.0 Health & Safety Training

- 6.1 All Council staff plus staff from other organisations that are based in the Civic Offices or who visit regularly and require a photo ID card receive a Health and Safety induction before a photo ID card is issued. Once a photo ID card is issued, the holder can move around the Civic Offices without needed to be escorted by a member of Council staff.
- 6.2 Inductions are held every Monday morning (although inductions for Street Angels are held outside office hours) and take approximately 45 minutes.
- 6.3 Training undertaken this financial year includes:
- Induction training for all staff on their first day - 130 staff and work experience students.
 - Induction training for all staff from other organisations who are based in the Civic Offices including:
 - DWP - 3 people
 - New Vision Homes - 12 people
 - Skanska and their contractors - 11 people
 - Street Angels – 11 people
 - Surrey County Council - 20 people
 - Thameswey Group – 6 people
 - Others - 24 people
 - First Aid training courses including:
 - Emergency First Aid at Work course (1 day) – 22 people
 - First Aid at Work (3 day initial training or 2 day requalification) – 12 people
 - Defibrillator training – 8 people
 - Manual handling training – 5 people
 - Fire safety training:
 - initial Fire Warden training for 2 new Fire Wardens at the Civic Offices
 - Fire safety training for 31 managers/senior managers and 3 members of CMG in the actions to take if there are no Fire Wardens present in the Civic Offices at the time of a fire alarm. (please note this round of training started at the end of the 2017/18 financial year so other managers previously attended training).
 - Practical fire extinguisher training – 9 people
- 6.4 Three members of CMG attended a one day IOSH “Safety for Directors and Senior Executives” course in October.
- 6.5 Twenty nine managers including all Senior Managers passed the three day IOSH “Managing Safely” course in January.
- 6.6 The Assessrite (Display Screen Equipment) online course and self-assessment is completed annually by all staff who use a computer for more than 20% of the time. A total of 295 current staff have completed this during the year (it should be repeated every 12 months) and 130 people had not completed this by the end of March.
- 6.7 All staff have been sent email notification to start the “Firerite” fire safety online training course and the “OHSa” Office Health and Safety Awareness course. Managers and senior managers have been notified to start the Office Health and Safety Awareness for Line Managers (OHSALM) course. Relevant staff have been notified to start other courses including Homeworkers, Asbestos Awareness, Work at Height and COSHH (chemical substances).

- 6.8 “Firerite” online fire safety training – since August, 338 current staff have completed it and 88 people had not completed this by the end of March.
- 6.9 Office Health and Safety Awareness for Line Managers (OHSALM) online training – since October 48 people had completed it and 5 people who were assigned it had not completed this by the end of March. Senior Managers who had attended the IOSH “Managing Safely” course in January were excused from the online training.
- 6.10 Homeworkers online training – since August when the course was released, 126 current staff have completed it and 16 people who were assigned it had not completed this by the end of March.
- 6.11 Asbestos Awareness online training – since September when the course was released 50 current staff had completed it and 13 people who were assigned it had not completed this by the end of March.
- 6.12 Work at Height online training – since October when the course was released 56 people had completed it and 8 people who were assigned it had not completed this by the end of March.
- 6.13 COSHH online training – Since the beginning of December when the course was released 33 current staff had completed it and 8 people who were assigned it had not completed this by the end of March.
- 6.14 “OHSA” Office Health and Safety Awareness online training – since February when this course was released, 238 current staff had completed it and 187 people who were assigned it had not completed it by the end of March. Managers and Senior Managers are assigned the Office Health and Safety Awareness for Line Managers (OHSALM) variant and do not need to do both.
- 6.15 Food Safety 1 online training was sent to relevant people in the Meals Service and in Centres in February – 20 current staff had completed it and 12 staff who had been assigned it had not completed it by the end of March.
- 6.16 Food Safety 2 online training was sent to relevant people in the Meals Service and in Centres in February – 19 current staff had completed it and 7 staff who had been assigned it had not completed it by the end of March.
- 6.17 First Aid online training was sent to people who hold either the three day “First Aid at Work” or the one day “Emergency First Aid at Work” qualifications in January – 46 current staff had completed it and 19 staff who had been assigned it had not completed it by the end of March.
- 6.18 Reminders have been sent to all those with an outstanding online course.

7.0 Planned Work for 2019/20

7.1 The Health and Safety work during 2019/20 will include the following:

- Reviewing and updating the Work Related Stress Policy, Fire Safety Policy, Electrical Safety Policy and Handling Aggression at Work Policy.
- reviewing all remaining policies to see if they require updating (as per previous Internal Audit requirement)
- reviewing and updating the Fire Emergency Plan for the Civic Offices

- continuing to add, update and improve health and safety information available on ewokplus;

8.0 Implications

Financial

- 8.1 Costs associated with training and maintaining a safe working environment are provided for within existing funds.

Human Resource/Training and Development

- 8.2 Training is crucial to maintaining a good health and safety record and avoiding accidents. As well as the training matters referred to in this report there remains a significant commitment to continuing this in the future and health and safety, particularly maintaining awareness, is a key part of the Corporate Learning and Development Plan.

Community Safety

- 8.3 This aspect of Health and Safety specifically relates to the Council's duties as an organisation, an employer and with the safety of the community using Council premises. Other aspects of community health and safety, including food hygiene are dealt with in Environmental Health.

Risk Management

- 8.4 The steps taken to identify and mitigate against health and safety risks are contained within the report.

Sustainability

- 8.5 No impact.

Equalities

- 8.6 Equalities information is not recorded on accident statistics. However, none of the reported accidents are considered to be a result of equality issues.

REPORT ENDS