

HEALTH AND SAFETY ANNUAL REPORT

Executive Summary

The Health and Safety at Work etc. Act 1974 and subsequent legislation places a general duty on the Council to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others such as the general public who use the Council's facilities and may be affected by the carrying out of the work the Council does.

This report provides the Standards and Audit Committee with a review of health and safety activity during 2020/2021.

This report demonstrates that there are no matters of concern.

Recommendations

The Committee is requested to:

RESOLVE That the Health and Safety Annual Report be received with no matters of concern.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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REPORT ENDS

Annual Health and Safety Report

1.0 Introduction

- 1.1 The annual Health and Safety report to the Standards and Audit Committee has been historically based on quarterly reports to the Corporate Leadership Team (CLT). Due to priorities shifting during the Covid-19 pandemic, quarterly reports were not provided to CLT during 2020/21. This report provides all necessary information for the 2020/21 financial year.

2.0 Health and Safety Activities 2020/21

- 2.1 The Senior Health and Safety Officer has been seconded to Elmbridge BC with effect from 1 March 2019 and currently spends two days per week working at Elmbridge and three days per week working for Woking Borough Council.
- 2.2 Health and Safety activities this year were reduced due to the pandemic causing priorities to change. As such no health and safety policies were updated or introduced during the year.
- 2.3 A bespoke induction video was scripted by the Senior Health and Safety Officer and filmed in the Civic Offices in December 2020. The filming company completed the editing in June 2021.
- 2.4 Evacuation procedures were not tested at the Civic Offices during the year. This is because it was felt that an evacuation followed by staff congregating at the fire assembly point could cause social distancing to be compromised. The Council's Covid19 Risk Assessment included a provision to discontinue regular Fire Drills during the periods of lockdown and social distancing.
- 2.5 Many of the Fire Wardens for the Civic Offices were either solely or partly working from home. In the absence of some of the Fire Wardens, additional staff were given training so they could act as Fire Wardens for the days of the week that they were working in the Civic Offices. In response to the Council's new way of working and reduced numbers within the office, the Council is in the process of reviewing the fire evacuation procedure, as well as the Bomb Threat Strategy.
- 2.6 Evacuation procedures at other buildings have been tested but not observed by the Senior Health & Safety Officer: Moorcroft on 17 February 2021 and St Mary's on 24 March 2021.
- 2.7 Many risk assessments for Covid 19 secure activities were completed during the year.
- 2.8 Risk assessments have been reviewed and updated during this financial year and stored in the Risk Assessment library in SharePoint.
- 2.9 All current Health and Safety documents are available on the Health and Safety pages on ewokplus.

3.0 Accidents

- 3.1 Detailed accident statistics for the period 1 April 2020 to 31 March 2021 are attached in Appendix 1.
- 3.2 There were two staff accidents, neither of which resulted in any injuries and they did not need to be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

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In the whole of the previous year there were nine accidents, and one was reported to the HSE.

- 3.3 There were six accident reports relating to non-employees, none of which were reported to the HSE under RIDDOR. Two accidents resulted in the injured person being taken directly to hospital for treatment, but because the accidents did not arise out of our work activities, they did not need to be reported to the HSE. One accident resulted in the two injured persons being taken directly to hospital for check-ups, but as no treatment was required they did not need to be reported to the HSE.
- 3.4 These accidents are detailed in Appendix 1. In the whole of the previous year there were sixteen accidents to non-employees and none were reported to the HSE under RIDDOR.

Freedom Leisure

- 3.5 Accident statistics for Freedom Leisure are shown in Appendix 2. There were two employee accidents at the Leisure Centre, none at the Pool in the Park or the Sportsbox. No accidents to Freedom employees were required to be reported under RIDDOR.
- 3.6 At the Leisure Centre there were 19 accidents to non-employees. Amongst these were 14 accidents where the cause is listed as a sporting injury. No accidents to non-employees were required to be reported under RIDDOR.
- 3.7 At the Pool in the Park, there was one accident to a non-employee and the cause is listed as sport related. No accidents to non-employees were required to be reported under RIDDOR.
- 3.8 At the Sportsbox, there were three accidents to non-employees and the cause is listed as sport related for each of them. No accidents to non-employees were required to be reported under RIDDOR.
- 3.9 Of these accidents, one reported at the Leisure Centre actually 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 parks. Freedom Leisure are not responsible for these areas, but the public sometimes go to the Pool, Leisure Centre and the Sportsbox seeking first aid treatment.
- 3.10 To put these figures in context, in this period of time there were 68,673 visitors to the Leisure Centre, 13,206 visitors to the Pool and 5,378 visitors to the SportsBox.

New Vision Homes

- 3.11 There were no accidents to staff. There were four accidents to non-employees, none of which were RIDDOR reportable.

Amey

- 3.12 There were seven accidents to staff, none of which were RIDDOR reportable. There were no accidents to non-employees.

Brookwood Cemetery

- 3.13 There were five accidents to staff members, none of which were RIDDOR reportable. There were no accidents to non-employees.

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Serco

- 3.14 There were fifteen accidents to staff, two of which were RIDDOR reportable. There were no accidents to non-employees. Coincidentally these are identical to the previous year – 2019/20 – so Serco have been contacted and asked to double check that these figures are the correct ones.

Thameswey Group

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

Table 1 Summary Accident Statistics	Employee		Non-employee		RIDDOR Reportable	
	This year	Last year total	This year	Last year total	This year	Last year total
Woking Borough Council	2	9	6	16	0	1
Amey	7	18	0	0	0	0
Brookwood Cemetery	5	3	0	1	0	0
Freedom Leisure - Leisure Centre	2	6	19	182	0	0
- Pool in the Park	0	8	1	71	0	1
- Sportsbox	0	4	3	15	0	0
Woking Park/Skate Park etc. (reported to Freedom Leisure)	0	1	1	21	0	0
New Vision Homes	0	4	4	18	0	1
SERCO	15	15	0	0	2	2
Thameswey Group	1	0	0	0	0	0

4.0 Incidents

- 4.1 No near miss reports were received.
- 4.2 There were two aggressive incident reports received, relating to two separate incidents. In the whole of last year there were 17 aggressive incident reports completed during the year for 14 incidents.
- 4.3 Both of the incidents took place on the phone. One person was sent a letter advising that their behaviour was not acceptable and that a marker had been placed against their records to warn other staff who might have cause to deal with the person concerned.

4.4 Two warnings were received from outside organisations about people who had been aggressive. One of these warnings came from the Police and the other came from New Vision Homes.

5.0 Health & Safety Training

5.1 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.

5.2 Inductions are held every Monday morning (although inductions for Street Angels are usually held outside office hours) and take approximately 45 minutes.

5.3 Training undertaken this financial year includes:

- Induction training for all staff on their first day - 55 staff and work experience students.
- Induction training for all staff from other organisations who are based in the Civic Offices including:
 - DWP – 10 people
 - New Vision Homes – six people
 - Skanska and their contractors - nine people
 - Surrey County Council - 35 people
 - Surrey Police front counter staff – 11 people
 - Others - six people
- First Aid training courses including:
 - Emergency First Aid at Work course (1 day) – five people
 - First Aid at Work (3 day initial training or 2 day requalification) – ten people

5.4 Staff are required to undertake eLearning on various health and safety topics, including:

- Annually
 - Assessrite (Display Screen Equipment)
 - FireRite (fire safety)
 - “OHSA” (Office Health and Safety Awareness) or “OHSALM” (Office Health and Safety Awareness for Line Managers)
 - Risk Assessment (managers only)
- Every three years
 - FeelRite (stress awareness)
 - Handlerite (manual handling)
 - Personal Travel Safety
 - Slips Trips and Falls
- Where appropriate for the role
 - Asbestos Awareness
 - Conflict Resolution
 - COSHH (chemical substances)
 - Driver Awareness
 - First Aid
 - Food Safety 1 and Food Safety 2
 - Legionella awareness
 - Work at Height

- 5.5 Due to the Covid-19 pandemic causing many staff to work from home, all staff were then allocated the Homeworkers online training course, although this was deactivated for a small number of staff who said they never worked from home.

A summary of the number of eLearning courses completed is attached as appendix 3. Where the number of staff is referred to, that relates to current staff as at the time of writing, and does not those who left before this report was writing. This is because when staff leave, their log in to the WorkRite training portal is deactivated. Deactivated accounts are not included in the reports that can be run on courses completed. Therefore, the actual number of staff who completed an eLearning course might be higher than the number listed in the summary.

- 5.6 Three reminders are sent automatically to all those with an outstanding online course.

- 5.7 These e-learning courses help us to ensure that staff receive refresher health and safety training. The Monitoring Officer has emailed all Senior Managers advising them that this training is mandatory and requesting that it was completed as a matter of priority. Further reminders have been sent and meetings are being scheduled for all those who have been unable to complete the e-learning course to undertake the training in the offices.

6.0 Planned Work for 2021/22

- 6.1 The Health and Safety work in 2021/22 will include the following:

- Reviewing and updating
 - Handling Aggression at Work Policy.
 - Driving On Council Business Policy
 - Work at Height Policy
 - Manual Handling Policy
 - Gas Safety Policy
 - Asbestos Policy
- reviewing all remaining policies to see if they require updating (as per previous Internal Audit requirement)
- continuing to add, update and improve health and safety information available on ewokplus;

7.0 Implications

Financial and Risk

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

Equalities and Human Resource

- 7.2 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.

Legal

- 7.3 The Health and Safety at Work etc. Act 1974 and subsequent legislation places a general duty on the Council to ensure, so far as is reasonably practicable, the health, safety and

welfare at work of their employees and others such as the general public who use the Council's facilities and may be affected by the carrying out of the work the Council does.

8.0 Corporate Plan

8.1 The report meets the Corporate Plan objectives of strengthening partnerships and effective use of resources.

9.0 Engagement and Consultation

9.1 The Senior Health and Safety Officer engages with Amey, Brookwood Cemetery, Freedom Leisure, New Vision Homes, Serco and Thamesway in compiling the annual report.

APPENDICES

- Appendix 1 - 2020/21 accident statistics WBC
- Appendix 2 – 2020/21 accident stats for Freedom Leisure
- Appendix 3 - summary of the number of eLearning courses completed