

**COMMUNITY POLICY DEVELOPMENT GROUP  
22 JANUARY 2019**

**Health and Safety Policy review**

**Cabinet Member(s):** Cllr Margaret Squires  
**Responsible Officer:** Michael Lowe (Health and Safety Officer)

**Reason for Report:** To advise Members of the amount of incidents and near misses reported to the Health and Safety Officer for the financial year up to 31 December 2018.

**Relationship to Corporate Plan:** Health and safety impacts across all aspects of the corporate plan as there is an obligation on the Council to ensure that its activities do not adversely affect the health and safety of employees, members of the public, contractors and others with whom we interact.

**Financial Implications:** Accidents and incidents can lead to financial loss through sickness absence due to injury and costs involved in litigation or prosecution if the Council is found to have been negligent in carrying out its duty of care under the Health and Safety at Work Act.

**Legal Implications:** Failing to comply with health and safety legislation and regulations could result in the Council being issued with improvement/prohibition notices and/or prosecution. The Council would also be at risk of potential civil litigation.

**Risk Assessment:** Ensuring the Council has robust accident and incident reporting policies and procedures, which are proactively monitored, will ensure the health and safety of employees and those who are affected by its actions and also reduce the potential risk of legal challenges and civil litigation.

**Equality Impact Assessment:** The accident reporting policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.

The policy as a whole seeks to advance equality of opportunity for and between different protected groups.

The purpose and intended outcomes of the policy do not seek to foster good relations between and across protected groups. However, the organisation has a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Dignity at Work, Harassment Policy

**1.0 Introduction**

1.1 The reporting of accidents and incidents are monitored by the Health and Safety Officer on an ongoing basis with quarterly reporting to the Health and Safety Committee.

- 1.2 The relevant Group Manager will ensure that all accidents and incidents are reviewed, investigated and that remedial/preventative measures, if required, are put in place. They will ensure records are maintained and recorded correctly.
- 1.3 More serious accidents may require an investigation from a team of investigators. The decision to set up an investigation team can be made by the Group Manager or the Health and Safety Officer.
- 1.4 The definition of an accident is defined as an unplanned event which causes injury or ill health to persons.
- 1.5 The definition on an incident is a “near miss” or dangerous occurrence that has the potential to cause injury.

**2.0 Accident and incident analysis**

2.1 For the year to date (1 April 2018 – 31 December 2018) there have been 23 minor accidents involving employees and 6 minor accidents involving members of the public reported to the Health and Safety Officer.

2.2 The causes of accidents involving employees are:

|                                   |   |
|-----------------------------------|---|
| Manual handling                   | 6 |
| Slips, trips and falls            | 6 |
| Hit by fixed or stationary object | 5 |
| Hit by moving object              | 5 |
| Contact with hazardous substance  | 1 |

2.3 The causes of accidents involving members of the public are:

|                                   |   |
|-----------------------------------|---|
| Slips, trips and falls            | 2 |
| Hit by moving object              | 2 |
| Hit by fixed or stationary object | 1 |
| Contact with electric             | 1 |

2.4 For the year to date there have been 9 incidents reported to the Health and Safety Officer.

2.5 The causes of these are:

|   |   |
|---|---|
| Vehicle movement                                  | 5 |
| Chemicals or other substances hazardous to health | 3 |
| Manual handling                                   | 1 |

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**Circulation of the Report:** Members of Community PDG, Cllr Squires, Leadership Team