

ANNUAL HEALTH AND SAFETY REPORT

A DIRECTORATE INFORMATION

Directorate: Deputy Chief Executives Service

Report for Year ending (date): 31 December 2011

Outline of the key activities the Directorate performs: Administrative

Number of Employees (full time equivalent): 181

B THE REPORT

1. Update of previous year

- (i) Priorities identified for previous 12 months:
 - Reduction in stress related illness. **Action:** Introduction of telephone EAP service for staff to offer support. Training given to staff on managing change and managing stress.
 - Display Screen Equipment Assessments. **Action:** All staff given revised self-assessment form. Managers reviewed and introduced any further controls necessary.
 - H&S training gap analysis. **Action:** gaps in h&s training needs identified by managers during performance setting meetings with staff.
- (ii) The following corporate policies were implemented in the service:
 - Display Screen Equipment
 - Grey Fleet
- (iii) The service carries out administrative functions and the main risks associated with that are:
 - Working with display screen equipment. **Action:** The service has carried out assessment of its staff using DSE and is currently introducing controls to minimise any risk identified.
 - Lone Working. **Action:** Lone working assessments have been reviewed and any controls identified have been introduced including new protocols for reporting in and out of the workplace.

The service also managed the Councils estate and leads on procurement and is currently reviewing its arrangements on these issues to ensure compliance with statutory tests and inspections and ensuring the safe procurement of low value high risk works.

2. Monitoring Information:

(a) Accidents/Incidents: *(If none state ZERO RETURN)*

- (i) Total number of accidents during the year. 2
- (ii) Accident rate (total accidents divided by number of employees); 0.011
- (iii) Any Reportable Fatalities, Major Injuries or Diseases (RIDDOR); 0
- (iv) Any Reportable over 3 day off work injuries (RIDDOR); 0
- (v) Total number of physical assaults; 0
- (vi) Total Number of verbal assaults 0
- (vii) Total Number of non-employee accidents 0
- (viii) Number of RIDDOR accidents to non-employees 0

(b) Accident Trends/Significant Incidents

No trends identified.

(c) RIDDOR Classified Dangerous Occurrences

None

(d) Work Related Ill health

None

(e) Training

- Managing Change – 11
- Managing Stress – 6
- Managing H&S – 2
- Managing Risk – 3
- Fire Wardens - 3
- DSE Assessor – 5

(f) Inspection and Reviews

Review of Lone Working arrangements

3. Targets for the next 12 months

Detail of the health and safety actions proposed for the next 12 months and those allocated responsibility.

- 10 % reduction in work related accidents/incidents
- Identify DSE assessors and arrange training
- Increase reporting of minor injuries, near miss incidents and verbal assaults by raising awareness of need for staff to report these types of incidents