

OCCUPATIONAL HEALTH AND SAFETY SECTION - ANNUAL REPORT 2006 / 07

1. Introduction

1.1 The Safety Officer's planned activities for 2006/07 included the following, detailed tasks and targets:

Accidents: Collate, record on the corporate database and monitor all accidents
Investigate all Reportable accidents
Generate a quarterly accident report

Safety Audits: Audit areas as per the safety audit plan

Safety Policy and Guidance: Generate / update safety guidance notes / safety policies
Transfer current guidance notes / policies to "I" drive
Ensure Manager's safety documents are on their "G" drive
Generate Employee Safety Handbook

Safety Training: Plan, prepare and deliver employee and manager safety awareness training
Plan, prepare and deliver / facilitate other courses as required
Generate / update all safety training records on the corporate database
Monitor training by ethnicity
Monitor employee related racial incidents
Monitor member of public related racial incidents

Occupational Health: Organise, promote and evaluate an employee health fair
Plan / arrange eye tests for DSE Users
Plan / arrange hearing tests for workers in noisy environments
Plan / arrange Hepatitis A and B cover for vulnerable staff
Plan / arrange HAVS screening for vulnerable staff
Generate / update all occupational health records on the corporate database

General Administration: Generate / update all section Risk Assessments on the corporate database
Collate accident forms for CD ROM and remove paperwork records
Collate historical data for CD ROM and remove paperwork records

Safety Liaison: Collate information for distribution via internal and external safety meetings / seminars / Web Pages

1.2 Local performance indicators included the following:

- t Complete Safety Audits of all section's safety related paperwork (2 year task)
- t Review 7 Management Guidance Notes and the Safety Policy
- t Ensure a 80% Satisfaction Rating for health and safety training courses
- t Ensure 60% of all employees trained in health and safety awareness
- t Reduce work related injury and ill health days lost per 1000 employees (new)

1.3 From 1999 a breakdown of the number of hours the Safety Officer completed his main tasks was initiated and the following statistics realised. (See **Annex A** for graphical presentation)

Tasks / Period	2000 - 2001	2001 - 2002	2002 - 2003	2006 - 2007
Accident recording and Investigations	11.4%	10.7%	15.4%	16.0%
Safety Audits or Inspections	9.4%	9.7%	24.3%	15.8%
Safety Policy and Guidance	10.3%	13.1%	7.4%	5.4%
Safety Training	18.4%	24.1%	10.8%	24.1%
Occupational Health	3.4%	2.5%	5.5%	1.5%
General Administration	25.8%	21.7%	20.8%	20.7%
Safety Meetings	21.1%	18.3%	15.8%	16.4%

* A spell in hospital prevented accurate statistics between 2003 and 2005

1. ACCIDENTS

1.1 **Service Area Staffing Levels** - Accident statistics are based on the number of staff employed by the council in each service area. In health and safety terms each person employed by the council is included, not just the full time equivalent. (See **Annex B**). Employee numbers are used to determine accident rates per 1000 employees which also takes into account the differing number of staff in each service area. This practice has been used by all 45 local authorities in the East Midlands area.

1.2 **Accidents to Employees (Annex C)** – The bar chart identifies the number of accidents to employees over the last ten years. The number of accidents fell steadily from 191 in 1997 to 111 in 2001 and then, due in the main to awareness of the procedures through safety training, rose again to 150 in 2004, dropping to 122 in 2006.

1.3 **Accidents to members of public** – The second bar chart (**Annex D**) highlight the number of accidents involving members of public. The majority have taken place in our leisure centres and invariably connected with sport related activities. These include swimming into the side of pools, slipping in wet-side areas or tripping while playing racquet sports. Some have involved faulty sports equipment or being struck by balls or shuttlecocks. From a high of 476 in 1999 there has been a steady fall to 297 in 2006, due in the main to tighter supervision and operating procedures; this equates to an average of twenty-six per month. Accidents to members of public have not been broken down into specific headings but can be provided if required.

1.4 **Reportable Accidents (Annex E)** - Reportable accidents are those that generally involve more than three days off work, fracture of bones, dangerous occurrences, and death or whether a member of public has been taken to hospital following an accident on council premises. Employee reportables have dropped steadily since 1997 from ten per year to one per year. For MOPs the figures have dropped from a high of thirty-six in 1999 to one per year

1.5 The reporting of “Reportable” accidents relies on the manager to inform the safety officer when and if the criteria are met. Unfortunately the time taken to inform the Safety Section can be in excess of a month and in some extreme cases notification has not happened. Sickness absence figures will be used in the next financial year as one method to determine if reportable accidents are under-reported.

1.6 **Accidents by Service Area (Annex F)** – This set of bar charts show the number of accident in each service area over the last ten years:

Direct Services Mainly manual workers suffering MH injuries. There were forty-seven recorded accidents in 1996/7 and this increased to sixty-seven by 2000. After an improvement in the following year the number of accidents increased to seventy-eight in 2003. Since then there has been a steady fall to fifty in 2006 or 4 per month.

Leisure Services A mix of manual related and violence at work incidents realised seventy-eight accidents in 1996/7, a steady decline followed until 2003/4 to thirty-eight or 3 per month. However a rise the following year has continued to date where fifty-one have been recorded or 4 per month.

Housing Services The general trend for accidents in housing is downward and is currently violence based. A high of thirty per year in 1998/9 is now down to five in 2006, which is statistically insignificant.

Finance Office based accidents in Finance have fallen from a high of fifteen in 1997/8 to four in 2006, again statistically insignificant

Legal & Admin. Office based accidents in L&A have also fallen from a high of fifteen in 1997/8 to one in 2006, again statistically insignificant.

Plan & Environ Accidents in P&E have fallen from a high of seventeen in 1997/8 to two in 2006, again statistically insignificant. A blip in 2004/5 was due to a spate of verbal abuse from MOPs.

Finance, Personnel & Engineering and Property Apart from a high of eleven for E&P in 1997/8 the annual accident rate for the remaining services averaged out at less than 1 per month.

1.7 **Breakdown of Accident Types – Annex G** identifies the six main categories of accident. They are:

Manual Handling	MH	Being Struck by a Moving Object	SMO
Slips, Trips and Falls	STF	Those involving Violence	VIO
Striking a Fixed Object	SFO	“Others” not included above	OTH

1.8 **Manual Handling Accidents** – A steady fall over the last four years from 29 accidents per year to 16 this year. Training has continued and this has resulted in the number of accidents dropping to 1 per month.

1.9 **Slips, Trips and Falls** - Slips, Trips and Falls peaked in 2004/5 at 32 and have fallen steadily to 21 in 2006. Good housekeeping especially with replacement carpets and using “walkovers” for trailing wires have gone some way to keep this type of accident statistically low at 2 per month.

1.10 **Striking Fixed Objects** – Walking into doors, shelves and cupboards was quite common 6 years ago, but rearrangement of offices and the supply of modern equipment has seen a steady fall from an annual total of 29 accidents to 9 in 2006, an average of 1 per month.

1.11 **Struck by Moving Objects** – The disappointing rise to 32 accidents in 2004/5 has been reversed to 22 in 2006 or 2 per month. Accidents usually involve doors opening onto unsuspecting employees, employees striking others in corridors and items falling off shelves. Manual workers have suffered from branches falling out of trees, road traffic accidents and accidents involving tools and equipment. Management have been taking the necessary and proper action to prevent a recurrence and it is hoped that this type of accident should be even lower in the future.

1.12 **Accidents involving Violence** - Apart from the blip in 1999 this type of accident was falling steadily from 45 in 1996 to 26 2001/2. However the rise in verbal abuse by children and youths in our parks and leisure centres has seen a further rise in this type of accident last year to 36 or 3 per month. Initiatives continue to be taken to address anti social behaviour with the Crime Prevention Officer. Training has also been given to front line staff to cope with this rise in verbal abuse and breakaway techniques offered in case the violence escalates to physical attack. Since 2003/4 the statistics have identified attacks by people and by animals, the latter account for an average of 3 per year from insect stings or dog bites.

1.13 **“Other” Accidents** – Most accidents can be categorised within the above headings and up until last year there was a steady fall in numbers of “other” accidents. Unfortunately in some cases, the rise in verbal abuse, changes in work patterns, job evaluation, home problems etc has seen a rise in stress related incidents. (Further training on how to recognise stress and how to deal with it continues to be provided) Other accidents include near misses and those that do not readily fit in the above categories.

1.14 Accident types for individual service areas have not been included but can be provided if required.

1.15 **Antisocial Behaviour (ASB), Criminal Damage (CD), Theft (TH) and Vandalism (VA)** - Annex G also gives a graphical presentation of the above incidents on our premises for the period 2003 to date. **ASB** has shown a remarkable drop from over 70 in 2003/4 to fewer than 10 for 2006/7. **ASB** invariably involved rampaging youths in leisure centres, facilities or parks and gardens. **CD** saw a rise in 2004/5 to 40 but since then a fall to 15 this year. **CD** was invariably to vehicles in car parks and damage to lockers or windows to gain access. **TH** was the actual removal of items of property from lockers and cars in leisure centres. **TH** showed a rise from 40 to 50 per year in 2004/5 and since then a fall to fewer than 10 in 2006/7. The final category of **VA** has shown a consistent fall from over 40 in 2003/4 to 5 in 2006/7. **VA**

includes graffiti related incidents to wanton damage of fixtures and fittings throughout our premises that did not develop into further CD or TH.

2. SAFETY AUDITS

2.1 Each safety audit involved checking the various assessments and operating procedures in each section for compliance with relevant safety legislation. This was planned as a two year task and was completed in March 2006. Each manager now has access to their safety related paperwork in a common series of files either in the corporate computer "I" (Information) drive or the manager's individual computer "G" (General) drive.

2.2 The following assessments and procedures have been audited, updated and either typed or retyped as required:

Generic Risk Assessment	COSHH Assessment
Manual Handling Assessment	Fire Risk Assessment
DSE Assessment	Operating Procedures
Safety Training Records	

2.3 In January 2006 the Corporate Safety Audit Plan was resurrected and the following sections were audited:

Richard Herrod LC	Gedling One Stop Shop
Arnold LC	Parks and Street Care
Community Protection	

2.4 The main observations were working with out of date operating procedures and failing to update / generate risk assessments. However managers had identified the majority of their activities that would cause significant harm to both staff and their customers and generated any necessary risk assessments.

3. SAFETY POLICY AND GUIDANCE

3.1 Over the last few years as each manager was issued with their own personal computer, hard copies of their "Safety Guidance Notes" became redundant. An electronic format of those notes can now be found on the "I drive" or the Intranet. (Hard copies are still available to the Senior Management Team (SMT) and their respective CHAS Officers).

3.2 The Safety Policy was revised and reissued in 2002, to reflect changes in both the management structure and legislation updated or introduced at that time. New legislation and further changes to the management structure has recently been completed with the revised document due to be examined by the SMT before general circulation in the autumn.

3.3 The Employee Safety Handbook, which is based on the Safety Policy Arrangements will now be finalised and circulated to those without access to a PC. Remaining employees will be able to access any safety related documents on either the "I drive" or the Intranet.

3.4 Safety Guidance notes either completed or updated since the last report included:

- ◆ Smoking at Work
- ◆ Management of Health and Safety (Risk Assessment)

- ◆ Mobile Telephones and Driving
- ◆ Manual Handling

3.5 Revision of the following is in progress:

- ◆ Accident Recording
- ◆ Fire Procedures

3.6 Major legislation introduced since the last report include:

- ◆ Construction (Design and Management) Regs 2007 – revised rules for Client Officers
- ◆ The Control of Noise at Work Regs 2005 – lower Action levels
- ◆ The Control of Vibration at Work Regs 2005 – lower action levels
- ◆ The Regulatory Reform (Fire Safety) Order 2005 – fire risk assessment implications

3.7 The revised fire risk assessments have been produced and checked by the Fire Brigade. Training has been given to Borough Fire Officers and the assessments are being produced or amended to reflect the changes. Tools are being checked for conformance with the lower vibration and noise levels. Employees who are subjected to noise and vibration at work are being monitored by the Occupational Health Consultant.

3.8 Remaining guidance notes are still in their original format dating from 1997 – 2003.

4 SAFETY TRAINING

4.1 Managers were trained in health and safety awareness prior to any further training. This training included instruction on how to complete various assessment forms and guidance on the completion of written control measures. Employee safety training then commenced and other courses followed as and when they were required. **Annex H** highlights the number of courses and employees who have attended them over the last five years.

4.2 Safety Training targets started during 1997/98, especially for safety awareness courses, and a target of 50% of employees trained was achieved by February 2000. This target was raised to 60% in 2000/01 and met by October 2001. The target for 2002/03 was set at 70% and was met by September 2002. However due to staff turnover this latter figure had dropped to 60% by March 2003 and even considering the regular training sessions has dropped further to 48% in 2007. (**See Annex I**)

4.3 A further target of 100% of First Aiders / Appointed Persons trained proved to be over optimistic and currently stands at 84% (Current cover complies with legislative requirements for employees on our premises).

4.4 **Safety Training Appraisal** – Forms are issued to delegates attending each training session. They are divided into two main areas: General learning methods used by the tutor and relevance to the delegate in the job they do. Both can be collated as a percentage with the aim of reaching 80% in both categories. Scrutiny of two courses, Manual Handling Training and Employee Safety Awareness are provided:

Course / part appraised	Tutor related	Employee related
Manual Handling	99.14%	81.36%
Employee Safety Awareness	97.86%	86.21%

4.5 Written comments included tailoring courses to types of workplaces rather than the generic version; more emphasis on practical work; some of the venues were not ideal (Calverton squash court!); more discussion required with fewer slides and more time for the test. These and other observations will be adopted in the next series of safety training courses in the autumn.

5. OCCUPATIONAL HEALTH

5.1 **Hepatitis A & B** – Hepatitis A & B can be contracted through some of the tasks carried out by employees and can be by either the oral or faecal route (HEP A) or bodily fluids (HEP B). We used to offer prophylaxis for both which was renewed every 5 years (HEP A) or 10 years (HEP B). A new treatment is now available which gives cover for both A and B and this cover is for life. Over the last year we have been updating the employee records to reflect the change.

5.2 **Hearing Tests** – These have been carried out for all employees who have been exposed to noise at or above the first action level to determine if hearing damage has occurred. This is a rolling programme and will continue until the employee either retires or changes employment.

5.3 **Eye tests** – These are carried out for employees who use computers as part of their job to determine if they require glasses for PC work. Once again this is an on going programme of work that will continue until the employee retires or changes employment.

5.4 **Vibration Damage Tests** – These are currently being updated to reflect recent changes in the regulations and to determine how long an employee can use a particular tool or whether redeployment is necessary. This is also an on going programme of work which will continue until the employee ceases to use tools and equipment that vibrate at or above the first action level.

5.5 **Health Fair** – Another health fair took place in the Reception Room this year. The report for this event is at **Annex J**.

6. GENERAL ADMINISTRATION

6.1 20% of my time has been involved with general administration tasks, the majority being replying to Emails, answering or dealing with the mail, answering the telephone or updating references/legislation, budget related tasks and tasks that cannot be easily placed in other categories. Although this figure has come down from 25% I cannot see a further fall without assistance. At present I have the services of an Administration Officer to update my databases.

7. SAFETY LIAISON

7.1 The CHAS Group continued to meet on a bi monthly basis to review health and safety issues. Sub groups were formed from members of the Group to look at the corporate guidance for Asbestos at Work and Legionnaire's Disease.

7.2 The First Aid Group, formed in January 1998 met during in 2002 to discuss insurance issues for

treating members of public and occupational diseases. A guidance note will be generated in collaboration with first Aiders from Leisure and Housing Services. Items included will include Terms of Reference, extra training and general liaison between each First Aider and the Appointed Persons.

7.3 The Joint Consultative and Safety Committee should meet four times a year but this committee has not met for the last two years. Advice and guidance is offered as and when requested.

7.4 External liaison was maintained with members of the 45 local authorities in the East Midlands through the East Midlands Employers Organisation where I present quarterly accident and best value statistics. I was also recently elected as Chair of this group; Midlands Construction, (for highways and construction based matters); Nottinghamshire Occupational Safety and Health Association, (liaison with local businesses as Secretary); and the Nottinghamshire Safety and Risk Management Group, (Notts Safety Officers). The shared knowledge has proved to be beneficial to all parties.

8. UNPLANNED TASKS

8.1 The following unplanned tasks were completed during the year and may provide some mitigation for uncompleted planned tasks!

8.2 **Contracts** – Stone masons for Leisure Services; Maintenance for Housing and Building for Direct Services.

8.3 **Occupational Health** – Plan / arrange vibration testing for all tools and equipment; plan / arrange extra vibration damage tests for workers using the above.

8.4 **Insurance Claims** – following receipt of claim forms from both employees and members of public.

8.5 **Fire Risk Assessments** – all buildings to comply with revised legislation.

8.6 **Training** – contractor training for stonemasons

8.7 **Asbestos audits** – all buildings to comply with revised legislation (management of asbestos and locations for contractors who work for GBC).

8.8 **Fire inspections** – warden aided complexes, Leisure Centres and Arnot Hill House with local fire brigade officer

9. CONCLUSIONS

9.1 **Plans for 2007– 8:** Performance Indicators include: Review / generate safety policy/guidance notes; Maintain cover to protect employees from hepatitis, deafness, vibration or lung damage; Maintain safety awareness training at 60% of staffing levels; Collate, record and monitor all accidents (including investigating all Reportable accidents).

9.1 The attached Position Statement (**Annex K**) shows that the majority of identified health and safety issues have been addressed and only require a safety audit to determine compliance. Newer legislation has not yet been supplemented with Gedling Borough Council Safety Guidance Notes, but training has been made available to employees that are affected by it.

9.2 If you require any further information relating to this report please contact the undersigned.

B J Saunders
Safety Officer, Ext 3940

Annexes:

Annex A. Safety Officer's tasking 2001 - 2006
Annex B. Service Area Staffing Figures 1996 - 2006
Annex C. Accidents to Employees 1996 - 2006
Annex D. Accidents to Members of Public 1999 - 2006
Annex E. Reportable Accidents 1996 - 2006
Annex F. Accidents by Service Area 1996 - 2006
Annex G. Accident by Type 1999 - 2006
Annex H. Safety Training Courses Statistics 2007
Annex I. Safety Awareness Training Statistics Aug 2007
Annex J. Health Fair Report 2007
Annex K. Position Statement 2007

Distribution:

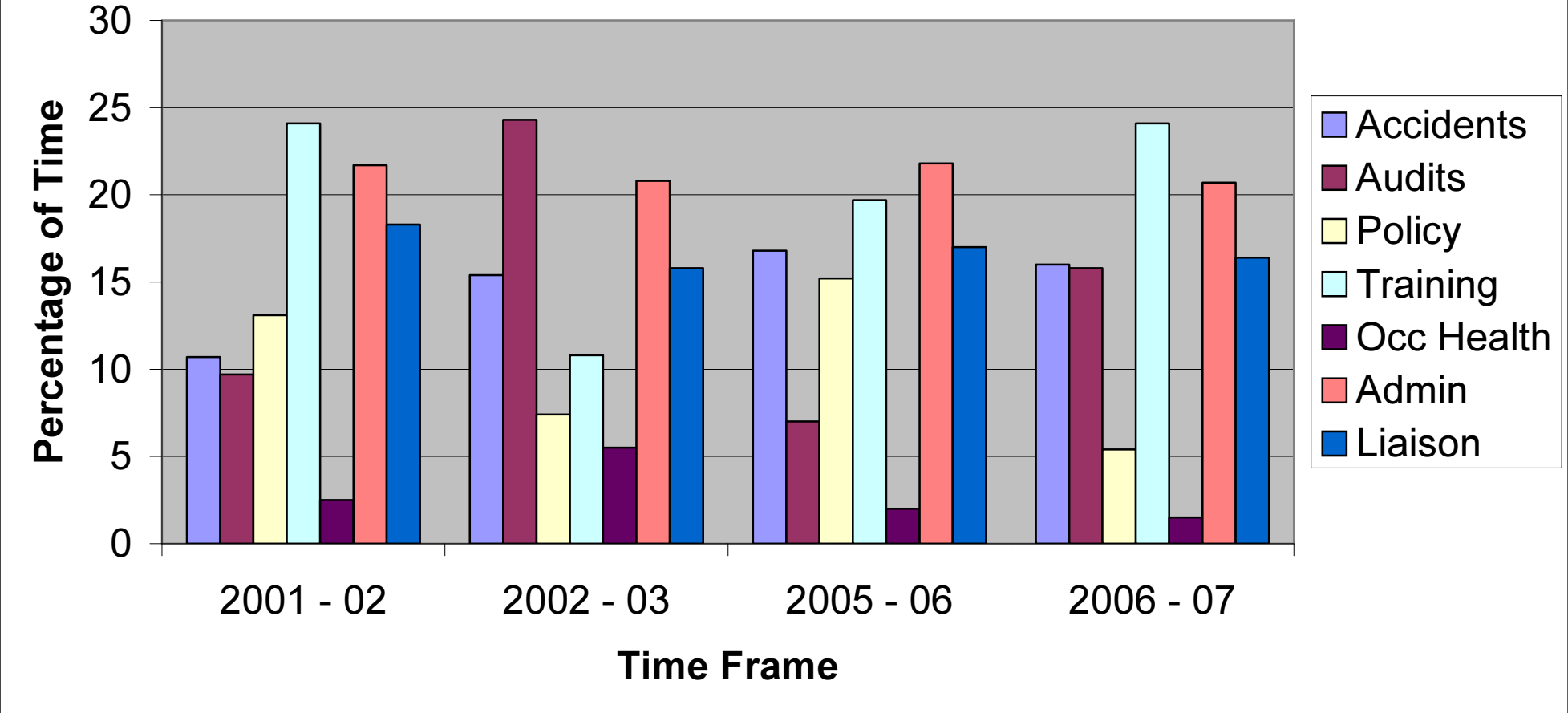
Action:

Jayne Cox	CHAS Officer, Leisure Services
Phil Collins	CHAS Officer, Housing Services
Phil Clayton	CHAS Officer, Democratic and Community Services
John Evens	CHAS Officer, Direct Services
Steve Nickolls	CHAS Officer, Planning and Environment
David Jayne	CHAS Officer, Strategy and Performance
John Vickers,	CHAS Officer, Corporate Services

Information:

Peter Murdock	Chief Executives
Peter Kanuritch	Deputy Chief Executive
Keith Tansley	Head of Service, Leisure Services
Lyn Clayton	Head of Service, Housing Services
Sue Sale	Head of Service, Democratic and Community Services
Dave Parton	Head of Service, Direct Services
Peter Baguley	Head of Service, Planning and Environment
Stephen Bray	Head of Service, Strategy and Performance
Janet Brothwell	Head of Service, Customer Services and Organisational Development
Mark Kimberley	Head of Service, Corporate Services

Safety Officers Tasking



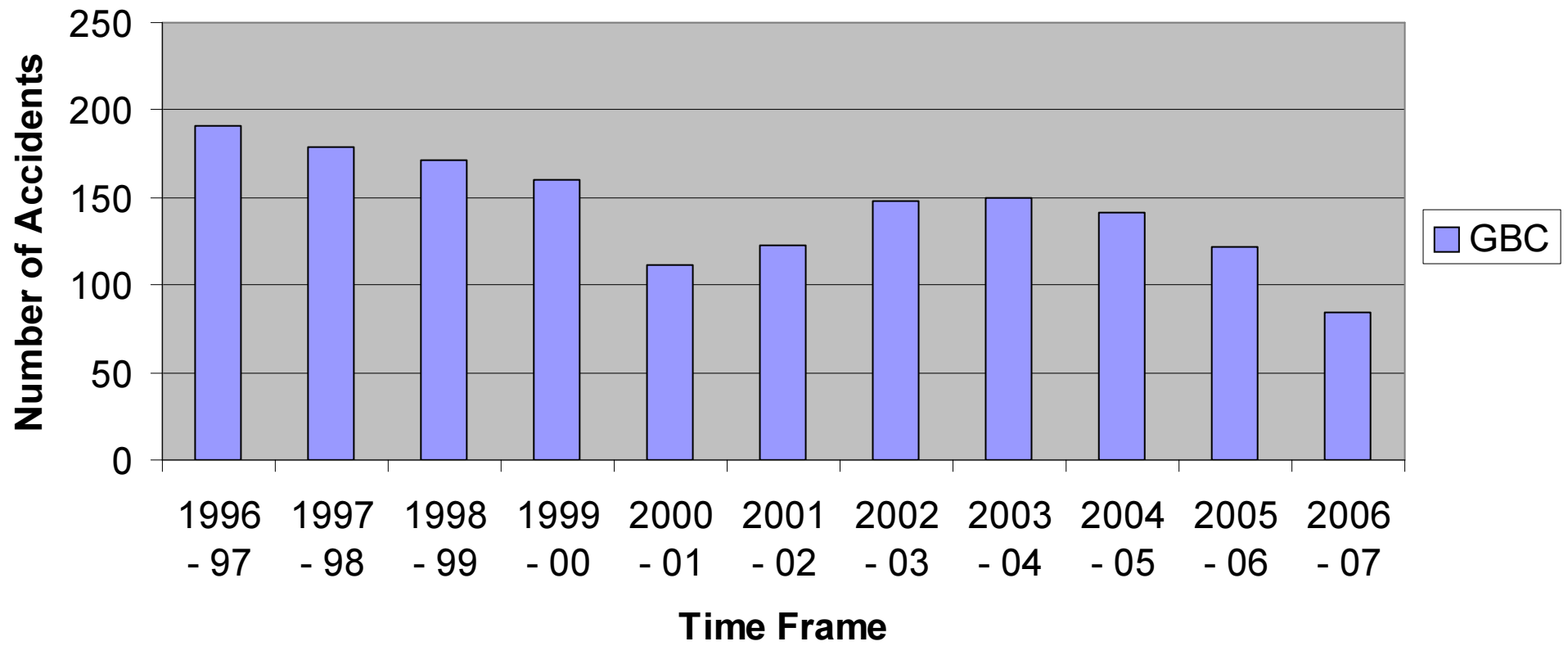
SERVICE AREA STAFFING FIGURES (Averaged and individuals – Not FTE's) JULY 2007

ANNEX B

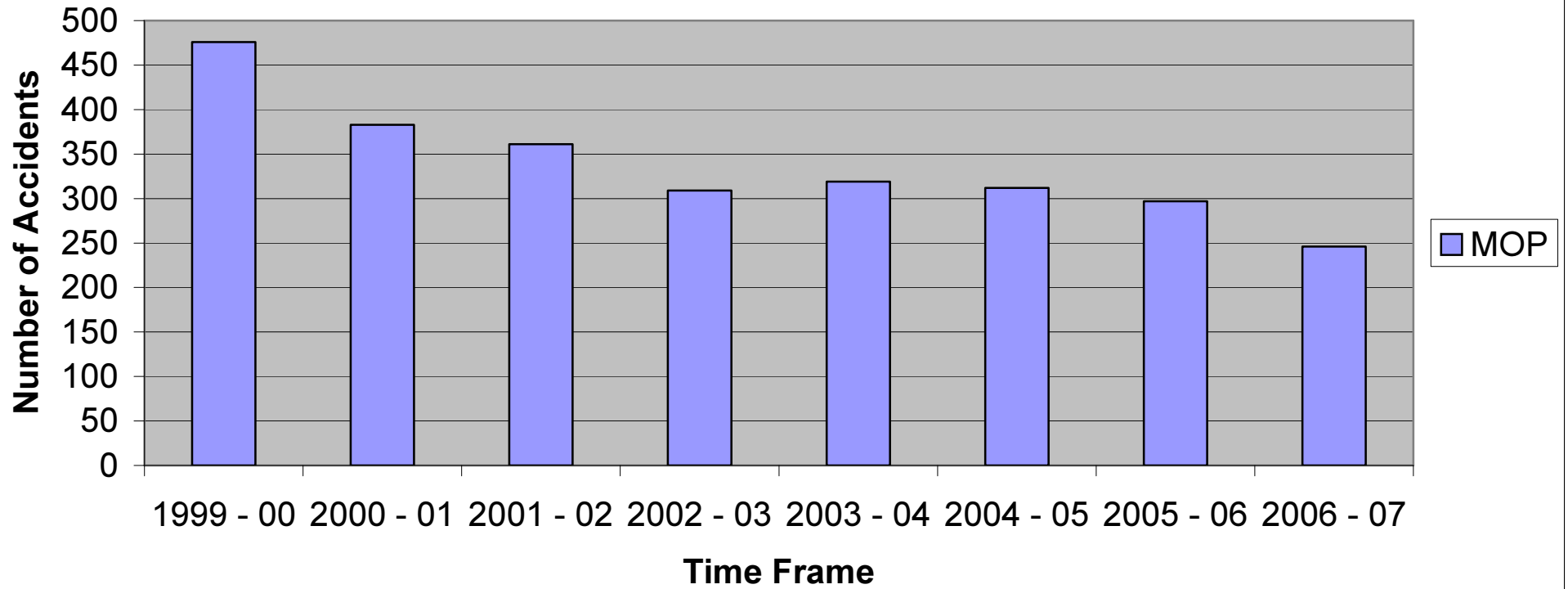
Service Area / Year		Apr 96	Apr 97	Apr 98	Apr 99	Apr 00	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08
Old	New	- Mar 97	- Mar 98	- Mar 99	- Mar 00	- Mar 01	- Mar 02	- Mar 03	- Mar 04	- Mar 05	- Mar 06	- Mar 07	- Mar 08	- Mar 09
CE	PSU	10	15	14	11	2	Now PSD							
PMS	PSD	11	11	11	12	17	19	19	Now POD					
L&A	L&A	30	27	25	28	28	25	26	Now LDS					
EST	-	-	2	2	3Now E&P.....								
ENV	-	31	31	29	30Now P&E.....								
LEI	LEI	181	189	178	180	174	168	166			207	201		
PLAN	-	37	37	34	33Now P&E.....								
TSERV	-	33	33	33	32Now E&P.....								
CSU	DS	74	106	107	106	124	126	128			133	132		
TREA	CFIN	95	10	11	12Now FIN.....								
	FBU		75	72	80Now FIN.....								
	IT		11	12	13	12	11	12	Now POD			Absorbed into CS		
HSG		124	121	119	119	117	117	115			119	114		
P&E		-	-	-	-	56	61	60			65	75		
E&P		-	-	-	-	27	28	30	Absorbed into remaining services					
FIN	CS	-	-	-	-	84	87	84			108	110		
CAB	S&P										20	18		
POD	CSOD										27	24		
LDS	DCS										28	23		
TOTALS		626	668	647	661	641	642	639			707	697		

CE	Chief Executive	PLAN	Planning & Building Control	HSG	Housing Services
PSU	Policy Support Unit	TSERV	Technical Services	P&E	Planning & Environment
PMS	Personnel & Management Services	CSU	Contract Services Unit	E&P	Engineering & Property
PSD	Personnel & Service Development	DS	Direct Services	FIN	Finance
L&A	Legal & Administration	TREA	Treasurer's	CAB	Cabinet Office and Chief Execs
EST	Estates	CFIN	Corporate Finance	CS	Corporate Services
ENV	Environmental Services	LDS	Legal & Democratic Services	S&P	Strategy and Performance
POD	Personnel & Organisational Development	FBU	Finance Business Unit	CSOD	Customer Services & Organisational Devel.
LEI	Leisure Services	IT	Information Technology	DCS	Democratic & Community Services

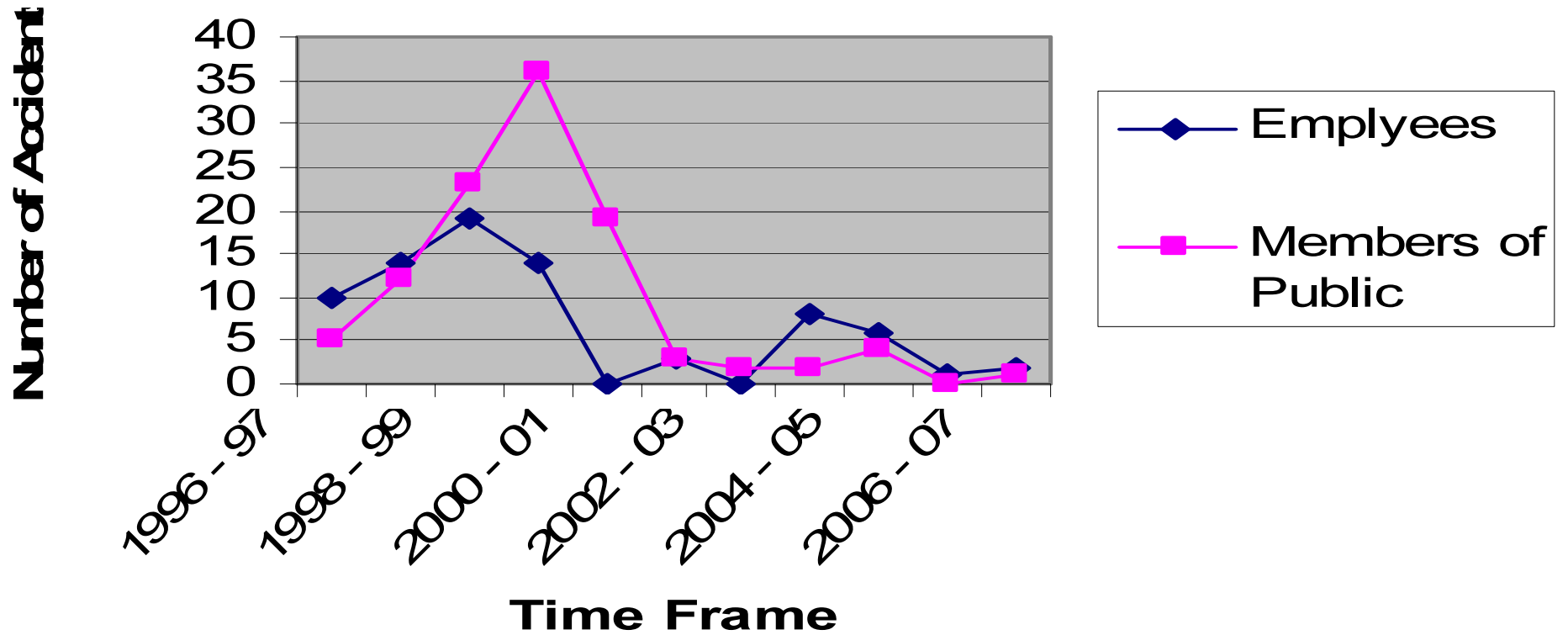
Accidents to Employees (EE)



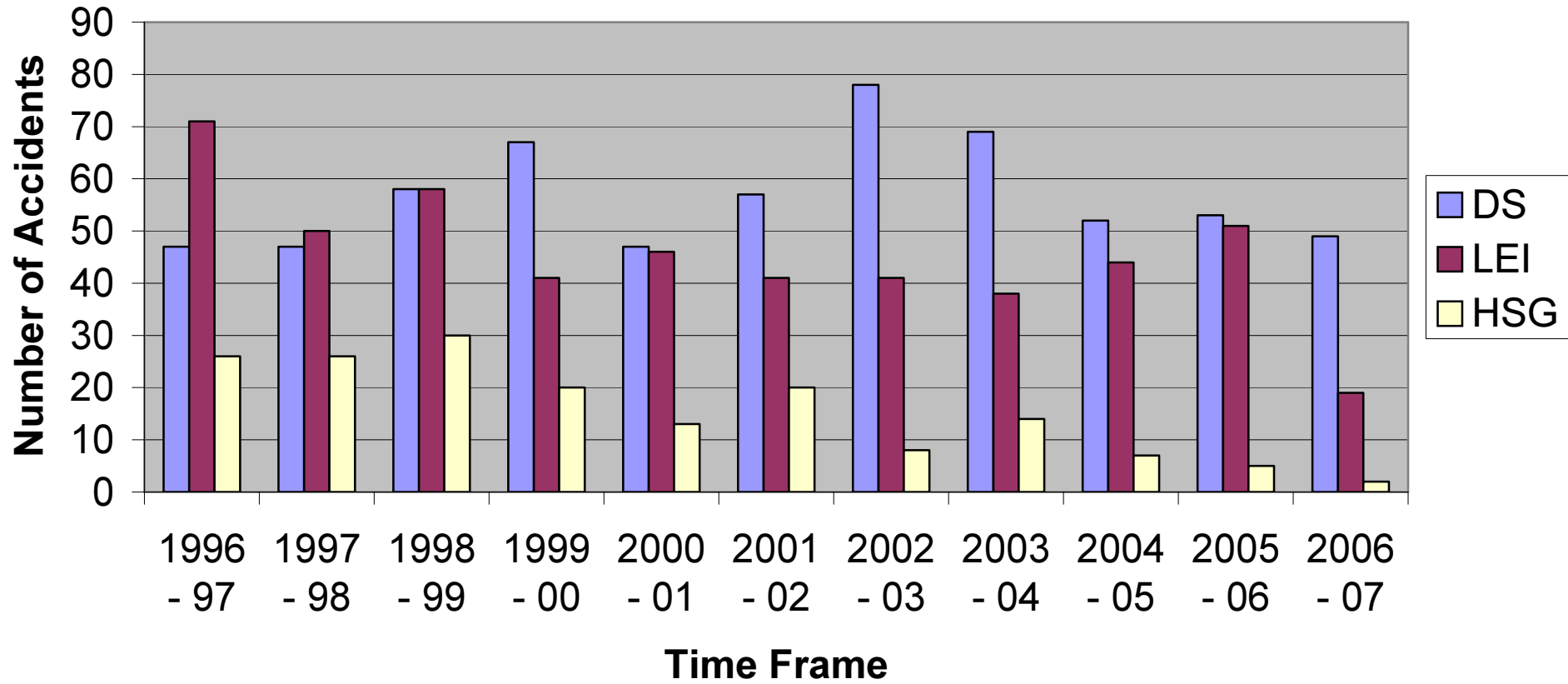
Accidents to Members of Public (MOP)



Reportable Accidents

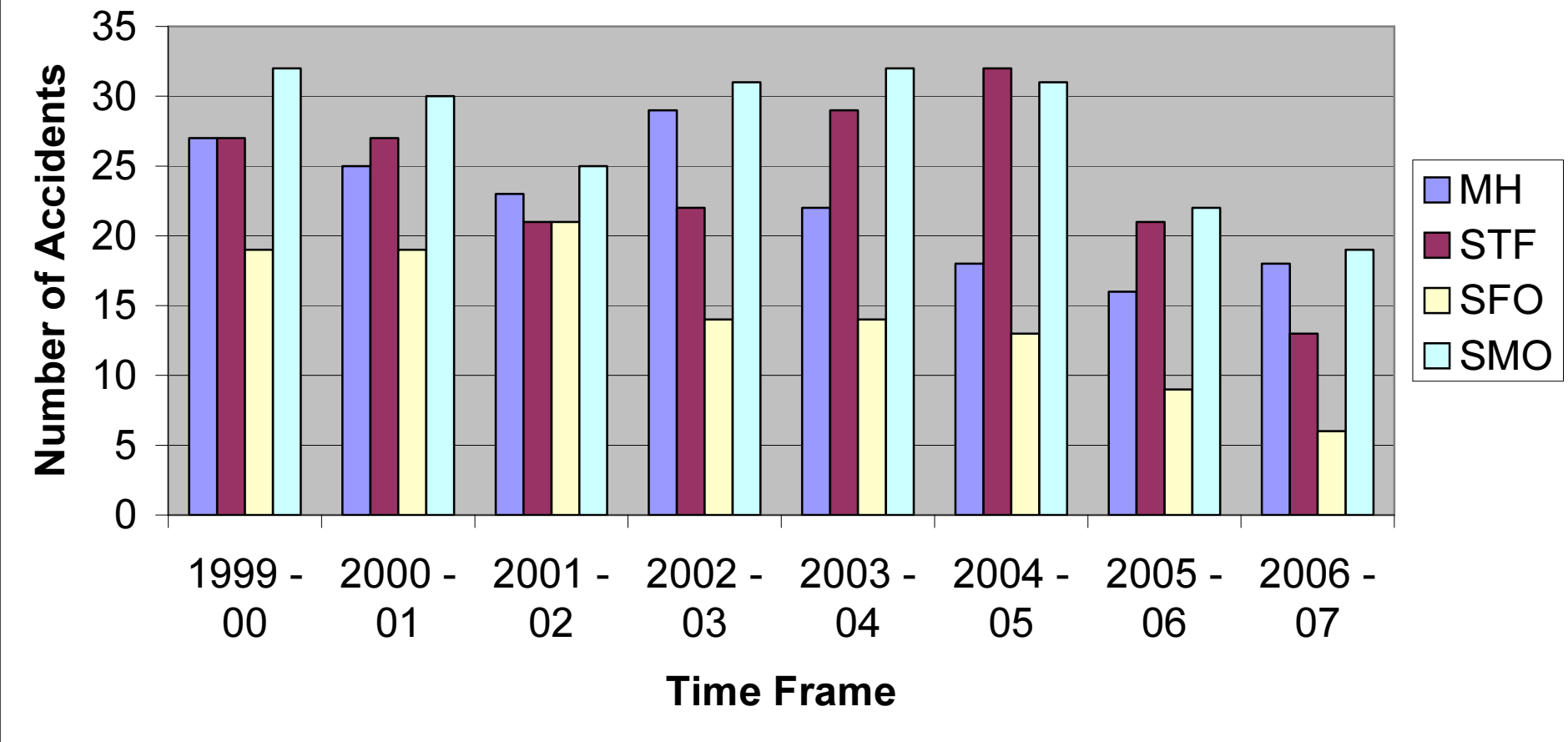


Accidents by Service Area



ANNEX F

Accident by Type



ANNEX G

SAFETY TRAINING STATISTICS (Jul 07)

Annex H

Title	2003 - 04		2004 - 05		2005 - 06		2006 - 07		2007 - 08		Totals	
	Courses	EEs	Courses	EEs	Courses	EEs	Courses	EEs	Courses	EEs	Courses	EEs
Employee Safety	4	51	3	35	4	101	6	116	4	72	21	375
Manager Safety	3	24	1	9	1	16	3	32	1	6	9	87
Risk Assessment	0	0	0	0	0	0	1	3	1	4	2	7
Man Handling Assess/Aware	0	0	0	0	0	0	0	0	2	24	2	24
Needlestick Awareness	2	26	0	0	0	0	0	0	2	22	4	48
Hand Arm Vibration	0	0	0	0	0	0	1	20	0	0	1	20
DSE Assessment	0	0	0	0	0	0	0	0	4	25	4	25
Scaffolds and Ladders	0	0	1	10	0	0	0	0	1	14	2	24
Fire Related	0	0	1	24	0	0	0	0	2	15	3	39
First Aid & Appoint Pers.	2	12	2	12	2	12	2	12	7	39	15	87
Violence and Breakaway	0	0	3	59	2	37	3	53	1	20	9	169
Chapter 8	0	0	0	0	0	0	1	14	1	7	2	21
TOTALS	11	113	11	149	9	166	17	250	26	248	74	926

H & S AWARENESS TRAINING (To be completed at least every 5 years)

Target 2007/08 60% ANNEX I

HEALTH AND SAFETY AWARENESS FOR MANAGERS (Includes Heads of Service and Supervisors)										
Service	CS	S&P & DB	D&CS	DS	P & E	CS & OD	HSG	LEI	Totals	Target
Number of Managers	13	8	4	11	8	8	14	29	95	
Number Trained	11	6	4	3	5	5	10	17	61	57
Percentage (%)	85%	75%	100%	27%	63%	63%	71%	59%	64%	60%
HEALTH AND SAFETY AWARENESS FOR OTHER EMPLOYEES (Includes Casuals but NOT Instructors)										
Service	CS	S&P & DB	D&CS	DS	P & E	CS & OD	HSG	LEI	Totals	Target
Number of Employees	80	13	18	122	63	35	96	388	815	
Number Trained	25	8	16	76	41	13	64	136	379	489
Percentage (%)	31%	62%	89%	62%	65%	37%	67%	35%	47%	60%
HEALTH AND SAFETY AWARENESS FOR ALL EMPLOYEES (Except Instructors)										
Service	CS	S&P & DB	D&CS	DS	P & E	CS & OD	HSG	LEI	Totals	Target
Total Number of Employees	93	21	22	133	71	43	110	417	920	
Total Number Trained	36	14	20	79	46	18	74	153	440	552
Percentage (%)	39%	67%	91%	59%	65%	42%	67%	37%	48%	60%

	Barry J Saunders	Safety Officer	Ext 3940	6th August 2007
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Safety 2/OH/1

April 2007

See Distribution:

HEALTH FAIR 2007 – 14th March 2007

INTRODUCTION

1.1 “Health Fair 2007” was the seventh in a series of health promotions that provide information and practical advice for employees of Gedling Borough Council. The first event in May 1997 highlighted healthy eating initiatives and the deleterious effects of smoking, drinking and stress, as well as a check on employee general health and fitness.

1.2 The second event, aimed at the non-manual workforce, was held in January 1998 and concentrated on similar topics although emphasis was placed on regaining pre Yuletide fitness after the Christmas excesses.

1.3 The third event was dedicated to the manual workers at the Jubilee Depot Site and concentrated on men’s health with reference to the usual topics. Added information on sexual health and methods for checking the body for disease and/or abnormalities was also included.

1.4 The fourth event, planned for those who could not easily visit the Arnot Hill Park site, was based at Carlton Forum Leisure Centre. This venue was aimed at employees working in Richard Herrod Leisure Centre; St Andrew’s House, Moreland Court, Foxhill Court and various Community Centres in the locale. The theme for the day encompassed the usual topics with additional information on lung function, carbon monoxide testing and sampling the more exotic fruits as an alternative to crisps and sweets!

The fifth event, back at the original venue in the Civic Centre, was planned for members of staff based at the Arnot Hill Park site although this event did attract staff from outlying areas. The theme for this event was the deleterious effects of osteoporosis. A team of professionals from the company “Osteohealth” checked the thickness of each individual’s anklebones and, on an appointment basis, offered advice based on the results. A charge of £15 was made for each consultation, although this was offset for UNISON members with a subsidy of £5. Another local company “Voice and Communication” that specialised in voice care also had a stall. Two members of the company showed a video that highlighted how we harm our voice during work related situations and showed a few techniques to overcome physical tension, dry or sore throats, inability to be heard, breathlessness, or nervousness when speaking in front of audiences. The usual topics of previous health fairs supported the above themes.

1.6 A sixth event in 2004 followed a similar format to fifth both in venue and themes although we tried urine analysis and cholesterol checks based on the feedback from attendees. Practical methods for checking for abnormalities in the testes and breasts were also popular at this event.

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1	Occupiers Liability Act	1957	✓	n/a	✓	n/a	1. Included on Safety Awareness Training	1. Audit for compliance
2	Factories Act	1961	✓	n/a	✓	n/a	1. Parts of the act have now been replaced or revoked.	1. Audit for compliance
3	Office, Shops and Railway Premises Act	1963	✓	n/a	✓	n/a	1. Parts of the act have now been replaced or revoked.	1. Audit for compliance
4	Regulatory Reform (Fire Safety) Order Building Regs	2005 2000	✓ ✓	✓	✓		1. Fire Risk Assessment form produced 2. Borough Fire Officers trained 3. Fire Supervisors trained 4. Room Checkers trained 5. Evacuation, fire drills and procedures tested.	1. Review / update Guidance Note 2. Audit for compliance
5	Health and Safety at Work Act	1974	✓	✓	✓	✓	1. Policy Statement, Organisation & Arrangements revised	1. Update to reflect management changes and changes to legislation (ongoing) 2. Audit for compliance
6	Safety Representatives and Safety Committees Regs	1977	✓	✓	✓	✓	1. Safety Policy updated 2. EE Safety training 3. UNISON Safety Rep appointed	1. Audit for compliance

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7	Health and Safety (First Aid) Regs	1981	✓	✓	✓		1. First Aiders & Appointed Persons nominated. 2. First Aid Group formed 3. Safety Policy updated	1. Further training for First Aiders and Appointed Persons (ongoing). 2. Guidance Note 3. Audit for compliance
8	The Control of Asbestos at Work Regulations	2006	✓	✓			1. CHAS Officers informed of requirements. 2. Asbestos Register reviewed. 3. All domestic properties checked for asbestos products 4. All other properties checked for asbestos products 5. Competent persons used to dispose of asbestos waste. 3. Recognised contractors used to deal with asbestos. 4. Asbestos awareness training completed.	1. Register requires update (ongoing). 2. General Guidance required. 3. Further training as required. 4. Contractors procedures require development 5. Audit for compliance.
9	Noise at Work Regs	2005	✓	✓			1. Noise assessments initiated 2. Included in safety awareness training. 3. Safety Policy updated	1. Review Guidance Note 2. Review Safety Policy 3. Audit for applicability

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10	Electricity at Work Regs	1989	✓	✓			1. All areas should now have registered checked and tested portable electrical equipment. 2. Included in safety awareness training	1. Guidance Note and forms. 2. Audit for compliance
11	Health and Safety (Information for Employees) Regs Health and Safety (Information for Employees)(Repeals and Mod) Regs	1989 1995 & 1996	✓	✓	✓	✓	1. New addresses and telephone numbers issued. 2. Posters on display. 3. All new employees made aware on induction.	1. Audit for compliance
12	Construction (Head Protection) Regs	1989	✓				1. Information included in safety awareness training	1. Audit for compliance
13	Health and Safety (Display Screen Equipment) Regs	1992	✓	✓	✓	✓	1. Recognised as a hazard on risk assessments 2. Eye care voucher system introduced. 4. “Users” identified and trained. (ongoing)	1. Revise Guidance Note. 2. Train remaining “Users” (ongoing) 3. Audit for compliance 1998/9.
13	Manual Handling Operations Regs	1992	✓	✓			1. Recognised as a hazard on risk assessments. 2. Basic assessment forms in place. 3. Assessors training initiated.	1. Review current situation 1997. 2. Train remaining assessors and develop course for others. 3. Audit for compliance 1998/9.

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14	Management of Health and Safety at Work Regs Management of Health and Safety at Work Amendment) Regs	1999 2006	✓ ✓	✓ ✓	✓ ✓	✓ ✓	1. Risk assessment training completed (ongoing). 2. Guidance Note completed.	1. Introduce computerised risk package. 2. Review Guidance Note 3. Further training as required. 4. Audit for compliance.
15	PPE Regs	2002	✓	✓	✓		1. Recognised as a requirement on risk assessments 2. Included in safety awareness training	1. Training and Guidance as required. 2. Audit for compliance.
16	Workplace (Health Safety and Welfare) Regs	1992	✓	✓	✓		1. Recognised as hazard, when applicable, on risk assessments 2. Included in safety awareness training 3. Department procedures in place	1. Training and Guidance as required. 2. Audit for compliance.
17	Provision and Use of Work Equipment Regs	1998					1. Recognised hazards, on risk assessments. 2. Included in safety awareness training 3. Department procedures in place	1. Training and Guidance as required. 2. Audit for compliance.

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18	COSHH Regs COSHH (Amendment) Regs	2002 2004	✓ ✓	✓ ✓	✓ ✓	✓ ✓	1. Recognised hazards, on risk assessments. 2. Included in safety awareness training 3. Safety Policy amended 4. COSHH assessor training 5. Guidance Note raised.	1. Training and Guidance as required. 2. Audit for compliance.
19	Construction (Design and Management) Regs	2007	✓				1. Initial Guidance in place	1. Further training and Guidance to reflect changes in legislation 2. Audit for compliance.
20	Chemicals (Hazard Information & Packaging for Supply) Regs (CHIP) CHIP (Amendment) Regs	2002 2005						
21	Reporting Injuries, Diseases and Dangerous Occurrences Regs	1995	✓	✓	✓	✓	1. Included in safety awareness training 2. Accident forms developed and issued 3. Safety Policy amended 4. Accident software purchased and accidents recorded on data base.	1. Further Training as required. 2. Revise guidance to include violent incidents and ability to complete forms on line 3. Audit for compliance.

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22	Food Safety (General Food Hygiene) Regs Food Safety (Temperature Control) Regs	1995 1995					1. Recognised hazards, on risk assessments. 2. Cooks and others handling food trained	1. Generate Guidance Note 2. Further training (ongoing) 3. Audit for compliance
23	Health and Safety (Safety Signs and Signals) Regulations	1996	✓				1. Signs purchased or made and distributed. (ongoing) 2. Included in safety awareness training 3. Safety Policy amended	1. Fire Risk Assessments to be completed by Borough Fire Officers (ongoing). 2. Audit for compliance.
24	Gas Safety (Installation and Use) Regs	1998	✓				1. CHAS Officers informed of requirement to use CORGI registered installers and repairers. 2. Maintenance contracts now let for a period of 12 months, to CORGI registered fitters. 3. Copies of all work documents given to each tenant.	1. General Guidance Note and training as required. Contractor safety check prior to employment and during work once selected. 2. Audit for compliance.
25	Health and Safety (Consultation with Employees) Regs	1996	✓	✓	✓		1. Revised Safety Policy reflects the Borough method of consultation with all employees.	1. Audit for compliance.

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26	Confined Space Regs	1997	✓	✓	✓		1. DS staff trained 3. Original guidance in place.	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
27	Fireworks Safety “Working together on firework displays”	2006					1. Information received from DT1 and HSE 2. Advice and Guidance given as requested	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
28	The Education (Work Experience) Act Health and Safety (Training for Employment) Regs	1996 1990					1. Risk Assessments raised for work experience students	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
29	Working Time Regs Working Time (Amendment) Regs	1998 2002	✓ ✓				1. Guidance received 2. Advice given as required	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
30	The Lifting Operations and Lifting Equipment Regulations (LOLER)	1998	✓				1. Guidance received 2. Recognised hazards, on risk assessments.	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
31	Employer’s Liability (Compulsory Insurance) Regs	1998					1. Contractors checked at selection stage	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
32	Carriage of Dangerous Goods Regs Transport of Dangerous Goods (Safety Advisor) Regs	2004 1999					1. Guidance received	1. Review to determine requirements of both sets of regulations. 2. Arrange training as required

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33	H & S (Miscellaneous Amendments) Regs	2002						1. Review to determine requirements of both sets of regulations. 2. Arrange training as required
34	Control of Major Accident Hazards (COMAH) Regs Control of Major Accident Hazards (Amendment) (COMAH) Regs	1999 2005						1. Review to determine requirements of both sets of regulations. 2. Arrange training as required
35	Pressure Equipment Regs Pressure Equipment Regs Pressure Equipment (Amendment) Regs	1999 2000 2002						1. Review to determine requirements of both sets of regulations. 2. Arrange training as required
36	Ionising Radiations Regs	1999						1. Review to determine requirements of both sets of regulations. 2. Arrange training as required
37	Work at Height Regs Work at Height (Amendment) Regs	2005 2007					1. Recognised hazards, on risk assessments.	1. Review Guidance Note and provide training as required. 2. Audit for compliance.
38	Control of Vibration at Work Regs	2005					1. Recognised hazards, on risk assessments.	1. Review Guidance Note and provide training as required. 2. Audit for compliance.