

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes****Corporate Health and Safety Annual Report  
2019-2020**

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Matthew Bailey - Portfolio Holder for Sustainability
<b>Lead Director</b>	Paul Taylor – Director of Change and Communities
<b>Head of Service</b>	Gary Stevenson – Head of Housing, Health and Environment
<b>Lead Officer/Author</b>	Mike Catling – Corporate Health and Safety Advisor
<b>Classification</b>	Non-exempt
<b>Wards affected</b>	All

**This report makes the following recommendations to the final decision-maker:**

1. To note the contents of the report, along with the work undertaken to secure a safe and healthy working environment.
2. To approve priorities for 2020-2021

**Explain how this report relates to the Corporate Priorities in the Five Year Plan:**

- A Confident Borough – Providing a safe environment for the local community.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Agreed for publication by Portfolio Holder	14/08/20
Agreed for publication by Head of Service	14/08/20
Management Board	29/07/20
Overview and Scrutiny Committee	24/08/20
Cabinet	10/09/20

# Corporate Health and Safety Annual Report 2019-2020

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The work of the Corporate Health and Safety Advisor during 2019-20 has focused on two areas. First, reducing the risk to the organisation through support, training and advising management. Secondly, the investigation of incidents, identifying trends, causes and implementing changes to reduce future cases.
- 1.2 This report reviews the incident and accident data for 2019-20 and compares trends with previous years.
- 1.3 It also considers the 2020-21 health and safety priorities agreed by the Health and Safety Committee chaired by Paul Taylor, Director of Communities and Change which are;
  - Support of Corporate Building Projects and Developments.
  - Support the Council to reduce and manage risk in its services and activities as prior to the pandemic.
  - Maintain health and safety standards during a pandemic to protect staff and the public, along with aiding recovery.

---

## 2. INTRODUCTION AND BACKGROUND

- 2.1 The health and safety risk of Tunbridge Wells BC is not only a reflection of the number of employees or the range of people worked with as an enabling organisation. It is also based on the range of property assets held and the volume of public using them. To give an example of this exposure there are usually over 4 million visits to TWBC car parks, approximately 80,000 people visiting the Ice Rink and approximately 125,000 people visiting the Assembly Hall on an annual basis.
- 2.2 2019/20 came with a number of obstacles for TWBC to manage whilst maintaining a good level of Health and safety for staff and the public. With the management of a number of buildings coming to the end of their life, potential no deal Brexit, a range of elections as well as the Coronavirus.
- 2.3 In total there were 108 reported incidents during the last financial year, a slight decrease on the previous year. This decrease could potentially be due to the Covid-19 related lockdown procedures starting prior to the end of the year, reducing normal council activities quite considerably. The figures include 20 injuries to staff members, compared to 18 in 2018/19. Along with 16 injuries to third parties, compared to 27 in 2018/19.

- 2.4 There was one third party incident that required reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). No staff incidents required reporting. To date, the reported incident has not attracted investigation from the HSE. This is compared with one staff reportable incident and three third party reportable incidents in 2018/19.
- 2.5 Training courses for a number of health and safety issues such as Health and Safety Induction, Managing Conflict and Fire Warden have been delivered in house, with 196 employees attending. Specialist external training has been provided in security and first aid, all identified to meet the needs of the authority.
- 2.6 In regards to insurance claims the average time between an incident, claim notification and process is often long which make tracking trends difficult within a twelve month period. Due to a drive to improve compliance documentation on a number of TWBC sites, there are encouraging indicators for TWBC insurers to be able to repudiate or get claims withdrawn, decreasing potential pay-outs.
- 2.7 TWBC's Health and Safety Committee is chaired by the Director of Change and Communities, with representatives from staff, managers, Property, HR, Finance and Legal teams. Priorities set in the Corporate Health and Safety Work-plan have been met and issues raised by staff addressed. Quarterly incident data is discussed, with potential issues and trends highlighted and potential corrective actions authorised.
- 2.8 Work related ill-health is reported separately within the authority through the Human Resources (HR) department to Management Board. The Health and Safety Advisor has worked closely with the HR department to put procedures in place to reduce any negative effects of incidents to employees outside work impacting on sickness absence within the authority. The staff Wellbeing group supports staff with wellbeing tips and activities that proactively improve mental and physical health within authority staff.
- 2.9 There were 2 reported fires on TWBC properties in 2019/20 compared to 3 in 2018/19. These included small incidents at the Crematorium as well as a faulty light fitting at Tunbridge Wells Sports Centre. Site Management along with Health and Safety Advisor support have liaised with the Kent Fire Service in regards to adequate fire procedures at the Assembly Halls for larger shows.
- 2.10 There were no formal communications from the Health and Safety Executive (HSE) in 2019/20 or follow up investigations after any reported RIDDOR incidents.
- 2.11 The future work plan is based on analysis of the overall risk to the organisation and the need to continue work to reduce this. The focus on Covid-19 is key for this coming year, ensuring the safety of staff and the public.
- 2.12 TWBC have a range of interventions to ensure that employees who work out in the community, whether for enforcement or advise during visits and inspections to sites and businesses are protected. These include service level risk

assessment, training, use of technology for communication and emergency systems. Implementation of lone working and conflict management processes have ensured employees wellbeing and safety over the last year, but this continues to be an area to focus on.

- 2.13 The Council continued to be committed to a number of development schemes during the year, with work on the Amelia Centre starting and the Public Realm. These developments involve a risk to the Council which need input from the Health and Safety Advisor as well as the Property Service Team to ensure any risk is controlled and managed.

---

### **3. AVAILABLE OPTIONS**

- 3.1 Note the information contained in the report and approve priorities for 2020-21.
- 3.2 Note information and not approve priorities for 2020-21
- 3.3 Refuse to note the information and not approve priorities for 2020-21

---

### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The recommended option is that the Corporate Health and Safety Annual Report for 2019/20 and the work undertaken to secure a safe and healthy working environment is noted with any proposed health and safety actions approved.
- 4.2 This should ensure that TWBC continue to comply with the Health and Safety at Work Act 1974 and ensure that there is effective monitoring and review of health and safety management throughout the Council.

---

### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 The content of this report has been discussed with the TWBC Health and Safety Committee with prospective priorities set for 2020-21.
- 5.2 To ensure that all levels within the authority are made aware of the findings within the document, the Accident and Incident Data Analysis document including an overview of performance will be communicated through internal staff communications. Including the Corporate Brief and 'On the Write Lines' along with the Member's newsletter.

---

### **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The reports findings will be communicated internally to TWBC staff.

6.2 Priorities will be added to the Corporate Health and Safety Work Plan, with progress monitored quarterly by the TWBC Health and Safety Committee.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	The Health and Safety at Work etc Act 1974 imposes upon the Council statutory duties to ensure the health, safety and welfare of it's employees and others. Failure to comply with the statutory duties and to adequately manage health and safety could lead to prosecution, under the Act, of the Council, Officers and /or individual employees. Annual reports to Cabinet that include an appraisal of the last 12 months' achievements and setting out the plans for the next 12 months assist in demonstrating compliance with the statutory duties and minimising the risk of prosecution.	Gary Rowland (Senior Lawyer – Corporate Governance)
<b>Finance</b> and other resources	Improvements in safety will reduce the likelihood of fines and insurance claims.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Staffing establishment</b>	No direct implications.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Risk Management</b>	Corporate health and safety risks should feature on the Risk Register. As there are risks to sites and service provision if safety is not managed effectively within the authority. Failure to adequately manage health and safety could have a financial impact and also affect the Council's reputation. Making the Council liable to compensation payments with this resulting in the potential for future increases in insurance premiums.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Data Protection</b>	No direct implications.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Environment and Sustainability</b>	No direct implications.	Mike Catling, (Corporate Health and Safety Advisor)

<b>Community Safety</b>	No direct implications.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Health and Safety</b>	The work completed and the set priorities provide for the effective management of health and safety. Minimising the risk of injury, financial loss or criminal legal liability under the Health and Safety at Work Act 1974.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Health and Wellbeing</b>	The priorities contained within the report should contribute to increased wellbeing of staff as well as a positive impact on the health of those affected by council activities. As a large number of TWBC staff also live in the borough it should have a positive impact on the area as a whole.	Mike Catling, (Corporate Health and Safety Advisor)
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Mike Catling, (Corporate Health and Safety Advisor)

## 8. REPORT APPENDICES

The following documents are to be published with and form part of the report:

- Appendix A: Accident and Incident Data Analysis

---

## 9. BACKGROUND PAPERS

- None.