

HEALTH AND SAFETY ANNUAL REPORT 2018/19

Report of the Managing Director

1. SUMMARY

- 1.1 Annual summary of health and safety performance and key points for 2018/19.

2. RECOMMENDATION

- 2.1 To consider the report.

3. REASON(S) FOR RECOMMENDATION

- 3.1 To ensure that Board Members are fully aware of relevant health and safety matters.

4. MATTER FOR CONSIDERATION

4.1 ACCIDENTS AND INCIDENTS

- 4.1.1 For the financial year 2018/19 there were a total of 34 reported accidents by Derby Homes Staff. Nine of these were classed as a Lost Time Accidents resulting in a total of 129 working days lost. Of the 129 days, 105 were attributable to three incidents. A summary of these three are:

- 4.1.1.1 A member of staff was visiting a property and fell over when the front gate to the property collapsed when they opened it. The fall resulted in a torn shoulder/neck muscle. This resulted in 53 working days lost.

- 4.1.1.2 An Estate Response Officer was carrying rubbish bags. They turned and twisted their knee causing ligament damage to the knee. This resulted in 39 working days lost.

- 4.1.1.3 A tradesperson was walking to their van and slipped on wet grass suffering bruised ribs This resulted in 13 working days lost.

- 4.1.2 A summary of accident and incident trends over the past three years is shown in Appendix 1.

4.2 VIOLENCE AND AGGRESSION REPORTS

- 4.2.1 For the financial year 2018/19 there were a total of 105 reported cases of violence, aggression or abuse towards staff or related incidents. For incidents with physical violence, a summary of these are shown below:

- 4.2.1.1 An unknown male came from a block of Derby Homes flats and assaulted a VCS (Parking) Patrol Officer. He also attempted to steal his work mobile phone from him. Police were unable to identify the perpetrator.
- 4.2.1.2 An ex-resident of Milestone House punched a member of staff on the nose. Ban put in place to prevent individual returning. Incident reported to police.
- 4.2.1.3 Milestone House resident was extremely aggressive and threatening to staff and caused damage to property and the building. Full investigation carried out. Detail passed to Police and a warrant issued for his arrest regarding criminal damage and other matters.
- 4.2.1.4 Resident was very aggressive and threatening to staff at Milestone House and kicked the front doors which cracked the glass.
- 4.2.1.5 Threats and verbal abuse made against Milestone House staff and security from a non Milestone House resident who had accessed the building. Once in the building he started to misbehave and was asked to leave. The perpetrator once challenged, became abusive and threatening he also kicked a door and spat and punched at the security glass. Police were called however the perpetrator left before they arrived.
- 4.2.1.6 A non-Derby Homes customer was verbally abusive and physically violent to staff at the Council House. Formal letter sent to last known address and appropriate systems flagged with advice not to visit or interview alone.
- 4.2.2 A summary of violence and aggression trends over the past two years is shown in Appendix 2.

4.3 HEALTH AND SAFETY RESOURCE

- 4.3.1 Derby Homes' access to competent health and safety support is provided in-house by the Health and Safety Manager and Senior Health and Safety Advisor. In 2018 the post of Senior Health and Safety Advisor became vacant following the resignation of previous incumbent in August. Recruitment proved challenging and the post was filled in March 2019.
- 4.3.2 Additional professional support is provided by the Asbestos Management Coordinator, CDM Health and Safety Officer and Fire Safety Officer.

4.4 RoSPA AWARD

- 4.4.1 As in previous years, Derby Homes submitted an entry to RoSPA for their Occupational Health and safety awards. The awards scheme, which is open to businesses and organisations of all types and sizes from across the UK and overseas, judges consider entrants' overarching occupational health and safety management systems, including practices such as leadership and workforce involvement. In addition to the general submission, we entered the Industry Sector Award.

- 4.4.2 In the general awards, we achieved the highest level of award (President's Award) for the 13th consecutive year. In the competitive Industry Sector Awards we were placed in the top three and were **Commended in the Public Service & Local Government Sector**.

4.5 Fire Safety

- 4.5.1 Derby Homes continues to lead on social housing fire safety. Working in close partnership with Derbyshire Fire and Rescue Service (DFRS). We sit on the joint meeting of Social Housing Providers & DFRS to develop best practice with them.
- 4.5.2 Our Fire Safety Officer sits on the Midland and National Social Housing Fire Strategy Groups. As part of these groups we help develop best practice for social housing fire safety and are part of the formal development process for fire safety legislation.
- 4.5.3 Whilst already a member of the Institute of Fire Engineers, in 2018 Derby Homes' Fire Safety Officer was assessed and accepted by the Institute as a Registered Life Safety Fire Risk Assessor.

4.6 CDM PROCEDURAL AUDIT

- 4.6.1 The Construction (Design and Management) Regulations (CDM) are the principle pieces of health and safety legislation that cover all construction projects. For "new build" projects, Derby Homes (usually) assume the designated roles of Client, Principle Designer and Principle Contractor as defined in the Regulations.
- 4.6.2 Derby Homes commissioned an independent audit of our compliance and application of the CDM Regulations to scrutinise our ability and effectiveness at carry out these roles. The audit was carried out by BritanniaMCD health and safety management consultants.
- 4.6.3 The audit was extremely positive and the auditor concluded *"It is clear from the audit that there is a good understanding of the Construction (Design & Management) Regulations 2015 (CDM:2015) at all levels of the company and that communication and dialogue are an integral part of planning and development."*
- 4.6.4 No noncompliances were found. Two recommendations were made:
- 4.6.4.1 *"Where one body assumes more than one role defined in the Regulations, there should still be a formal record for each project that they have appointed themselves to those roles."* This has been addressed and our internal project management now includes these appointments.
- 4.6.4.2 *"Whilst it was clear that the organisation had the ability and capability to carry out the Principle Designer role, this could be reinforced by key individuals being accredited by the Association for Project Safety (APS)."* To meet this requirement, key staff attended the APS Accredited "The role of the Principal

Designer” course and examination. As a result of this training it was assessed that there would be significant benefits to providing it to a wider group of staff. 58 members of staff have now received this training with a further 16 receiving more general awareness training.

4.7 RESPIRATORY PROTECTIVE EQUIPMENT

- 4.7.1 Following an extensive evaluation of the provision of suitable Respiratory Protective Equipment (dust masks) for Operatives, we have now reviewed the equipment provided to staff and individually tested each user to ensure it meets “fit test” requirements. This has included the provision of new “powered hood respirators” to a limited number of existing staff who are beard wearers and unable to be fitted to a close fitting mask.

4.8 TRAINING

- 4.8.1 In 2018/19 approximately 450 person days (equivalent) of face-to-face health and safety related training were undertaken by staff. In addition to face-to-face training, staff completed on-line computer based refresher training on workstations, fire and manual handling. Significant training areas included:
- 4.8.1.1 Asbestos awareness and skills training for staff to provide skills and competence for work with asbestos and to meet our legal requirements.
- 4.8.1.2 Working Safely Training. The Institute of Occupational Safety and Health (IOSH) Working Safely qualification is a nationally recognised health and safety qualification that meets the requirements for the HSEs Safety Passport. Derby Homes require all staff to have at least this as a minimum level of formal health and safety qualification.
- 4.8.1.3 Construction (Design and Management) Regulations (CDM) Principle Designer training. CDM is applicable to almost all construction and maintenance work carried out by Derby Homes. Increasing staff competency in this area was a significant objective for 2018/19.

5. OTHER OPTIONS CONSIDERED

- 5.1 Not applicable.

IMPLICATIONS

6. HEALTH & SAFETY IMPLICATIONS

- 6.1 It is a legal responsibility of the Board to ensure effective health and safety management is maintained within the Company. This report provides the relevant information to enable the Board Members to monitor this.

The areas listed below have no implications directly arising from this report:

Consultation
Financial and Business Plan
Legal and Confidentiality
Council
Personnel
Environmental
Equalities Impact Assessment
Risk
Policy Review

If Board Members or others would like to discuss this report ahead of the meeting please contact:

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Background Information: None

Supporting Information: None