

Strategic Safety Management Training

Module 1

Legal Responsibilities of Management



February 2017



Course Aim

This module forms part of the 'Corporate Safety Management Training'.

The course aim is to ensure all managers have awareness of general health & safety issues by understanding their **legal duties**, understanding **safety policy, arrangements** and **competence**.



Course Objectives

Upon completion of this Module, you will understand.

1. Health & Safety Competency and Accountability
2. The key requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999 and other key legal requirements
3. H&S Offences and Corporate Manslaughter
4. Managers' responsibilities in terms of Health & Safety Law
5. Corporate Policies and Arrangements
6. Understanding safe working practices
7. Cost of Failure and the benefits of safety compliance
8. Accident Management
9. Health & Safety assistance



Introduction

Do you know the law on
Health & Safety?



If my health is damaged because of a failure of Nottingham City Council to meet a requirement of a H&S regulation, I can prosecute them
If I am injured during my work, Nottingham City Council is liable to pay me compensation
If I fail to wear safety glasses issued to me in a designated eye protection zone, I have committed a criminal offence and may be fined up to £20,000
Nottingham City Council must take out insurance to cover the costs that may arise if it is prosecuted
The law requires every person to be trained in the health & safety requirements of their work
A self employed person need not make a risk assessment if they are only going to endanger themselves
Nottingham City Council is liable for any accidents that are caused by a contractor doing specialised work within our premises
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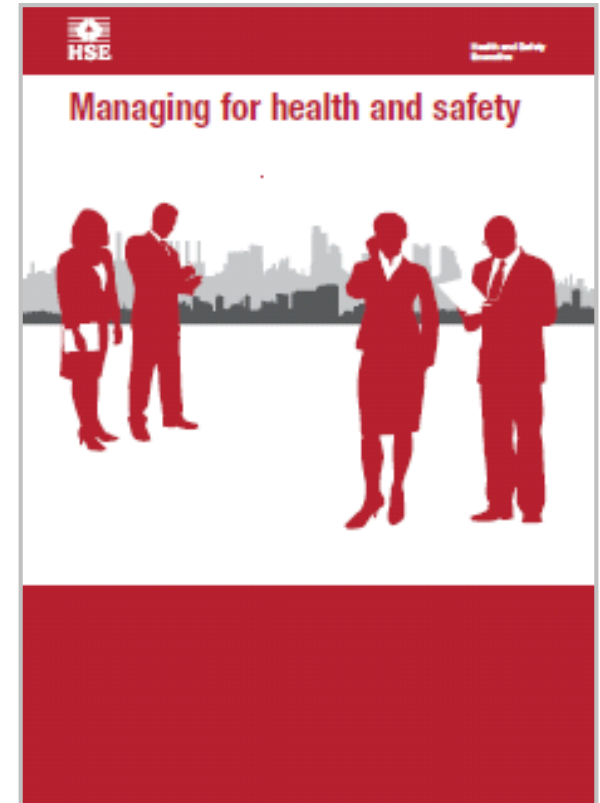
Effective Health & Safety Management

The Health & Safety Executive identifies effective health & safety management within HSG65 'Managing for Health & Safety'

This guidance document considers a process for how an organisation can measure their health & safety performance and the areas that should be considered.

This is also detailed within the Corporate Safety Manual:-

Safety Policy & Arrangements – 'Management of Health & Safety'



Effective Health & Safety Management

Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed
Do	Profile risks/Organise for health and safety/Implement your plan	Identify and assess risks/Identify controls/Record and maintain process safety knowledge
		Implement and manage control measures
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
Act	Review performance/Act on lessons learned	



Health & Safety Competency and Accountability



What defines a 'Competent' person

**What does the HSE consider
makes a Manager competent
in Health & Safety?**



What defines a 'Competent' person

According the HSE, **competence** is defined as having the following:

- Training
- Knowledge
- Experience



Accountability / Responsibility & Duties



The Health & Safety at Work etc Act 1974

Management of Health & Safety at Work Regulations 1999

Other key Health & Safety Legislation



Levels of Legal Duty

Thou **shall**



Strict / absolute
duty

As far as is
practicable



In the light of current
knowledge and
understanding

As far as is
reasonably
practicable



Risk assessment



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Health & Safety at Work etc. Act 1974

Section 2

Employer to ensure health, safety and welfare of employees at work

- plant and systems of work
- use, handling, etc, of materials and substances
- information, instruction, training & supervision
- working environment
- safety policy and arrangements



Health and Safety at Work etc Act 1974

Health & Safety at Work etc Act 1974

Section 3

General duties of employers to persons other than their employees

- Duty to conduct undertaking so that persons not in their employment are not exposed to risks to their health or safety
- Duty on every employer in required circumstances to give information which might impact their health or safety



Health and Safety at Work etc Act 1974

Health & Safety at Work etc Act 1974

Section 37

Offences by bodies corporate

Any offence under the relevant statutory provision committed by a body corporate is proved to have been committed with the **consent**, **connivance** or to have been attributable to any **neglect** on the part of any director, manager, secretary or a person purporting to act in such capacity **shall** be guilty

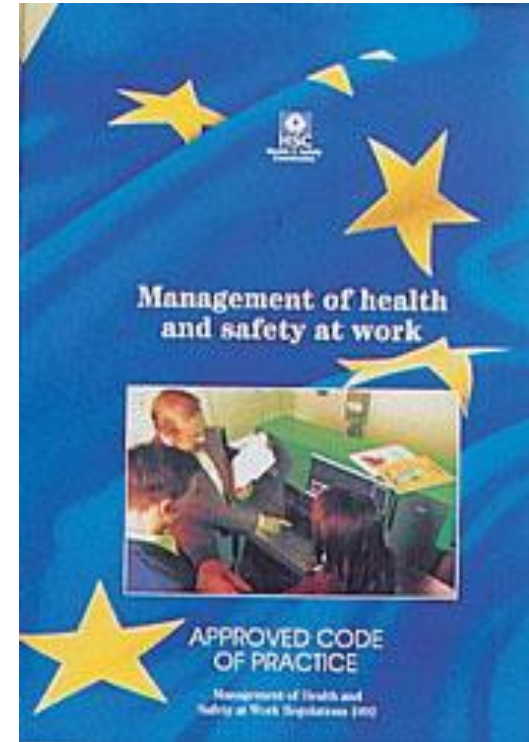


Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Regulation 13 – Capabilities & Training

- ‘Managers **shall** be aware of relevant legislation and be competent to manage health and safety effectively’
- ‘All employees, including senior management, **shall** receive relevant training’

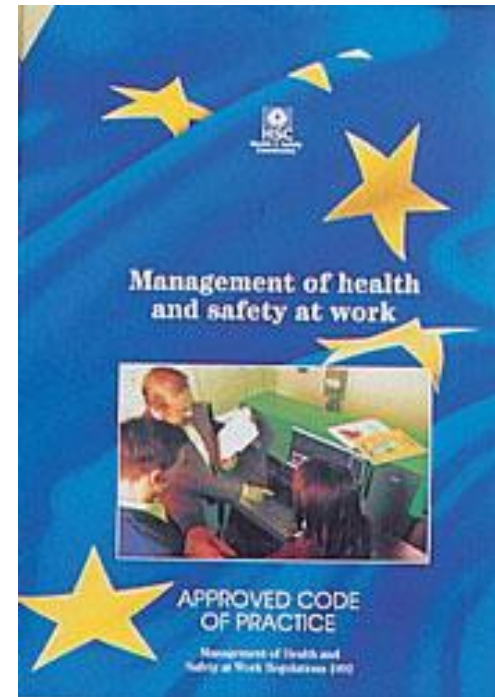


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The Management of Health and Safety at Work Regulations 1999

Regulation 3 – Risk Assessment

- duty on the employer to assess risks to employees and others
- risk assessment **shall** be completed by a competent person and must be suitable and sufficient



This subject will be covered in more detail within
Module 2 – Risk Assessment Management'



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Hierarchy of controls common to all Health & Safety Operational Legislation

Since 1992, all health, safety & welfare regulations have been based on the following principles:

- avoid
- assess that which cannot be avoided
- reduce the risk
- substitute for something less dangerous
- inform, train and instruct & supervise
- provide personal protection

This is the basis for any safe system of work



Health & Safety Operational Regulations

Over-arching operational legislation:

- Manual Handling Operations Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- Provision & Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 2002
- Workplace Health, Safety & Welfare Regulations 1992



Specific Health & Safety Regulations

Underpinning Technical operational legislation:

- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Construction \(Design & Management\) Regulations 2015](#)
- [Control of Vibration at Work Regulations 2005](#)
- [Electricity at Work Regulations 1989](#)
- [Lifting Operations and Lift Equipment Regulations 1998](#)
- [Regulatory Fire Reform \(Fire Safety\) Order 2005](#)
- [Control of Noise at Work Regulations 2005](#)
- [Control of Asbestos Regulations 2012](#)

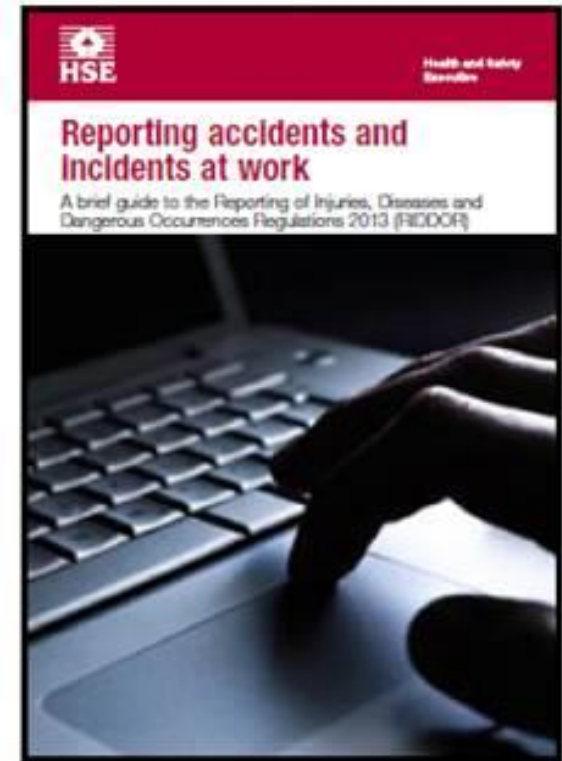


**More detailed information on these subjects
is available as 1 Hour Training Sessions**



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

What are the criteria required for an incident to be reported to the HSE?



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- any 'work related' fatality
- any 'specified' non-fatal injury to workers
- over 7 day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases
- dangerous occurrences – where something happens that does not result in an injury, but could have done



Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Reporting Time Periods

- Work related fatality / 'specified' non fatal injury to workers - **immediately** by phone
- Over 7 day injuries - within **15** days
- Cases of disease should be reported **as soon** as a medical practitioner notifies you that your employee has been diagnosed with a prescribed work-related disease.



HSE Health and Safety Executive

Incident at work?

If you are an employer, self-employed or in control of premises, you have a duty to report some accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

To report quickly, easily, and in confidence, just call the **HSE Incident Contact Centre (ICC)** on:

0845 300 9923
(Monday to Friday 8.30 am – 5.00 pm)

Our advisers will help you make a report over the phone. They will send you a copy of the completed form for your own records and you will have the opportunity to correct any errors or omissions. Your report will then be passed on to the relevant enforcing authority.

For more information about RIDDOR, reporting or to report **online** or by **e-mail**, just visit www.hse.gov.uk/riddor/index.htm.

By post, Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

It's as easy as that!



More detailed information on accident investigation is available as 1 Hour Training Session



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Safety Issues with no associated specific Health & Safety Regulations

- stress
- violence at work
- lone working
- contractors
- working with needles & sharps

How are these issues enforced by the Health & Safety Executive?



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Health & Safety Offences Act 2008

Sentencing Guidelines 2016

Corporate Manslaughter Act 2007



Health & Safety Offences Act 2008

The Health & Safety Offences Legislation was introduced to ensure that the penalties for Health & Safety failures fitted the consequences of the incident itself.

It increased the fines available to the magistrates court from previous levels of **£5,000** up to a maximum of **£20,000** per breach of legislation and allowed for unlimited fines within the Crown Court.

Prison Sentences remained the same.

This legislation did not introduce any new requirements requiring compliance.



£30k fine for Nottingham City Council over asbestos breach



Nottingham Magistrates' Court

NOTTINGHAM City Council was today fined £30,000 for failing to comply with health and safety regulations over asbestos in a building used by 148 employees.

The Health and Safety Executive prosecuted the council after it did not manage the risk from asbestos at the Woolsthorpe Depot, Woolsthorpe Close, Bilborough, which was contained in parts of the building for four years.

The building was used by the Street Scene Team, now known as City Services, which provides services to improve the environment, including the removal of graffiti and cleaning the streets of Nottingham.

Nottingham Magistrates Court heard that 148 staff used the site to collect equipment and vehicles.

There were also a few office staff based there.

The court heard the authority also did not carry out measures specified in a Health and Safety file, called Asbestos Removal Works and dated February 2005, for managing the risk from asbestos at the Woolsthorpe Depot.

The council admitted both charges and was fined £15,000 on each, with an additional order to pay £12,000 costs.

Sentencing Guidelines 2016

Fines are now significantly higher as there has been the removal of the £20,000 ceiling for magistrates court.

This limit does still remain for offences that occurred prior to 12th March 2015

The court now considers the likelihood of harm as opposed to actual harm together with the turnover of the organisation.

Governmental Bodies, Charities and Local Authorities are now considered the same as any other organisation but the court can also consider proportionality and the potential detriment that a large fine could have on any statutory service it provides.



Corporate Manslaughter and Corporate Homicide Act 2007

As with the Health & Safety Offences Act 2008, this legislation did not introduce any new duties under the act, however it did introduce new penalties available to the courts where a person is killed in circumstances related to their work.

This new legislation also challenged the definition and status of the '**Controlling Mind**' of an organisation and making it easier to identify individuals and their organisational responsibilities



Corporate Manslaughter and Corporate Homicide Act 2007

Penalties available

- **Unlimited Fines against the organisation**
- **Publicity Order**
- **Remedial Order**

Can individuals be prosecuted under this legislation?



Corporate Manslaughter and Corporate Homicide Act 2007

Individual Prosecutions

No, not under this legislation as it is aimed at organisations not individuals (Corporate).

However, existing legislation is already in place within the Health & Safety at work Act 1974 which covers individuals and the potential for them to be prosecuted where there is sufficient evidence and it is in the public interest to do so.

Section 37 will also apply



Managers Responsibilities under Health & Safety Legislation



Duties of all Senior Management

Senior Management are seen as providing a **strategic** structure for the management of health & safety within Nottingham City Council.

Activities will include:

- ensuring safety procedures are in place within their division
- advising Corporate Directors of resource requirements
- ensuring their operational managers are aware of their duties and competent to undertake those duties
- understanding the requirements of the health and safety legislation in relation to their respective service area



Responsibilities of Operational Management

Operational Management is seen as providing the local **technical** and **practical** application of safety policies and procedures for health & safety within Nottingham City Council.

- Ensure risk assessments are carried out and control measures are in place
- Arranging appropriate training for their colleagues
- Monitoring accidents & violent incidents (trends)
- Implementing safe working procedures and ensuring these are observed
- Record keeping (Document Management)
- Supervision of colleagues (new, young and inexperienced workers)
- Ensuring Personal Protective Equipment is worn
- Good housekeeping



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Nottingham City Council's Policies & Arrangements



Policies & Guidance

All corporate health & safety information is contained within the Corporate Safety Advice intranet site.

This is located from the Intranet and can be found using the link to 'Corporate Safety Advice'

Quick Links	
Comments, Compliments & Complaints Online Feedback	→
Committee and Councillors	→
Condeco Room Booking	→
<u>Corporate Safety Advice</u>	→
Covalent	→
Council Plan 2018-19	→
East Midlands Shared Services	→
Finance	→
IT Self Service Portal Link	→
The Learning Zone	→
NCH Intranet	→
NOMAD (GIS Maps)	→
Ordering Goods and Services	→
Oracle Self Serve Sign-in	→
Procurement	→
Records Management Offsite Storage and Retrieval	→
Workplace Parking Charge	→



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Safety Management Documents

Contents of the Corporate Safety Advice Intranet Site

- Corporate Policy Statement
- Safety Policy and Arrangements
- Departmental specific procedures and guidance
- Risk Assessment Templates
- Safety Forms

Health, Safety and Welfare Policy Statement →

Nottingham City Council accepts its duty under the Health and Safety at Work etc Act 1974 and is committed to providing and maintaining safe and healthy working conditions and appropriate welfare arrangements for all of its employees. It also accepts its duty under The Act to other persons using its buildings and facilities or affected by work carried out by, or on behalf of, Nottingham City Council.

Nottingham City Council will be proactive in taking all reasonable steps to prevent injury and ill health by ensuring:

- safe and healthy workplaces, equipment and procedures
- proper welfare facilities and arrangements
- continuous improvement in health and safety standards
- provision of sufficient resources to meet the requirements of this policy
- consultation with employee and trade union accredited safety representatives on matters that significantly affect the health, safety and welfare of employees and others
- this policy is brought to the attention of all employees
- suitable and sufficient training, information, instruction and supervision.

The effectiveness of this policy will be reviewed at intervals not exceeding three years.

Responsibilities

→ Councillors

- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.

→ Chief Executive

- Issue the Corporate health, safety and welfare policy statement.
- Ensure that Corporate Directors discharge their responsibilities.
- Ensure that financial and other resources are available to meet health, safety and welfare responsibilities.
- Be aware of the general requirements of health, safety and welfare legislation relevant to the activities and areas under their management and the overall policies and expected standards of Nottingham City Council.

→ Corporate Directors

- Take an active and visible role in the management of health, safety and welfare within their department.
- Ensure adequate management representation at Departmental Health, Safety & Welfare Committees and Corporate Health, Safety & Welfare Joint Panel.
- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Ensure that the department's health, safety and welfare policy statement and manual is reviewed at least once every three years.

- Ensure that financial and other necessary resources are available to meet health, safety and welfare responsibilities.
- Ensure that Services Directors and all other managers fulfil their role and responsibilities in the effective management of health, safety and welfare.
- Be aware of the general requirements of health, safety and welfare legislation relevant to the activities and areas under their management and the overall policies and maintain the expected standards of Nottingham City Council.

→ All Employees

- Co-operate with the organisation to ensure compliance with health, safety and welfare legislation.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- Use plant, machinery, equipment, dangerous substances and other safety devices in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance.
- Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and when safe to do so, their line manager contacted.
- Immediately report accidents, violent incidents, near misses, dangerous occurrences, hazardous workplaces or defective equipment to their line manager.

- The arrangements for implementing this policy are detailed in the Corporate Guidance and Information Sheets and Departmental Safety Manuals and will be made accessible and readily available to all employees.
- Within each department a Health, Safety & Welfare Committee, consisting of managers and safety representatives will meet bi-monthly.
- The Corporate Health, Safety & Welfare Panel, consisting of management and trade union safety representatives from across the Council, will meet once a quarter.
- Professional health, safety and welfare assistance is provided through a central team of Safety Advisers and the Wellbeing & Health Improvement team.

 Ian Curryer
Chief Executive
April 2013

 Jon Collins
Leader
April 2013

 Nottingham
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Safety Manual



Safety Manuals

This section contains both the Corporate and Departmental Safety Manuals. The Safety Manual contains Corporate safety policy documentation and associa...

Safety Policy Statements

Safety Policy & Arrangements

Health & Safety Forms

Departmental Safety Manuals



Corporate Safety Training

For all health & safety training provided by Corporate Safety Advice.

People and Facility Manager Training (Mandatory)

Colleague Safety Training

E-Learning Safety sessions

Safety Training Booking System



Incident Reporting

Information on the 'Accident' and 'Violence' reporting mechanisms for Nottingham City Council.

Accident, Near Miss or Work Related Health Reporting

Violence Management

Incident Investigation

On Line Incident Reporting

Safety Policy & Arrangements

The 'Safety Policy & Arrangements' section of the Safety Manual contains the specific policies and arrangements on health, safety & welfare issues that may be present within your working environment. Please ensure you are aware of the content of the Corporate Safety Manual and any 'Safety Policy & Arrangements' (SPA) documents that affect either yourself or colleagues and that you comply with any requirements identified. Where there is a Health, Safety or Welfare matter that is not covered by the options below, please contact Corporate Safety Advice for further information.

Current 'Safety Policy & Arrangements' (SPA)

- Accident, Near Miss and Work Related Ill Health Reporting
- Asbestos
- Boundary and Exterior Safety Management
- Buildings and Statutory Equipment (Maintenance & Inspection)
- Confined Spaces - Working in
- Construction (Design & Management)
- Contractor Management (Non Construction Activities)
- COSHH - 'Substances Hazardous to Health'
- DSE - 'Display Screen Equipment'
- Electricity at Work
- Fire Management & Precautions
- First Aid
- Health and Safety



On-Line Safety Systems

This contains the various on-line safety systems that Corporate Safety Advice manage and run on behalf of Nottingham City Council



Corporate Safety Advice - Who Are We

Corporate health, safety & welfare is supported within Nottingham City Council by Corporate Safety Advice and other Council colleagues.

Asbestos Management

This section of the safety manual provides managers with information to comply with City Council requirements. The detailed 'Safety Policy and Arrangements' are located within the 'Downloads' Section and are identified as SPA documents.

Asbestos is a mineral that can potentially cause ill health when it is disturbed and the fibres are then inhaled by a person. Asbestos management needs to focus on the reduction of asbestos fibre release in the workplace.

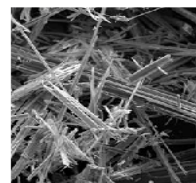
Specific Legislation identified

Control of Asbestos Regulations 2006

Manager Responsibilities

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of Nottingham City Council.

- Managers must ensure that the Asbestos Log Book, any associated surveys, risk assessments and documents are retained in an up to date condition and available on the site to which it relates.
- Managers need to ensure that the monthly inspection on the condition of known or presumed asbestos is completed and formally recorded within the Asbestos Log book.
- Managers must ensure that no work to the fabric of the building which may disturb asbestos is done by any contractor unless they are trained and competent to do the work safely.
- Managers must report any issue of potential failure to control asbestos effectively is immediately reported to Corporate Safety Advice and Corporate Maintenance.



Employees Information

- Asbestos is only harmful when it is disturbed and fibres are released into the environment
- Any asbestos concerns relating to work undertaken must be raised with management
- Asbestos is a material that is found in a wide variety of locations and cannot be identified by visual inspection alone

Lift Equipment Regulations'
Control of Bacteria in Hot and Cold Water Systems

of



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Understanding Safe Working Procedures



Understanding Safe Working Procedures

The term ‘**Safe Working Procedure**’ is a term used by the HSE and is considered as a method of work that has been assessed to ensure the activity is undertaken in the most appropriate and safe way.

Consideration of the ‘**hierarchy of controls**’ identified previously to ensure where significant risks are identified, they are formally documented.

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)										 Nottingham City Council	
LOCATION:		DEPARTMENT:		SERVICE AREA:		TEAM:					
WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)											
HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6-10, 11-50, 51-100)				ASSESSMENT DATE:							
<small>Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'</small>											
ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK		ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED			
<small>See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.</small>											
			S	L	RR			Name	Date		
<small>Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand)</small>											
ASSESSOR (please print):			SIGNED:			DATE:					
MANAGER (please print):			SIGNED:			DATE:					
DATE ACTION TO BE COMPLETED BY:			DATE COMPLETED:								
LINE MANAGER'S COMMENTS / ACTIONS						IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		YES	NO		
<small>Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual</small>											
Corporate Safety Advice					Page 1 of 2			(October 2014)			



Do you need Safe Working Procedures?

- Do **you** know the risks arising from your activities
- Do **you** know how to eliminate, reduce or control them?
- Do **you** need 'Permits to Work' to comply with a formal safe system of work

Communication and Compliance

- How do **you** communicate the above to your team or individual colleagues?
- How do **you** know if your team or individual colleagues are complying with the measures?



Cost of Failure

Benefits of Health & Safety Compliance



Cost of failure

What is the total 'Public' & 'Employee' Insurance Liability for the 4 year period?

Corporate Liabilities

2009/10 -

2010/11 -

2011/12 -

2012/13 -

4yr Total -



Cost of failure

Insurance section identified 'Public Liability' and 'Employee Liability' potential losses

Corporate Liabilities

2009/10 - **£902,112**

2010/11 - **£827,600**

2011/12 - **£806,947**

2012/13 - **£946,384**

4yr Total - **£3,483,043**



Cost of an incident

When considering the cost of any incident, the true cost must take into account both the direct and indirect loss.

Hidden costs (indirect) are not included in the insurance costs identified on the previous slide.

These may include:

- replacement of colleagues
- recruitment
- training
- overtime
- additional equipment
- investigation / legal costs
- court costs



If my health is damaged because of a failure of Nottingham City Council to meet a requirement of a H&S regulation, I can prosecute them
If I am injured during my work, Nottingham City Council is liable to pay me compensation
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Nottingham City Council must take out insurance to cover the costs that may arise if it is prosecuted
The law requires every person to be trained in the health & safety requirements of their work
A self employed person need not make a risk assessment if they are only going to endanger themselves
Nottingham City Council is liable for any accidents that are caused by a contractor doing specialised work within our premises
The Health & Safety at work act 1974 requires Nottingham City Council to do whatever is reasonable to ensure safety is maintained
A HSE Inspector may prohibit any activity of the Council which may cause serious injury even if no law is being broken
The law requires procedures for bomb threats, flooding and any other emergency that may arise

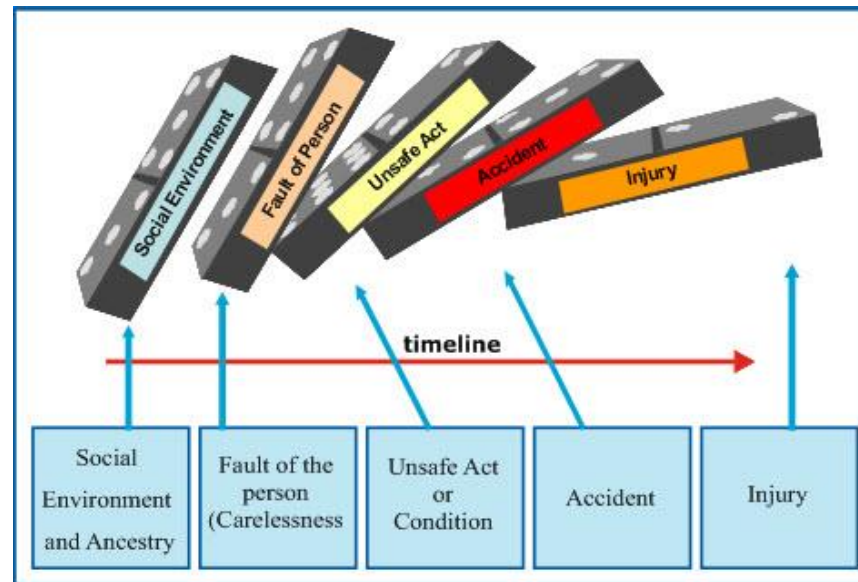
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Reputation Considerations

- Adverse public relations
- Reputational Risk
- Increased insurance premiums



Accident Management



Typical Workplace Hazards

- Slips, trips & falls (at same level)
- Falls of person from heights
- Manual handling of loads
- Hazards from plant & machinery
- Fire
- The use of hazardous substances
- Working with VDU's ergonomics
- Ill health (stress)



How many 'slips, trips and falls on the same level' incidents and what is the 2nd most common cause of accident reported in 2010/11?

Accident Report 2016/17

Nottingham City Council Accident Statistics Corporate Nottingham City Council Summary

Department: All, Service Area: All

Type of Injured Person: Employees only

From: 01/04/2016 To: 31/03/2017

Sum of Incidents: 430

Department Incidents:

Children and Adults	114
Commercial and Operations	290
Development & Growth	8
Strategy & Resources	18

Injuries Sustained:

Bite (Human or Animal)	5
Bruising & Minor Grazes / Cuts	129
Burns (Chemical)	2
Burns (Electrical)	1
Burns, (Thermal Blistering / Scalding)	15
Concussion & Shock	5
Crushing	4
Emotional / Psychological	2
Foreign Bodies	6
Fractures & Dislocations	24
Headache / Migraine / Sickness / Dizziness	11
Industrial Disease	1
Insect (Bite / Sting)	1
Needlestick	1
Nervous Exhaustion	1
Open Wounds & Lacerations	16
Previous Medical Condition	3
RSI (Upper Limb Disorder)	2
Sprains & Strains	84
Stress - Work Related	15

Accident Causes:

Contact With A Hot Surface	8
Contact with electricity or an electrical charge	3
Contact with moving machinery or material being machined	9
Data Not Yet Entered	23
Exposure to fire or explosion	1
Exposure to, or contact with, a harmful substance	12
Fall from a height	9
Injured by an animal	5
Keyboard & Workstation Related	2
M H (Innanimate Object)	23
M H (People Assisting People)	6
M H (Pushing or Pulling)	15
M H (Refuse)	4
M H (Throwing)	1
M H (Unknown cause)	6
Near Miss Incident	99
Previous Medical Related Incident	6
Road Traffic Accident	10
Slip, trip, or fall on the same level	88
Struck against something fixed or stationary	27
Struck by moving (including flying or falling) object	36
Struck by moving vehicle	6
Trapped by something collapsing or overturning	5
Use of hand tool	10
Work Related Stress	16

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Near Miss Incident	99



Nottingham
City Council

Reporting / Investigating Unplanned Events



On-Line Accident,
Work Related Ill
Health and Near
Miss Reporting
System



On-Line Violence
to Staff Incident
Report Form



RIDDOR

Intranet homepage

Legal and Democratic

Resilience

Safety Advice (Corporate)

On Line Accident, Work Related Ill Health & Near Miss Reporting System

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Good **Average** **Poor**

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On Line Accident, Work Related Ill Health & Near Miss Reporting System

Welcome to the On-line Accident/ Ill Health Reporting System. If you have any issues or require help or support on this system, please contact Corporate Safety Advice

Click here open the 'On-line Accident Reporting System'

The 'On-line Incident Management System' is the tool for the reporting and recording accidents, work related ill health & near misses that happen to our employees, service users and members of the public who are affected by the activities and operation of Nottingham City Council.

The downloadable guides are in place to assist you to complete the process of registration, accident input, investigation and document uploading.

Please note, as the person investigating an accident, it will remain open until you click on the 'Accident Info Complete', 'Investigation Closed' and 'Incident Closed' buttons and change them from black to white.

Once the incident is closed, no information can be changed or modified. however documents can still be uploaded and comments can still be added.

Registration

Prior to being able to input an accident you will be required to register on to the system. This registration process will require a valid NCC approved E-mail address. To register please use the register button on the log in page which will take you through the registration process.

Downloads

- [Injured Person Report Form \[277kb\]](#)
- [Guide to inputting your own accident details \[126kb\]](#)
- [Guide to inputting an accident on behalf of an injured person \[146kb\]](#)
- [Guide to completing an accident investigation \[305kb\]](#)
- [Guide to uploading a document \[258kb\]](#)

Related Pages

- [Accident, Near Miss and Work Related Ill Health Reporting](#)
- [Incident Investigation](#)

External Links

- [Accident, Work Related Ill Health & Near Miss Reporting System](#)

Management is responsible for ensuring all incidents are reported correctly and where required, to the Health & Safety Executive.



Health & Safety Assistance



Health & Safety Assistance

- Corporate Safety Advice
- Health & Wellbeing Improvement Team
- Corporate Maintenance
- Insurance & Risk Management
- Health & Safety Executive



Corporate Safety Advice

Corporate Safety Advice is considered as the support service to the Council that is able to offer competent advice on technical health & safety matters

Activities include:

- Providing health & safety training
- Undertaking significant accident investigations
- Strategic safety audits
- Providing technical advice and support to managers
- Maintaining the corporate safety manual



Wellbeing & Health Improvement Team

The Wellbeing & Health Improvement Team provides expert advice to assist in promoting and maintaining the health of colleagues at work and keeping the workforce healthy so they are more able to perform their tasks efficiently and effectively

Activities include:

- Pre-employment screening & medicals
- Health Surveillance
- Health promotion on an individual & group basis
- Record keeping and confidentiality of medical information
- Return to work interviews to establish fitness
- Working with medical advisers



Insurance & Risk Management Team

Insurance & Risk Management Team provides support to management and the council on all matters relating to insurance, claims and risk management.

Activities include:

- Place Insurance on behalf of the Council
- Claims handling
- Claims Investigation
- Operational risk management




Corporate Maintenance

- To ensure full compliance with all relevant legislation associated with the management of buildings, to enable the safe and efficient operation of the business.
- To facilitate the most comfortable, healthy and safe working environments that are practically and reasonably possible to achieve with the budgets available.
- To work in a close partnership with clients to achieve property maintenance solutions that meet their individual needs.
- To maximise plant, services and building life, whilst optimising maintenance budgets and reducing energy consumption



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Example risk assessments

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Promoting race equality


We want your views on how we will meet our duties.


Vibration at work e-Bulletin

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Health & safety topics
Asbestos

 **Myth of the month**



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-  News feeds
-  e-Bulletins
-  New nuclear reactors

www.hse.gov.uk



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Course Summary

Topics Covered







1. Health & Safety Competency and Accountability
2. The key requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999 and other key legal requirements
3. H&S Offences and Corporate Manslaughter
4. Managers' responsibilities in terms of Health & Safety Law
5. Nottingham City Council's Policies and Guidance
6. Understanding safe working practices
7. Cost of Failure and the benefits of safety compliance
8. Accident Management
9. Health & Safety assistance



Other Training Available

Colleague Safety Training

This training is for all colleagues to ensure their competence in matters of operational health & safety.

<h3>Effective Incident Investigation</h3>  <p>Effective Accident Investigation Training</p> <p>This training is to enable managers to understand how to undertake an effective accident or violent incident investigation and how to use the on-line ...</p> <p>Incident Investigation Accident, Near Miss and Work Related Ill Health Reporting Violence to Staff Accident and Violence Forms</p>	<h3>Assessment of Stress at Work</h3>  <p>Assessment of Stress Training</p> <p>This training is to enable managers to understand how to assess stress within their teams and individuals</p> <p>Stress - Assessment of Stress Assessment Forms</p>	<h3>Control of Substances Hazardous to Health</h3>  <p>COSHH Risk Assessment</p> <p>This training is to enable managers to understand how to assess the use of substances hazardous to health and the role of the manufacturer's data sheet...</p> <p>Hazardous Substances (COSHH)</p>
<h3>Evac Chair</h3>  <p>Evac Chair</p> <p>This training is for colleagues to understand how and when to use an evac chair for colleagues with mobility issues in the event of an emergency</p> <p>Fire Management & Precautions</p>	<h3>Fire Awareness</h3>  <p>Fire Awareness</p> <p>This one hour session will enable colleagues to understand the impact of fire within their working environment and how fire safety should be maintained...</p> <p>Fire Management & Precautions</p>	<h3>Fire Warden</h3>  <p>Fire Warden</p> <p>This training is to enable managers and colleagues to understand the role and practical requirement of being a fire warden.</p> <p>Fire Management & Precautions</p>
<h3>Fire, Manual Handling</h3>	<h3>Health & Safety for</h3>	<h3>Health & Safety for Site Managers &</h3>



Any Questions



**Nottingham
City Council**