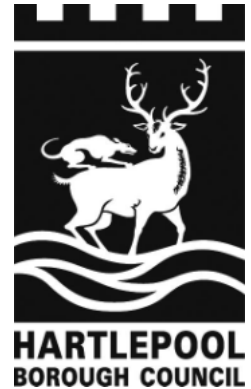


# **FINANCE AND PERFORMANCE PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION SCHEDULE**



**Friday, 30 April 2010**

**at 10.30 am or immediately following the Finance and Performance Portfolio  
which is being held at 10.00 am whichever is the later**

**in Committee Room A, Civic Centre, Hartlepool**

Councillor R Payne, Cabinet Member responsible for Finance and Performance,  
Councillors Gibbon and Sutheran will consider the following items:-

**1. KEY DECISIONS**

No items

**2. OTHER ITEMS REQUIRING DECISION**

No items

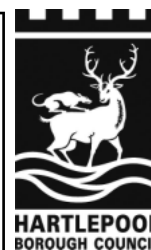
**3. ITEMS FOR INFORMATION**

- 3.1 Accident/Incident Report - *Chief Customer and Workforce Services Officer*
- 3.2 Health And Safety Consultation Arrangements - *Chief Customer and Workforce Services Officer*
- 3.3 Health And Safety Risk Management Arrangements - *Chief Customer and Workforce Services Officer*
- 3.4 Workers Memorial Day – *Chief Customer and Workforce Services Officer*

**4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

**FINANCE AND PERFORMANCE PORTFOLIO (HEALTH AND  
SAFETY CONSULTATIVE GROUP)**  
Report to Portfolio Holder  
30 April 2010



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** ACCIDENT/INCIDENT REPORT

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## SUMMARY

### 1. PURPOSE OF REPORT

To advise the Portfolio Holder of the accident and incidents which have occurred during the last financial year.

### 2. SUMMARY OF CONTENTS

The report provides details of the numbers of accidents and incidents which have occurred during the last financial year.

### 3. RELEVANCE TO PORTFOLIO MEMBER

Corporate Issues.

### 4. TYPE OF DECISION

Non Key.

### 5. DECISION MAKING ROUTE

Portfolio meeting only.

### 6. DECISION(S) REQUIRED

To note the report.

**Report of:** Chief Personnel Officer

**Subject:** ACCIDENT/INCIDENT REPORT

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**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the accident and incidents which have occurred during the last financial year.

**2. BACKGROUND**

- 2.1 The Council as an employer is under a statutory obligation to record accidents arising out of or in connection with the activities of the Council. Where the injury is serious then under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) then these must be reported to the Health and Safety Executive (HSE).
- 2.2 The Council has collected accident data for a number of years but to improve the level of reporting, the procedures and associated recording forms for reporting accidents and incidents was revised in March 2009. To coincide with the new arrangements staff were encouraged by e-mailing all Council employees via the e-mail system to report accidents, incidents and near misses. In addition managers and trade union safety representatives encouraged their teams and TU members to report any accidents, incidents and near misses. This e-mail was also sent to schools to encourage reporting which was also successful. A summary of the accidents for 2009-10 is contained in Table 1
- 2.3 Whilst there is a statutory responsibility to record accidents the main benefit is to identify any trends and implement improvements to reduce the number of accidents.

**3. FINDINGS**

- 3.1 This year has seen the numbers of accidents reported significantly rise from 538 to 710 primarily due to the campaign at the beginning of the year to improve reporting. This is evidenced by the fact that although there was a significant increase in the number of minor incidents recorded, the number of accidents of a more serious nature was very similar. However it should be noted that a significant proportion of the RIDDOR notifiable accidents were associated with reporting people with a work related medical condition from exposure to vibration as a result of occupational health checks.

- 3.2 In order to comply with the Control of Vibration at Work Regulations 2005 a health surveillance programme was established from 1<sup>st</sup> April 2009 for those workers who work with vibratory tools. This has resulted in some Council employees being diagnosed as suffering from Hand Arm Vibration Syndrome (HAVS) which is reportable to the HSE under RIDDOR. The health effects of exposure to vibration take a long time to come into effect and can only be formally diagnosed by a doctor with specialist skills. In the past year the programme has been aimed at 161 staff who regularly use vibratory tools and as a result a number have been diagnosed as suffering from HAVS and reported to the HSE; this is reflected in the statistics.
- 3.3 Three HSE inspectors have visited the Council to investigate the systems in operation and are satisfied as to how the situation is managed but a further visit is planned in May to undertake further checks.

#### **4. RECOMMENDATION**

- 4.1 That the contents of the report are noted.

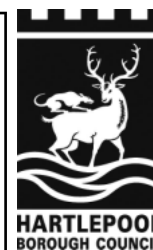
#### **5 CONTACT OFFICER**

Stuart Langston  
Health, Safety & Wellbeing Manager  
[Stuart.Langston@hartlepool.gov.uk](mailto:Stuart.Langston@hartlepool.gov.uk)  
Tel: 01429 523560

**Table 1 Health and Safety Accident Statistics April 2009 – March 2010**

<b>Accident Type</b>	<b>RIDDOR</b>	<b>Near Miss</b>	<b>Lost Time</b>	<b>Over 3 days</b>	<b>Specified Major Injury</b>	<b>Fatalities</b>	<b>Minor</b>	<b>Fire</b>
Another kind of accident		2					43	
Contact with electricity or an electrical discharge		2					2	
Exposed to fire							1	1
Exposed to or in contact with harmful substance							7	
Fell from height	5		2		2		50	
Hit by a moving flying or falling object	3			1			65	
Hit by something fixed or stationary		2					87	
Injured by an animal							7	
Injured while handling lifting or carrying	7	1	1	3	1		43	
Physically assaulted by a person					1		107	
Slipped tripped or fell on the same level	10		2		7		199	
Medical related	20				1		27	
Verbal Abuse							66	
RTA							2	
Contact with moving machinery or material being machined							1	
Hit by a moving vehicle							2	
Trapped by something collapsing							1	
Drowned or asphyxiated	1							
<b>Grand Total</b>	<b>46</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>12</b>		<b>710</b>	<b>1</b>

**FINANCE AND PERFORMANCE PORTFOLIO (HEALTH AND  
SAFETY CONSULTATIVE GROUP)**  
Report to Portfolio Holder  
30 April 2010



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** HEALTH AND SAFETY CONSULTATION  
ARRANGEMENTS

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## SUMMARY

### 1. PURPOSE OF REPORT

To advise the Portfolio Holder of the changes to staff health and safety consultation arrangements.

### 2. SUMMARY OF CONTENTS

The report provides details of revised health and safety consultation arrangements following consultation with the local trade union representatives.

### 3. RELEVANCE TO PORTFOLIO MEMBER

Corporate Issues.

### 4. TYPE OF DECISION

Non Key.

### 5. DECISION MAKING ROUTE

Portfolio meeting only.

### 6. DECISION(S) REQUIRED

To note the report

**Report of:** Chief Customer and Workforce Services Officer

**Subject:** HEALTH AND SAFETY RISK MANAGEMENT  
ARRANGEMENTS

---

**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the changes to the staff health and safety consultation arrangements within the Council and obtain the Portfolio Holder's support for these changes.

**2. BACKGROUND**

- 2.1 Under the Safety Committees and Safety Representatives Regulations 1977 and Health and Safety (Consultation with Employees) 1989 each employer is under a legal obligation to consult with employees on health and safety matters. This legislation allows for this consultation to be with representatives of the workforce and as such the Council has a number of safety committees where issues relating to health and safety are discussed.
- 2.2 Safety committees have been meeting for a number of years and have been successful in the past for example by encouraging the use of the Employee Protection Register. This is a software database of people who are violent or aggressive to Council staff which allows staff to put in appropriate control measures to reduce health and safety risks when dealing with these customers. To reflect corporate and department structure changes as a result of the Business Transformation Programme it is now an appropriate time to review the frequency, number and areas covered by the safety committees to ensure they are effective.

**3. CONSIDERATION OF ISSUES**

- 3.1 It has become apparent that attendance at some safety committees has been reducing and consequently the meetings are cancelled. In some cases this has been because some staff representatives believe issues of concern have been addressed and that the meetings are no longer required but this has not been formally acknowledged.
- 3.2 Formal discussions have been held with trade union representatives as to how best to freshen up the safety committees to ensure they are relevant, well attended and raise health and safety issues and concerns but also suggest ways to deal with these issues. A flow chart is attached (**Appendix 1**) showing how the safety committees

would feed in to the relevant department and Council structures. Where there are shared issues it is proposed to set up specific committees to discuss these issues with a view to coming to a consensus which would apply across the whole Council.

- 3.3 Where agreement cannot be reached at a safety committee or the issue is of sufficient concern the matter can be escalated through the structure and if necessary brought to the attention of Finance and Performance Portfolio Holder.

#### **4. RECOMMENDATION**

- 4.1 To support the Health and Safety Committee structure arrangements to ensure that there are an appropriate number of forums for health and safety matters to be raised and discussed in accordance with statutory requirements.

#### **5. REASONS FOR RECOMMENDATIONS**

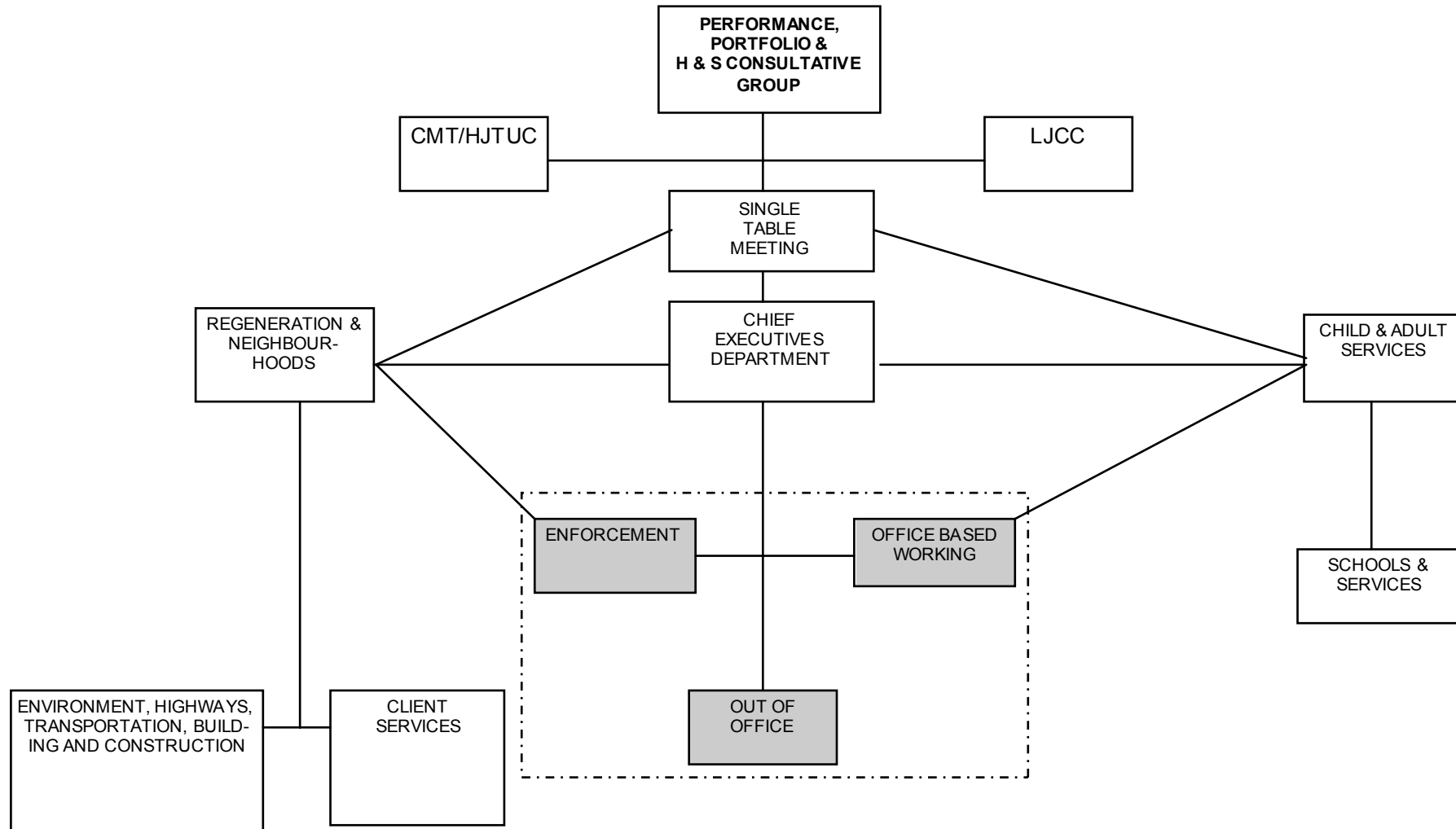
- 5.1 To coincide with the Business Transformation Programme it is an appropriate time to review the safety committee structure to ensure it remains relevant for the new staffing structure.

#### **6. CONTACT OFFICER**

Stuart Langston  
Health, Safety & Wellbeing Manager  
[Stuart.langston@hartlepool.gov.uk](mailto:Stuart.langston@hartlepool.gov.uk)  
Tel: 01429 523560



## Proposed Trade Union Health and Safety Committee Structure



**FINANCE AND PERFORMANCE PORTFOLIO (HEALTH AND  
SAFETY CONSULTATIVE GROUP)**

Report to Portfolio Holder

30 April 2010



**Report of:** Chief Customer and Workforce Services Officer

**Subject:** HEALTH AND SAFETY RISK MANAGEMENT  
ARRANGEMENTS

---

## SUMMARY

### 1. PURPOSE OF REPORT

To advise the Portfolio Holder of the changes to the health and safety risk management arrangements and obtain the Portfolio Holder's support for these changes.

### 2. SUMMARY OF CONTENTS

The report provides details of the policy agreed by the Corporate Management Team Support Group as regards how health and safety risk management will operate within the Council.

### 3. RELEVANCE TO PORTFOLIO MEMBER

Corporate Issues.

### 4. TYPE OF DECISION

Non Key.

### 5. DECISION MAKING ROUTE

Portfolio meeting only.

### 6. DECISION(S) REQUIRED

To note the report and support the principles contained with the policy.

**Report of:** Chief Customer and Workforce Services Officer

**Subject:** HEALTH AND SAFETY RISK MANAGEMENT ARRANGEMENTS

---

**1. PURPOSE OF REPORT**

- 1.1 To advise the Portfolio Holder of the changes to the health and safety risk management arrangements and obtain the Portfolio Holder's support for these changes.

**2. BACKGROUND**

- 2.1 There have been two recent major developments in health and safety legislation the Corporate Manslaughter and Corporate Homicide Act 2007 and the Health and Safety (Offences) Act 2008. Whilst the impact of this legislation remains to be seen, due to the lack of relevant case law, it raises the potential that organisations who are found to have negligently caused death or serious injury may be significantly fined or managers may be imprisoned for up to two years.
- 2.2 To address some of the issues raised by the changes in law, described above and the Business Transformation Programme, the Corporate Health and Safety Policy was revised and endorsed at the Portfolio Holder's meeting on 3<sup>rd</sup> November 2009. The policy has subsequently been circulated across the Council (including Schools). This policy clearly identified roles and responsibilities for all tiers within the organisation.
- 2.3 In order to advise managers of their legal responsibilities and follow up the implementation of the policy all managers were invited to a series of briefings on their roles and responsibilities regarding the protection of staff and others such as the public and /or partners who are affected by the activities of the Council.

**3. CONSIDERATION OF ISSUES**

- 3.1 It has become apparent during inspections, accident/incident investigations and discussions with managers and other staff that whilst the Council puts significant effort into minimising health and safety risks these arrangements are not always recorded or escalated when a decision cannot be made locally e.g. due to the cost implications. This has significant implications when justifying decisions after an event such as a serious accident which may be subject of a detailed investigation by the regulatory authorities.

- 3.2 In order to ensure that the Council can demonstrate that it has robust arrangements and that decisions and actions are recorded a Health and Safety Risk Management Policy has been adopted and this is attached as **Appendix 1**.
- 3.3 This Policy requires Council managers to make use of the Council's computerised risk management system to record risks and actions to control these risks. These risks are to be reviewed annually and escalated where they cannot be adequately controlled. Where the risks are significant, decisions may need to be taken by the most senior managers of the Council and where appropriate flagged to the relevant Portfolio Holder or to Cabinet.

#### **4. RECOMMENDATION**

- 4.1 To endorse the Health and Safety Risk Management Policy to ensure that health and safety risks within the Council are appropriately managed.

#### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 The changes to health and safety legislation have made it critical that the Council manages risk and records decisions so that the Council can demonstrate a robust approach to health and safety management.

#### **6. BACKGROUND PAPERS**

Finance and Performance Portfolio report 3 November 2009

#### **7. CONTACT OFFICER**

Stuart Langston  
Health, Safety & Wellbeing Manager  
[Stuart.langston@hartlepool.gov.uk](mailto:Stuart.langston@hartlepool.gov.uk)  
Tel: 01429 523560

## **3.3 Appendix 1**



# **Health and Safety Risk Management Policy**

### 3.3 Appendix 1

#### POLICY ON HEALTH AND SAFETY RISK MANAGEMENT

##### **POLICY**

Hartlepool Borough Council recognises and accepts the financial and legal responsibilities and duties which it has for the health, safety and welfare of its employees and others affected by the activities of the Council. In order to fulfil these responsibilities the Council aims to continually improve health and safety performance by promoting healthy working and minimising where practicable the risk to people's health and welfare which may be affected by the activities of the Council.

As part of this commitment managers are expected to undertake suitable and appropriate risk assessments in relation to their areas of responsibility and ensure that suitable control measures are put in place where necessary to reduce risks to the health, safety and welfare of people who work on behalf of, or are affected by the activities, of the Council

##### **Scope and Purpose**

It is recognised that the activities undertaken by Hartlepool Borough Council may give rise to risks to the health, safety and welfare of persons who either work on behalf of or in connection with the Council. The purpose of this policy is to describe the Council's approach to minimising where practicable the risk to people's health, safety and welfare which may be affected by the activities of the Council and the arrangements for dealing with such matters.

This policy applies to all employees and to others engaged in the work of the Council including students, volunteers or people who carry out work on behalf of the Council. The policy complements the Council's approach to risk management by following the principles contained within the Corporate Health and Safety Policy and should be read in conjunction with that Policy.

This Policy also covers non routine activities such as emergencies, maintenance activities and other unusual activities such as one off entertainment events.

This Policy is limited to health, safety and welfare risks unless other risks such as financial or reputational risk management arrangements are directly related health and safety issues and consequently would form part of the risk assessment process.

The Corporate Health and Safety Policy makes clear the Council's commitment to provide, as far as is reasonably practicable:

- A safe and healthy working environment for all its employees;

### 3.3 Appendix 1

- The necessary training, advice, guidance and support to prepare employees to avoid, prevent and if need be respond to such situations to health and safety issues
- Arrangement to escalate where appropriate health, safety and welfare concerns in order for the issues to be appropriately dealt with or managed.

#### **Roles and Responsibilities**

##### **Chief Executive**

As indicated within the Corporate Health and Safety Policy ultimate responsibility for compliance with legal requirements and with this Policy rests with the Chief Executive.

##### **All Strategic and Operational Managers**

Managers have delegated responsibility to ensure they protect the health, safety and welfare of those who are affected by the activities undertaken by the Council. It is therefore the responsibility of those managers to;

***“Ensure that suitable and sufficient assessments of risk are carried out, in relation to their operation, activities and premises and premises and that the control measures which they identify are adequately communicated and implemented and that a written record of these assessments is maintained and that the assessments are periodically reviewed.”***

##### **Oversight and Co-ordinating Role**

As a part of the responsibilities imposed by the Corporate Health and Safety Policy, the implementation of this Policy and associated working arrangements will be reviewed at appropriate intervals by representatives of the relevant department and the Workforce Services Department. Any amendments are communicated to relevant managers.

##### **Supervisors and Employees**

All supervisors and employees will ensure that they:

- comply with safe systems of work;
- Familiarise themselves, comply and assist with the implementation of this Policy and the associated Corporate Health and Safety Policy;
- Attend training made available to them;
- Report any potential or actual incidents or threat to health and safety to their appropriate line manager in accordance with Council policies.

##### **Assessment of Risk**

All strategic and operational managers in consultation with their staff and appropriate colleagues will;

- Identify the hazards associated with the activities under their control;

### 3.3 Appendix 1

- Identify the methods by which these hazards are controlled;
- Assess the residual likelihood of these incidents occurring;
- Identify any additional control measures which may reduce the risk further;
- Advise the relevant people of the contents of this assessment of risk.
- Identify any training which may be necessary to mitigate this risk.
- The risk assessments should be reviewed annually or if there has been an accident, change in working practices or any other reason to suspect the assessment may no longer be valid.

In order to record this assessment form

([http://hbcintranet/downloads/RISK\\_ASSESSMENT\\_FORM\\_NOV\\_08.doc](http://hbcintranet/downloads/RISK_ASSESSMENT_FORM_NOV_08.doc)) should be completed.

#### Recording and Reporting Risks

The Council will maintain an adequate system (currently Covalent) for the recording significant risks (after control measures have been introduced) and escalating those risks to the appropriate level within the organisation for action.

As a minimum all risks identified in Covalent as high or extreme after the relevant control measures have been incorporated must be reported to the Divisional manager. The

This internal system will be used to capture information about a wide range of risks and also provide a central record as to how those risks are managed. This information will be used by managers, supervisors, health and safety committees and others to monitor the level of risk, the effectiveness of risk management arrangements and the precautions put in place to mitigate risk.

Note - The risk assessment form is used to rate the risk of each hazard based upon a simple high medium or low assessment process. The overall assessment for an activity is what is recorded on Covalent.

#### Risk Management

##### The 4 Ts of Risk Control

	NOTES
<b>Terminate</b> Stop the activity altogether	· Rarely an option in local government, though this may be possible for some non-core activities
<b>Tolerate</b> Accept the risk and live with it	· Applies to risks within the tolerance threshold or those where the costs of treatment far outweigh the benefits. · Should be backed up by appropriate contingency plans,



### 3.3 Appendix 1

	business continuity plans and recovery plans
<b>Transfer</b>  To a third party or through insurance	<ul style="list-style-type: none"> <li>· Can transfer all or part of the risk.</li> <li>· Beware - although responsibility can be transferred, accountability rarely can, so it requires close monitoring.</li> </ul>
<b>Treat</b>  Take action to control the likelihood and/or impact	<ul style="list-style-type: none"> <li>· This is where the bulk of the risk management action falls.</li> </ul>

Any high or extreme risks which are tolerated must be discussed at the appropriate Department Management Team. Where appropriate they should also be brought to the attention of the Corporate Management Team Support Group who will escalate to Corporate Management Team if appropriate. Where appropriate or necessary it will be brought to the attention of executive members of the Council.

Information about high or extreme risks will be shared with the Performance and Risk Management Group to inform their assessment of trends and emerging risk which could impact on the delivery of council aims and objectives.

Where appropriate risk management decisions should be recorded against the risk on the Covalent system.

Appendix A shows the assessment matrix and associated values for Covalent.

#### Monitoring, Review and Audit

At department level, systems will be in place to monitor the effectiveness of risk management systems and the mechanism for minimising the Council's health, safety and welfare risks.

For these purposes, **active monitoring** will be used to check that systems and processes are working, without waiting until something goes wrong.

Similarly, **reactive monitoring** will be used to look at incidents after the event, to facilitate learning from the experience.

All employees will note that effective monitoring relies on full and timely reporting and recording of incidents and employees are therefore reminded of their responsibilities in these respects.

In order that monitoring is effective, Directors or appropriate deputy, within their own department, will ensure that the officers delegated to carry out monitoring:

### 3.3 Appendix 1

- Are clearly identified and adequately resourced;
- Understand the details of what monitoring is required;
- Know what form reports on the monitoring should take;
- Are aware of how frequently monitoring reports are required.

As the officer with an oversight and co-ordinating role in this respect, the **Chief Personnel Officer** will ensure that this Policy and the associated guidance is kept under review, including periodic formal review and, if required, revision and reissue.

Using, in part, the results of monitoring carried out for and provided by Directors and other Senior Managers, the **Chief Personnel Officer** will report periodically to the Corporate Management Team, Finance and Performance Portfolio Holder and Cabinet on the operation corporately of this Policy, including when relevant on the following matters:

- Compliance with the Policy and its associated guidance;
- Achievement of any planned objectives;
- The maintenance and performance of risk management systems;
- Revisions made to this Policy and its associated guidance.

## 3.3 Appendix 1

### APPENDIX A

#### HARTLEPOOL BC RISK ASSESSMENT MATRIX AND VALUE GUIDES

		IMPACT			
LIKELIHOOD		1	2	3	4
		Low	Medium	High	Extreme
Almost certain	4	AMBER 4	RED 8	RED 12	RED 16
Likely	3	GREEN 3	AMBER 6	RED 9	RED 12
Possible	2	GREEN 2	AMBER 4	AMBER 6	RED 8
Unlikely	1	GREEN 1	GREEN 2	GREEN 3	AMBER 4

Use the following suggested value guides to help rate the level of the **controlled risk**.

#### IMPACT

Extreme	Total service disruption / very significant financial impact / Government intervention / sustained adverse national media coverage / multiple fatalities.
High	Significant service disruption/ significant financial impact / significant adverse Government, Audit Commission etc report / adverse national media coverage / fatalities or serious disabling injuries.
Medium	Service disruption / noticeable financial impact / service user complaints or adverse local media coverage / major injuries
Low	Minor service disruption / low level financial loss / isolated complaints / minor injuries

#### LIKELIHOOD

Expectation of occurrence ***within the next 12 months*** -

- **Almost certain**
- **Likely**
- **Possible**
- **Unlikely**

**FINANCE AND PERFORMANCE PORTFOLIO (HEALTH AND  
SAFETY CONSULTATIVE GROUP)**  
Report To Portfolio Holder  
30 April 2010



**Report of:** Chief Customer & Workforce Services Officer

**Subject:** WORKERS MEMORIAL DAY

---

## SUMMARY

### 1. PURPOSE OF REPORT

The purpose of this report is to inform Hartlepool Borough Council Performance (Health & Safety Consultative) Portfolio Holder of the additional arrangements for the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony and other events which will take place on Workers Memorial Day, April 28<sup>th</sup> 2010 and to highlight the ongoing requirement for partnership working to aid the improvement of Health & Safety to reduce the number of workplace accidents, injuries, diseases and deaths, that in the majority of cases are avoidable across the employment sector as a whole. This is additional information and arrangements following the report submitted to Portfolio Holder on 23<sup>rd</sup> February 2010.

### 2. SUMMARY OF CONTENTS

A report from Hartlepool Joint Trades Union Committee.

### 3. RELEVANCE TO PORTFOLIO MEMBER

Workforce matters.

### 4. TYPE OF DECISION

Non key.

### 5. DECISION MAKING ROUTE

Portfolio Holder for Finance and Performance.

### 6. DECISION(S) REQUIRED

HJTUC recognize the importance of the events and request that the Portfolio Holder note the attached appendices.

**Report of:** Chief Personnel Officer

**Subject:** WORKERS MEMORIAL DAY

---

## **1. PURPOSE OF REPORT**

The purpose of this report is to inform Hartlepool Borough Council Performance (Health & Safety Consultative) Portfolio Holder of the additional arrangements for the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony and other events which will take place on Workers Memorial Day April 28<sup>th</sup> 2010 and to highlight the ongoing requirement for partnership working to aid the improvement of Health & Safety to reduce the number of workplace accidents, injuries, diseases and deaths, that in the majority of cases are avoidable across the employment sector as a whole. This is additional information and arrangements following the report submitted to Portfolio Holder on 23<sup>rd</sup> February 2010.

## **2. BACKGROUND**

International Workers Memorial Day takes place around the world on the 28<sup>th</sup> April each year. The slogan for the Day is "Remember the Dead, Fight for the Living."

The purpose of Workers Memorial Day is two-fold. First, we remember the dead, because those who have died, been injured, or made ill through their work; deserve not to be forgotten. Secondly, we fight by campaigning for the living, so that people can go to work and provide for themselves and their family, without risk to their health and safety.

Each year more people are killed by work than in wars. Most do not die of mystery ailments, or in tragic incidents. They die because of a health and safety failure. Every year worldwide, over 2 million people are killed by either their own, or someone else's work - that's about 5,000 per day.

A Workers Memorial Day Service and Wreath Laying Ceremony organised by Hartlepool Trades Union Council has been held in Hartlepool since 1999 and has been held on the official day of 28<sup>th</sup> April since 2000.

It is only with enforceable and enforced legislation and the Employers working together with the Trade Unions to improve Health & Safety in

all workplaces that we can ever hope to reduce the number of workplace accidents, injuries, diseases and deaths that, in the majority of cases, are avoidable.

Yvette Cooper, Work and Pensions Secretary of State, announced on 28<sup>th</sup> February 2010 that the UK will give official recognition to Workers Memorial Day to commemorate thousands of people who have died, been seriously injured or made ill through their work.

**5. BACKGROUND PAPERS**

See attached Appendices A, B and C.

**6. CONTACT OFFICER**

Joanne Machers  
Chief Personnel Officer  
01429 523003

## HARTLEPOOL JOINT TRADES UNION COMMITTEE

Chair:- M Sullivan

Secretary:- E Jeffries  
Union Suite  
Municipal Buildings  
Church Square  
Hartlepool  
TS24 7EQ

Tel:- 01429 523868

Fax:- 01429 523869

e.mail:- edwin.jeffries@hartlepool.gov.uk

Joanne Machers  
Chief Personnel Officer  
Hartlepool Borough Council

Dear Joanne,

### Report to Performance (Health & Safety Consultative) Portfolio Holder

## April 28<sup>th</sup> - Workers Memorial Day

Yvette Copper, Work and Pensions Secretary of State, has announced that the UK will give official recognition to Workers Memorial Day to commemorate thousands of people who have died, been seriously injured or made ill through their work.

Please see attached a updated report from Hartlepool Trades Union Council on arrangements for the Workers Memorial Day Service, Tuesday 28<sup>th</sup> April 2010, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool. This year the event is preceded by a HTUC Health & Safety Training Seminar, 9.00am, Sir William Gray Suite, Historic Quay, Hartlepool (report attached) and a Memorial Service for students organised by Hartlepool College of Further Education, 11.00am, Hartlepool College of Further Education (report enclosed)

HJTUC recognize the importance of the events and thank Hartlepool Borough Council for their continued support.

The Themes for this years Workers Memorial Day is 'Unionised Workplaces are Safer'

Employees who have died through Industrial Accident or Disease whilst trying to eam an honest living for themselves and their families are not publicly remembered on any other day

**Remember the Dead      &      Fight for the Living**

Edwin Jeffries  
Secretary.

# Hartlepool Trades Union Council

President:- Edwin Jeffries

Union Suite

Municipal Buildings

Church Square

Hartlepool

TS24 8EG

Tel:- 01429 523868 (w)

07813 073186 (M)

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Treasurer:- P Shields

Secretary:- Alan Walker

152 Sheriff Street

Hartlepool

TS26 8EG

Tel:- 01429 236620 (h)

07884 497893 (m)

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## **WORKERS MEMORIAL DAY (28<sup>TH</sup> APRIL 2010)**

Report by Hartlepool Trades Union Council (HTUC)

### **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to inform Hartlepool Borough Council Performance (Health & Safety Consultative) Portfolio Holder of the arrangements for the Workers Memorial Day Remembrance Service & Wreath Laying Ceremony and other events to be held on Workers Memorial Day April 28<sup>th</sup> 2010 and to highlight the ongoing requirement for partnership working to aid the improvement of Health & Safety to reduce the number of workplace accidents, injuries, diseases and deaths, that in the majority of cases are avoidable, across the employment sector as a whole.

### **2.0 BACKGROUND**

- 2.1 International Workers Memorial Day takes place around the world on the 28<sup>th</sup> April each year. The slogan for the Day is “Remember the Dead, Fight for the Living.”

The purpose of Workers Memorial Day is two-fold. First, we remember the dead, because those who have died, been injured, or made ill through their work; deserve not to be forgotten. Secondly, we fight by campaigning for the living, so that people can go to work and provide for themselves and their family, without risk to their health and safety.

Each year more people are killed by work than in wars. Most do not die of mystery ailments, or in tragic incidents. They die because of a health and safety failure. Every year worldwide, over 2 million people are killed by either their own, or someone else's work - that's about 5,000 per day.

A Workers Memorial Day Service and Wreath Laying Ceremony organised by Hartlepool Trades Union Council has been held in Hartlepool since 1999 and has been held on the official day of 28<sup>th</sup> April since 2000.



It is only with enforceable and enforced legislation and the Employers working together with the Trade Unions to improve Health & Safety in all workplaces that we can ever hope to reduce the number of workplace accidents, injuries, diseases and deaths that, in the majority of cases, are avoidable.

Yvette Copper, Work and Pensions Secretary of State, announced on 28<sup>th</sup> January 2010 that the UK will give official recognition to Workers Memorial Day to commemorate thousands of people who have died, been seriously injured or made ill through their work.

### **3.0 Workers Memorial Day 2010 Arrangements.**

#### **3.1 Remembrance Service & Wreath Laying Ceremony (\* Laying of a wreath)**

The service will take place on Wednesday 28<sup>th</sup> April 2010, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool and the laying of the wreaths will follow at the Workers Memorial in Church Square, Hartlepool.

Officiates - Father Paul Allinson & Pastor Volney Ham-Ying

The honoured guests include:-

Tosh McDonald, Vice President, ASLEF\*

Phil Davison - Browell Smith & Co, Solicitors – Guest Speaker

Geoff Fletcher – Branch Secretary, Prospect, HSE Inspectorate branch - Guest Speaker

Simon Kennedy, Regional Organiser, NASUWT - Guest Speaker\*

Cllr C Richardson, Chairman, Hartlepool Borough Council\*

Bereaved family members.\*

Linda Hughes – bereaved family member\*

Iain Wright (Parliamentary Under Secretary of State)

Cleveland Fire Authority / Fire Brigades Union representatives\*

Cleveland Police Authority\*

Hartlepool Economic Forum\*

Hartlepool College of F.E.\*

Paul Walker, Chief Executive, HBC\*

Peter Olsen, Chair, Housing Hartlepool\*

UNISON Hartlepool Retired Members\*

Hartlepool Community Network\*

Darlington Borough Council\*

GMB\*

UNISON Darlington LG8 / UNISON Middlesbrough LG\* / UNISON Stockton LG\* / UNISON Redcar & Cleveland LG\* / UNISON North Tees & Hartlepool Health branch\* and other union branches\*

The themes for the 2010 International Workers Memorial Day will be under the banner of ‘Unionised Workplaces – Safer Workplaces’.

The training room, Municipal Buildings, Church Square, will be available from 12 noon for people to congregate. Tea / Coffee etc will be available.

A lone Scottish piper will be playing in Church Square from 11.45am and will 'pipe' guests and attendees from / to Christchurch at 12.20pm to take their seats in time for the minutes silence at 12.30pm at the start of the service.

Iain Wright (Parliamentary Under Secretary of State) will give a 'reading' within service.

After the Service the Wreath Laying Ceremony will take place at the Workers Memorial in Church Square. The potential is for upwards of 20 wreaths to be 'laid' this year.

Christchurch café area & North Transept will be available after the service for people to congregate. Tea / Coffee and a light buffet will be available.

Hartlepool College of F.E. has produced a 'Loop' DVD (Music utilised is Brothers in Arms (Dire Straits)), commissioned by HTUC, looking at changes in work over the years and improvement in health and safety linking this with Workers Memorial Day. This is 4 minutes 51 seconds long and will be played on a loop system prior to and after the event.

### 3.2 HTUC Health & Safety Seminar

Following the success of the Health & Safety seminar held on Workers Memorial day 2009 arranged by Northern T.U.C (NTUC) it was suggested that this could be an annual event organized by HTUC under the auspices of NTUC and looking at working with partners to promote Health & Safety in Hartlepool and the wider Northern Region.

The event will take place in the Sir William Gray Suite, Historic Quay, Hartlepool, 9.00am to 12noon and will be followed at 12.30pm by the Workers Memorial Day Service & Wreath Laying Ceremony. Arranged speakers include Andrew Venn, Snr Asbestos Litigation Solicitor, Thompsons Solicitors, update on asbestos related diseases. Mike Laffey, Thompsons Solicitors & Phil Davison, Browell Smith & Co Solicitors on Employee Safety and a presentation on responsibilities (Employer / Management) under the Corporate Manslaughter and Corporate Homicide Act 2007 is to be arranged in partnership with Hartlepool Borough Council (HBC) and the Health & Safety Executive (HSE).

Invitations have gone out to Trade Unions / Employers Organisations / Local Authorities / Teeside Safety Group etc.. Recognised TUC Health & Safety representatives / Cllrs / Managers & Employer Representatives are invited to attend. (see attached report)

### 3.3 Remembrance Service - Hartlepool College of Further Education.

A memorial service for students will be held on the morning of April 28th 2010 following on from the service that was so well received in 2009. This year, with the new build underway the theme will incorporate 'construction' and it is hoped to include the workforce from Millers Construction in the service. Speakers are being arranged by HTUC and include Rodney Bickerstaffe, former General Secretary, UNISON and John Scott, Regional Secretary, UCATT. A poem (Empty Shoes) was read at the 2009 service and HCFE held a competition on behalf of HTUC for a poem for Workers Memorial Day 2010. The winner (*Stanley Remembered 1909*), which will be read out at the HCFE Remembrance Service and included in the HTUC Order of Service, and the runner up (*SAD*) are included below. These have now been included in the circulation of information regarding Workers Memorial Day Remembrance Service & Wreath laying Ceremony (see attached report).

The use of “living tree(s)” placed in the Conference Room and Reception Area for anybody to place a memorial card on was a great success in 2009 and this will be replicated in 2010. The prospect of a permanent “living tree” being incorporated into the ‘new build’ is under discussion.

The Themes for this year's Workers Memorial Day under the auspices of ‘Unionised Workplaces – Safer Workplaces’ will include ‘Prevention of Occupational Fatalities’

Employees who have died through Industrial Accident or Disease whilst trying to earn an honest living for themselves and their families are not publicly remembered on any other day

### **Remember the Dead & Fight for the Living**

Edwin Jeffries  
President  
Hartlepool Trades Union Council  
Tel: 01429 523868 (w) / 07813 073186 (m)  
Fax- 01429 523869 (w)  
Email: edwin.jeffries@hartlepool.gov.uk

### ***Stanley Remembered 1909***

Nothing but silence; then a deafening boom!  
168 dead below ground.  
Husbands, brothers, uncles and cousins  
Overwhelmed  
By the blast.  
Wives, sisters, aunties and cousins fled to the pit head  
To the dead, hoping for survivors  
Only 30 were ever discovered  
Lives devastated  
Heart ripped out  
Of the husbands, brothers, uncles and cousins.  
And the wives, sisters, aunties and cousins.  
The heart of their community.  
Ripped out  
Then  
Streets lined with people and a funeral procession.  
Nothing but silence;  
No more chattering miners on their way to work  
Only silence.  
Coffins in their silent resting place  
Killed by the job they loved  
  
Today their voices are joined once more with ours.  
To commemorate their loss and ours.  
So that we remember.

***Katherine Harold (16yr old - English Language Student)***

\*\*\*\*\*

**SAD**

Where has my dad gone?  
They said he didn't do anything wrong  
He did his job right and climbed up high  
Now mam says he lives in the sky,

***Joanne Ainsley (22yr old - Entry Level Student)***

\*\*\*\*\*

Hartlepool College of Further Education ran a poetry competition for students of the college on behalf of Hartlepool Trades Union Council for Workers Memorial Day 2010. The winning entry *Stanley Remembered 1909* is by Katherine Harold, a 16 year old English Language Student and the runner up SAD is by Joanne Ainsley, a 22yr old, Entry Level Student. I hope you agree that both poems encapsulate the emotion of loss with *Stanley Remembered 1909* also capturing the reasoning behind Workers Memorial Day and SAD saying in four (4) lines what many of us would struggle to say in many more.

*Edwin Jeffries*  
*President*  
HTUC

# **WORKERS MEMORIAL DAY REMEMBRANCE SERVICE**

**(& Wreath Laying Ceremony)**



Forget me not – purple ribbon

REMEMBER THE DEAD & FIGHT FOR THE LIVING

**Wednesday 28th April 2010**

**12.30pm**

**Hartlepool TIC & Art Gallery  
Church Square, Hartlepool**

Organised by Hartlepool Trades Union Council:-

For further Information contact:- Edwin Jeffries,  
President, Hartlepool TUC on Tel: 01429 523868  
or email:- [edwin.jeffries@hartlepool.gov.uk](mailto:edwin.jeffries@hartlepool.gov.uk)

**Workers Memorial Day Remembrance Service**

## (& Wreath Laying Ceremony) Arrangements.

The service will take place on Wednesday 28<sup>th</sup> April 2010, 12.30pm, Christchurch TIC & Art Gallery, Church Square, Hartlepool and the laying of the wreaths will follow at the Workers Memorial in Church Square, Hartlepool.

Officiates – Father Paul Allinson and Pastor Volney Ham-Ying

Honoured guests include:-

Tosh McDonald, Vice President, ASLEF – Guest Speaker\*  
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 Geoff Fletcher – Branch Secretary, Prospect, HSE Inspectorate branch - Guest Speaker  
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 Cllr C Richardson, Chairman, Hartlepool Borough Council\*  
 Bereaved family members.\*  
 Iain Wright (Parliamentary Under Secretary of State)\*  
 Cleveland Fire Authority / Fire Brigades Union representative\*  
 Cleveland Police Authority\*  
 Hartlepool Economic Forum\*  
 Hartlepool College of F.E.\*  
 Paul Walker, Chief Executive, HBC\*  
 Peter Olsen, Chair, Housing Hartlepool\*  
 Linda Hughes – bereaved family member\*  
 Hartlepool Community Network\*  
 Darlington Borough Council\*  
 UNISON Hartlepool Retired Members\*  
 GMB\*  
 UNISON Hartlepool LG / UNISON Darlington LG \* / UNISON Middlesbrough LG\* / UNISON Stockton LG\* / UNISON Redcar & Cleveland LG / UNISON North Tees & Hartlepool Health\* and other union branches (tbc)\*

The themes for the 2010 International Workers Memorial Day are under the banner of ‘ Unionised Workplaces – Safer Workplaces’

The training room, Municipal Buildings, Church Square, will be available from 12 noon for people to congregate. Tea / Coffee etc will be available.

A lone Scottish piper will be playing in Church Square from 11.45am and will ‘pipe’ guests and attendees from / to Christchurch at 12.20pm to take their seats in time for the minutes silence at 12.30pm at the start of the service.

After the Service the Wreath Laying Ceremony will take place at the Workers Memorial in Church Square.

The Café area within Hartlepool TIC & Art Gallery (Christchurch) will be available after the service for people to congregate. Tea / Coffee and a light buffet will also be available.

## Remember the Dead & Fight for the Living

*\*Laying of wreath.*

**Sponsored by Browell Smith & Co Solicitors, Thompsons Solicitors and UNISON Hartlepool LG.**

### ***Stanley Remembered 1909***

Nothing but silence; then a deafening boom!  
 168 dead below ground.  
 Husbands, brothers, uncles and cousins  
 Overwhelmed  
 By the blast.  
 Wives, sisters, aunts and cousins fled to the pit head  
 To the dead, hoping for survivors  
 Only 30 were ever discovered  
 Lives devastated  
 Heart ripped out  
 Of the husbands, brothers, uncles and cousins.  
 And the wives, sisters, aunts and cousins.  
 The heart of their community.  
 Ripped out  
 Then  
 Streets lined with people and a funeral procession.  
 Nothing but silence;  
 No more chattering miners on their way to work  
 Only silence.  
 Coffins in their silent resting place  
 Killed by the job they loved

Today their voices are joined once more with ours.  
 To commemorate their loss and ours.  
 So that we remember.

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 He did his job right and climbed up high  
 Now mam says he lives in the sky,

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*Edwin Jeffries*  
 President  
 HTUC

**Hartlepool Trades Union Council**  
**International Workers Memorial Day**  
**Health & Safety Training Seminar\***  
**Wednesday 28th April 2010 (9am—2.00pm\*\*)**  
**(\*\*includes Workers Memorial Day Remembrance Service)**



Forget-me-not — purple ribbon

\*\*All attendees are also invited to attend the International Workers Memorial Day Remembrance Service & Wreath Laying Ceremony, 12.30pm, Christchurch, Church Square, Hartlepool.

\*This event is organised by Hartlepool Trades Union Council under the auspices of the Northern T.U.C and facility time to attend should be granted by employers to all registered TUC Health & Safety representatives.



## **HTUC Health & Safety Training Seminar**

**Wednesday 28th April 2010**

**Sir William Gray Suite, Historic Quay, Hartlepool**

- |            |  |
|------------|--|
| 9.00am     | Registration – Tea/Coffee and a buffet breakfast (hot/cold) will be available.   |
| 9.30am     | Welcome by Cllr Robbie Payne, Portfolio Holder, Hartlepool Borough Council.<br>Introduction by Edw in Jeffries, President, Hartlepool T.U.C.   |
| 9.35am     | <b>Pleural Plaques update</b><br><b>Employer Liability Insurance Bureau (ELIB)</b><br><b>BSF / PCP and Asbestos in Schools.</b><br><i>Andrew Venn, Snr Asbestos Litigation Solicitor, Thompsons Solicitors</i>                                 |
| 10.05am    | Q & A Session  |
| 10.15am    | <b>Employee Safety.</b><br><i>Mick Laffey, Thompsons Solicitors.</i><br><i>Phil Davison, Browell Smith &amp; Co Solicitors.</i>  |
| 10.50am    | Q & A Session  |
| 11.05am    | Tea & Coffee   |
| 11.15am    | <b>Corporate Manslaughter and Corporate Homicide Act. (Responsibilities of Employers &amp; Managers) .</b><br><i>Geoff Fletcher, Health &amp; Safety Executive (HSE)</i><br><i>Stuart Langston, HBC, Health Safety &amp; Wellbeing Manager</i> |
| 12.00 noon | Close  |

**\*\* All attendees are also invited to attend the International Workers Memorial Day Remembrance Service & Wreath Laying Ceremony, 12.30pm, Christchurch, Church Square, Hartlepool.**

**International Workers Memorial Day**

**Health & Safety Seminar – Hartlepool**

9.00am to 2.00 pm\*\*

Wednesday 28<sup>th</sup> April 2010

Sir William Gray Suite, Historic Quay, Hartlepool

(a light hot/cold breakfast will be available from 9.00am)

To book complete the return slip as directed or for further information contact:- Edwin Jeffries, President, Hartlepool Trades Union Council on 01429 523868 (w) 07813 073186 (m) or email:- [edwin.jeffries@hartlepool.gov.uk](mailto:edwin.jeffries@hartlepool.gov.uk)

**Faxback Form / Email / Post**

Name.....

Organisation.....

Contact address.....

.....

.....

Post Code.....

Contact tel:.....

Email.....

No of places requested.....

Deadline for responses — Friday 16th April 2010.

**Return to:-** HTUC H&S Seminar, HTUC, Union Suite, Municipal Buildings, Church Square, Hartlepool, TS24 7EQ

**Fax:-** 01429 523869 or **email:-** [edwin.jeffries@hartlepool.gov.uk](mailto:edwin.jeffries@hartlepool.gov.uk)

(\*\* includes the Workers Memorial Day Remembrance Service)

**NB:-** An information pack will be sent to all respondees.



*Hartlepool Borough Council & The Trincomalee Trust have kindly donated 'free access' to the Hartlepool Maritime Experience & The Trincomalee for all attendees at this event. (Vouchers available on the day to all attendees)*