

AGENDA ITEM

REPORT TO AUDIT & GOVERNANCE COMMITTEE

30TH May 2019

REPORT OF DIRECTOR OF FINANCE AND BUSINESS SERVICES

HEALTH AND SAFETY REPORT

SUMMARY

This report details the routine services provided by the Council's Health and Safety Unit to monitor, improve and to ensure compliance of the health, safety and well-being control environment for the period 1st April 2018 – 31st March 2019.

RECOMMENDATIONS

It is recommended that: -

1. The current position as identified in the report is noted.

DETAIL

This detail encapsulates the regular activity of the Health and Safety Unit including accident and assault data:

1. Health and Safety Training
2. Health and Wellbeing Update
3. Premise Audit Findings
4. Construction (Design and Management) Regulations 2015
5. School's Educational Residential Visits
6. Employee Protection Register Activity
7. Open Water Safety Strategy
8. Accidents Reported
9. Physical Assaults Reported
10. Verbal Assaults Reported

Health & Safety Activity

1. Health and Safety Training

26 programmed corporate health and safety training sessions were delivered to a total of 239 delegates, with 41 further bespoke courses delivered to 389 delegates within departments.

Four on-line training sessions have been established, enabling a total of 527 delegates to receive training or refresher training. In total, 71 health and safety training events were provided to 1155 candidates. Further details of training activity can be found at Appendix 1

2. Health and Well-being Update

Referrals to the services provided by the Well-being Team included:

1st April 2018 – 31st March 2019.

No. of Physiotherapy Referrals	214
No. of Workplace Assessment Referrals	94
No. of Physiotherapy Sessions	771
No. of Workplace Assessment Sessions	111
No. of Scans	9
No. of Podiatrist	16
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	184
No. of Display Screen Equipment Eye Test Vouchers Issued	58

3. Premises Audited

The number of health and safety audit inspections completed during the reporting period was **102**.

Individual Prioritised Audit Opinions

Opinion	Definition	No of Audit opinions	% (of total)
Full assurance	A robust system of control exists with evidence of a consistent application of the safety management safeguards, but opportunity for continued improvement may exist in some control areas	69	68%
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	32	31%
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	1	1%
Partial assurance	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.	0	0%
No Assurance	The safety management safeguards are failing and require urgent management action.	0	0%
Total No of Audits		102	100

Audit opinions assurance levels summarised

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	85	29%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	111	38%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	75	26%
Urgent	Urgent action required to be taken immediately to mitigate against a serious non-compliance or risk of harm and to manage the residual risk.	14	5%
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	6	2%
Total No of recommendations		291	100%

4. Construction (Design & Management) Regulations 2015 Client Adviser

The revised Regulations came into force on 6 April 2015. The Health & Safety Executive (HSE) objectives behind the new regulations are far-reaching and mark a significant shift in the health and safety regulatory regime for procurement, design and delivery of construction projects.

The Regulations apply to all construction work whether or not the project is notifiable to the HSE and impose specific duties onto:

- Clients,
- Principal Designers,
- Designers,
- Principal and Sub-contractors,
- Others involved with the project.

Subject to the size and complexity of individual projects, the Health and Safety Unit act as 'CDM Advisor' to the Client and or the Principal Designer, as duty holders. The CDM Advisor carries out functions including:

- notification to the regulator, the HSE
- production of Pre-construction Information
- appraisal of the Principal Contractors Construction Phase Plan
- provision of construction health & safety advice.

During the reporting period, **18** Pre Construction Information Documents were issued.

A total of **165** hours of resources were dedicated to the preparation, planning, monitoring and reviewing of a broad range capital works construction projects to ensure compliance with the CDM Regulations and other associated statutory provisions.

Design Stage

Ensuring design management arrangements are in place, providing pro-active and practical help to Clients and designers in response to individual project's demands.

Facilitating design risk management process, providing advice and assistance to Clients and designers on risk reduction and health and safety management in design.

Pre Construction Stage

Appraise and approve Contractor's Construction Phase Health and Safety Plan.

Ensuring construction management arrangements are in place prior to works commencing.

Ensure effective co-operation and co-ordination and that sufficient time has been allocated for planning and preparation of project safety.

Provide when requested advice on competence of Client appointments – Principal Contractors.

Construction Phase

Ensure construction management systems remain in place for the duration of the construction phase.

Liaise with Client, Designer, Principal Contractor throughout the construction phase to ensure safe design and build.

Conduct site inspections on certain construction sites where there may be specific risks to the general public.

5. Educational Visits Adviser’s role

The Health and Safety Unit perform the role of Educational Visits Adviser in accordance with the revised guidance issued by the Department for Education in February 2014.

During the reporting period, the safety management safeguards of 97 school’s educational residential visits have been appraised, challenged and endorsed. The risk management process is regularly reviewed and revised, further improving resilience to an adverse event occurring.

1st April 2018 – 31st March 2019.

Service Type	Domestic	Foreign	Pupils
Primary School	51	1	1888
Secondary School	22	14	857
Tees Valley Music Service	1	1	153
Special School	9	-	108
Totals	83	16	3006
Total Trips	99		

6. Employee Protection Register (EPR)

The Employee Protection Register, launched in July 2008, is an on-line database of known data-subjects who present an identified risk to the safety of the Council’s and partner organisation’s workforce.

System Administrators	Read Only Users	EPR Authors
4	234	50
Total users	288	

*These changes are reflective of a review of the current EPR system, between Stockton Borough Council, Darlington Borough Council and Xentrall Shared Services, which provided the opportunity to close all un-used or inactive accounts, archiving those accounts for auditing purposes.

7. Open Water Safety Strategy

Following an increased focus on water safety and drowning prevention, both regionally and nationally through the Local Government Association's, Safer and Stronger Communities Board, Cabinet approved a decision the 18th October 2018 to prepare an Open Water Safety Strategy and the convening of an operational Water Safety Working Group.

The group support the National Water Safety Forum's UK Drowning Prevention Strategy 2016-26, and aim to introduce community-level risk assessments and water safety plan/s.

In support of the strategy, Stockton Borough Council has collaborated with ROSPA in conducting an initial review of water safety arrangements across the Borough.

The Water Safety Group convened on the 16th January 2019, involving stakeholder representation from the emergency services, Teesactive Ltd, commercial operators and Officers of the Council. Other stakeholders will be invited to attend as the work progresses.

In preparation of the community-level water safety risk assessments, the Council invited ROSPA to deliver bespoke training to key officers and stakeholders in conducting water safety assessment of risk on the 4th April 2019. The roll out of risk assessments of water bodies commenced in May 2019.

The working group will spearhead several strands to raise community awareness of the risks presented by accidental immersion in water, including:

- a programme of education for primary and secondary schools and local universities
- social media and letterbox campaigns
- improved awareness raising signage and environmental controls
- signposting to crisis assistance
- review accessibility to launch sites for emergency responses.

Accident and Assault Incidence

7. Accidents

Accidents reported to the Health & Safety Unit during this period were 82. This compares with 85 in the previous reporting period.

Further details at Appendix 2, table 1

8. Physical Assaults

Physical Assaults reported to the Health & Safety Unit this period were 164. This compares with 131 in the previous reporting period.

Further details at Appendix 2, table 2

9. Verbal Assaults

Verbal Assaults reported to the Health & Safety Unit this period was 11. This compares with 10 in the previous reporting period.

Further details at Appendix 2, table 3

FINANCIAL AND LEGAL IMPLICATIONS

Financial

None

Legal

The Health and Safety team enable the Authority to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, to assist in complying with the requirements and prohibitions imposed under relevant statutory provisions.

RISK ASSESSMENT

The activity of the Health and Safety Team in conjunction with Line Manager's support, contribute to the effective identification and mitigation of a broad range of occupational health and safety risks.

COUNCIL PLAN IMPLICATIONS

None

CONSULTATION

None

Name of Contact Officer: Martin Skipsey, Procurement and Governance Manager
Telephone No: 01642 526364
Email Address: martin.skipsey@stockton.gov.uk

Background Papers: Health and Safety Policy 2018

Ward(s) and Ward Councillors: None

Property Implications: None

Health & Safety Training

Corporate Training											
1 st April 2018 – 31 st March 2019.											
		COSHH	Asbestos Awareness	Control of Contractors	Fire Warden	Facilities Manage	Fire Risk Assessment	Risk Assessment			
No of Courses		2	9	3	4	3	2	3			26
Directorates	Adults and Health	3	3	2	7	2		3			20
	Children's Services	2	14	5	13	5	5	2			46
	Community Services	11	14	8	11	8	5	8			65
	Culture Leisure and Events	2	12	3				3			20
	Economic Growth and Development		5	4				2			11
	Finance and Business Services	1									1
	Human Resources Legal and Communications										
	<i>Administration Democratic and Electoral Services</i>		12	5	2						19
	<i>Xentrall Shared Services</i>										
	Schools	4	16	7	5	11	8	6			57
No of Delegates		23	76	34	38	26	18	24			239

Bespoke Training											
1 st April 2018 – 31 st March 2019.											
		Control of contractors	COSHH & M/H	Fire Warden	General H&S	Manual Handling Thornaby Ac	Educational Visits	Chief Fire Warden			
No of Courses		1	4	24	7	1	2	2			41
Directorates	Adults and Health	6	12	122	80			10			230
	Children's Services		21	29							50
	Community Services			1							1
	Culture Leisure and Events			3							3
	Economic Growth and Development			4							4
	Finance and Business Services										
	Human Resources Legal and Communications										
	<i>Administration Democratic and Electoral Services</i>			10							10
	<i>Xentrall Shared Services</i>										
	Schools		6	51		17	17				91
No of Delegates		6	39	220	80	17	17	10			389

On-line Training						
1 st April 2018 – 31 st March 2019						
		Asbestos Awareness	Legionella	Manual Handling	Working at Height	
		1	1	1	1	4
Directorates	Adults and Health		3	30		33
	Children's Services	6	17	18	8	49
	Community Services	60	9	162	76	307
	Culture Leisure and Events	3	17	9	5	34
	Economic Growth and Development	13	2	12	12	39
	Finance and Business Services			2		2
	Human Resources Legal and Communications					
	<i>Administration Democratic and Electoral Services</i>					
	<i>Xentrall Shared Services</i>			1	1	2
	Schools	28	10	11	12	61
	No of Delegates	110	58	245	114	527

Appendix 2

Table 1

Accidents Reported				
1 st April 2018 – 31 st March 2019.				
Directorate	Accidents Reported to the Health & Safety Unit		RIDDOR Reported to the H.S.E *	
	This Period	Previous Period	This Period	Previous Period
Adults and Health	13	19	2	0
Children's Services	5	11	0	1
Community Services	41	36	10	5
Culture, Leisure and Events	0	3	0	1
Economic Growth and Development	1	1	1	1
Finance and Business Services	3	2	0	0
HR, Legal and Communications	1	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	0	0	0	0
<i>Elected Members</i>	1	0	0	0
Schools	17	13	3	0
TOTALS	82	85	16	8

Appendix 2
Table 2

Physical Assaults Reported				
1 st April 2018 – 31 st March 2019.				
Directorate	Reported to the Health & Safety Unit		RIDDOR Reported to the H.S.E *	
	This Period	Previous Period	This Period	Previous Period
Adults and Health	16	18	0	0
Children's Services	17	34	0	0
Community Services	7	2	0	0
Culture, Leisure and Events	0	0	0	0
Economic Growth and Development	0	0	0	0
Finance and Business Services	0	0	0	0
HR, Legal and Communications	0	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	0	0	0	0
Schools	124	77	0	0
TOTALS	164	131	0	0

Appendix 2
Table 3

Verbal Assaults Reported				
1 st April 2018 – 31 st March 2019.				
Directorate	Reported to the Health & Safety Unit		RIDDOR Reported to the H.S.E *	
	This Period	Previous Period	This Period	Previous Period
Adults and Health	0	0	0	0
Children's Services	0	1	0	0
Community Services	0	0	0	0
Culture, Leisure and Events	10	8	0	0
Economic Growth and Development	0	0	0	0
Finance and Business Services	0	1	0	0
HR, Legal and Communications	0	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	1	0	0	0
Schools	0	0	0	0
TOTALS	11	10	0	0

This Period: 1 st April 2018 – 31 st March 2019. Previous Period: 1 st April 2017 – 31 st March 2018.
--

The assault statistics reflect the number of assaults reported to the health and safety unit, via the internal assault reporting procedure, relating to physical, verbal, sexual, racial or canine assaults.

* RIDDOR.

The requirement to notify to the reporting authority, the Health and Safety Executive occurs, where as a result of a prescribed workplace incident:-

- an employee incurs more that seven days absence from work due to harm or injury sustained, or,
- sustains a *specified injury* as defined in the RIDDOR Regulations, Reg 4, (1)(a) to (h)
- a member of the public is taken from the scene of a workplace incident, to a hospital for treatment in respect of injuries sustained due to the employer's work related activities.

Academy data is excluded from this report.