

AGENDA ITEM

REPORT TO AUDIT & GOVERNANCE COMMITTEE

25th November 2019

REPORT OF DIRECTOR OF FINANCE AND BUSINESS SERVICES

HEALTH AND SAFETY REPORT

SUMMARY

This report details the regular non-responsive 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 July 2019 – 30th September 2019.

RECOMMENDATION

It is recommended that the current position as identified in the report is noted.

DETAIL

This detail encapsulates the regular, non-responsive activity of the Health and Safety Unit, and accident and assault statistics:

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. Accidents Reported
8. Physical Assaults Reported
9. Verbal Assaults Reported

Health & Safety Activity

Health and Safety Training

1. 6 programmed corporate health and safety training sessions were delivered to a total of 40 delegates, with 13 further bespoke course delivered to 127 delegates within departments.

In support of the Control of Asbestos Regulations 2012 and the Council's Asbestos Management Policy, an on-line e-learning platform has been made available to provide refresher training to key nominated personnel with responsibility for managing asbestos containing materials. This will ensure compliance is maintained amongst Services and individual premises personnel with responsibility for the effective management of asbestos containing materials. Online asbestos refresher training has been made available to the workforce, as well as other pertinent topics. 4 programmed online training sessions have been set up and a total of 114 delegates took part in online training.

In total, 23 health and safety training courses were delivered to 281 candidates. Further details of training activity can be found at **Appendix 1**

Health and Well-being Update

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

1st July 2019 – 30th September 2019.

No. of Physiotherapy Referrals	48
No. of Workplace Assessment Referrals	23
No. of Physiotherapy Sessions	227
No. of Workplace Assessment Sessions	23
No. of Scans	0
No. of Podiatrist	3
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	33
No. of Display Screen Equipment Eye Test Vouchers Issued	17

Premises Audited

3. The number of health and safety audit inspections completed during the reporting period was 9.

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	6	67%
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	3	33%
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	0	0%
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		9	100%

Audit opinions assurance levels summarise

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	5	18%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	12	43%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	8	28%
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.	3	11%
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	0	0%
Total No of recommendations		28	100%

Construction (Design & Management) Regulations 2015 Client Adviser

4. 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, **7** Pre Construction Information Documents were issued. A total of **61.5** 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' 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, and 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.

Educational Visits Adviser's role

5. 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 53 school's educational residential visits have been appraised, challenged and endorsed. The risk management process involved has regularly been reviewed and revised, further improving school's and the authority's resilience to an adverse event occurring.

1st July 2019 – 30th September 2019

Service Type	Domestic	Foreign	Pupils
Primary School	2	-	62
Secondary School	3	3	230
Tees Valley Music Service	-	-	-
Special School	-	-	-
Totals	5	3	292
Total Trips	8		

Employee Protection Register (EPR)

6. 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. The EPR has been successfully launched in all schools to provide additional security to Parent Support Advisers and other members of the school's workforce who may be conducting pastoral care or domiciliary visits

System Administrators	Read Only Users	EPR Authors
4	280	67
Total users	351	

Accident and Assault Incidence

Accidents

7. Accidents reported to the Health & Safety Unit during this period were 23. This compares with 17 in the previous reporting period.
Further details at **Appendix 2, table 1.**

Lost Time Industrial Injury

Incidence of work-related absence is monitored to ensure effective reporting.
Further details at **Appendix 2, table 2.**

Physical Assaults

8. Physical Assaults reported to the Health & Safety Unit this period were 44. This compares with 15 in the previous reporting period.
Further details at **Appendix 2, table 3**

Verbal Assaults

9. Verbal Assaults reported to the Health & Safety Unit this period was 5. This compares with 2 in the previous reporting period.
Further details at **Appendix 2, table 4**

FINANCIAL AND LEGAL IMPLICATIONS

Financial

10. None

Legal

11. 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

12. 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

13. None

CONSULTATION

14. 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 2019
Ward(s) and Ward Councillors: None
Property Implications: None

Health & Safety Training

Corporate Training										
1 st July 2019 – 30 th September 2019										
		Asbestos Awareness	Control of Contractors	COSHH	Facilities Management	Risk Assessment				Total
	No of Courses	2	1	1	1	1				6
Directorates	Adults and Health	2	3			4				9
	Children's Services	1	1	2		2				6
	Community Services	3		1						4
	Culture Leisure and Events	1			2					3
	Economic Growth and Development									0
	Elected Members									0
	Finance and Business Services	2			1					3
	Human Resources Legal and Communications									0
	<i>Administration Democratic and Electoral Services</i>		1							1
	<i>Xentrall Shared Services</i>	3								3
	Schools	3	1	5	1	1				11
	No of Delegates	15	6	8	4	7				40

Bespoke Training										
1 st July 2019 – 30 th September 2019										
		COSH H/MH	MH/Gen H&S	Fire Wardens						Total
	No of Courses	2	1	10						13
Directorates	Adults and Health			6						6
	Children's Services			13						13
	Community Services		4	11						15
	Culture Leisure and Events			38						38
	Economic Growth and Development			2						2
	Elected Members									0
	Finance and Business Services			7						7
	Human Resources Legal and Communications			5						5
	<i>Administration Democratic and Electoral Services</i>			14						14
	<i>Xentrall Shared Services</i>			4						4
	Schools	23								23
	No of Delegates	23	4	100						127

On-line Training						
1 st July 2019 – 30 th September 2019						
		Working at Height	Manual Handling	Asbestos Awareness	Legionella	
		1	1	1	1	4
Directorates	Adults and Health	-	-	-	-	0
	Children's Services	3	3	-	3	9
	Community Services	27	26	24	5	82
	Culture Leisure and Events	5		-		5
	Economic Growth and Development	-		-		0
	Elected Members	-	-	-	-	0
	Finance and Business Services	2	1	1	1	5
	Human Resources Legal and Communications			-		0
	<i>Administration Democratic and Electoral Services</i>			-		0
	<i>Xentrall Shared Services</i>	3		-		3
	Schools	1	2	4	3	10
	No of Delegates	41	32	29	12	114

Appendix 2
Table 1

Accidents Reported				
1 st July 2019 – 30 th September 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	3	1	1	0
Children's Services	1	2	0	0
Community Services	15	9	2	2
Culture, Leisure and Events	0	0	0	0
Economic Growth and Development	1	0	0	0
Elected Members	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	1	0	0
Schools	2	3	1	0
TOTALS	23	17	4	2

Appendix 2
Table 1

Industrial Injury Absence 1 st July 2019 – 30 th September 2019		
Directorate	Under 7 days	Over 7+ days
Adults and Health		1
Children's Services		
Community Services	2	2
Culture, Leisure and Events		
Economic Growth and Development		
Elected Members		
Finance and Business Services		
HR, Legal and Communications		
<i>Xentrall Shared Services</i>		
<i>Administration, Democratic and Electoral Services</i>		
Schools		1
TOTALS	2	4

Appendix 2
Table 3

Physical Assaults Reported 1 st July 2019 – 30 th September 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	4	0	0
Children's Services	11	2	0	0
Community Services	3	2	0	0
Culture, Leisure and Events	0	0	0	0
Economic Growth and Development	0	0	0	0
Elected Members	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	30	7	0	0
TOTALS	44	15	0	0

Appendix 2
Table 4

Verbal Assaults Reported 1 st July 2019 – 30 th September 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	0	0	0
Community Services	0	0	0	0
Culture, Leisure and Events	4	2	0	0
Economic Growth and Development	0	0	0	0
Elected Members	0	0	0	0
Finance and Business Services	1	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	0	0	0	0
TOTALS	5	2	0	0

This Period: 1 st July 2019 – 30 th September 2019 Previous Period: 1 st July 2018 – 30 th September 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 than 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.