

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

10 February 2020

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 1 October 2019 – 31 December 2019.

RECOMMENDATION

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

DETAIL

1. 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

2. **7** programmed corporate health and safety training sessions were delivered to a total of **46** delegates, with **5** further bespoke course delivered to **81** 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 **44** delegates took part in online training.

In total, **16** health and safety training courses were delivered to **171** candidates.

Further details of training activity can be found at Appendix 1.

Health and Well-being Update

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

1st October 2019 – 31st December 2019.

No. of Physiotherapy Referrals	43
No. of Workplace Assessment Referrals	24
No. of Physiotherapy Sessions	199
No. of Workplace Assessment Sessions	29
No. of Scans	0
No. of Podiatrist	6
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	38
No. of Display Screen Equipment Eye Test Vouchers Issued	26

Premises Audited

4. The number of health and safety audit inspections completed during the reporting period was **15**.

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	14	93%
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	1	7%
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		15	100%

Audit opinions assurance levels summarise

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	25	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.	35	41%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	21	25%
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	4%
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	1	1%
Total No of recommendations		85	100%

Construction (Design & Management) Regulations 2015 Client Adviser

5. 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, **10** Pre Construction Information Documents were issued. A total of **66** 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

- 6. 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 **8** 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 October 2019 – 31st December 2019

Service Type	Domestic	Foreign	Pupils
Primary School	1	-	31
Secondary School	3	3	156
Tees Valley Music Service	-	-	-
Special School	1	-	5
Totals	5	3	192
Total Trips	8		

Employee Protection Register (EPR)

- 7. 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	74
Total users	358	

Accident and Assault Incidence

Accidents

8. Accidents reported to the Health & Safety Unit during this period were **25**. This compares with **21** in the previous reporting period.

Further details at Appendix 2, table 1.

Lost Time Industrial Injury

9. Incidence of work-related absence is monitored to ensure effective reporting.

Further details at Appendix 2, table 2.

Physical Assaults

9. Physical Assaults reported to the Health & Safety Unit this period were **107**. This compares with **67** in the previous reporting period.

Further details at Appendix 2, table 3.

Verbal Assaults

10. Verbal Assaults reported to the Health & Safety Unit this period was **4**. This compares with **6** in the previous reporting period.

Further details at Appendix 2, table 4.

FINANCIAL AND LEGAL IMPLICATIONS

Financial

11. None

Legal

12. 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

13. 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

14. None

CONSULTATION

15. 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 October 2019 – 31 st December 2019										
		Asbestos Awareness	Fire Risk Assessment	Fire Warden	Risk Assessment	COSHH				Total
	No of Courses	2	1	2	1	1				7
Directorates	Adults & Health			2	3	5				10
	Children's Services			4	1					5
	Community Services	8		1	1	1				11
	Culture Leisure & Events	1	3		2					6
	Economic Growth & Development									
	Elected Members									
	Finance & Business Services		1	1	1	1				4
	HR Legal & Communications									
	<i>Admin Democratic & Electoral Services</i>			1						1
	<i>Xentrall Shared Services</i>									
	Schools	4		2		3				9
	No of Delegates	13	4	11	8	10				46

Bespoke Training										
1 st October 2019 – 31 st December 2019										
		Fire Awareness	General H&S	Governors Training	Risk Assessment					Total
	No of Courses	2	1	1	1					5
Directorates	Adults & Health		10		8					18
	Children's Services	10								10
	Community Services									
	Culture Leisure & Events									
	Economic Growth & Development									
	Elected Members									
	Finance & Business Services									
	HR, Legal & Communications									
	<i>Admin Democratic & Electoral Services</i>									
	<i>Xentrall Shared Services</i>									
	Schools	43		10						53
	No of Delegates	53	10	10	8					81

On-line Training						
1 st October 2019 – 31 st December 2019						
		Working at Height	Manual Handling	Asbestos Awareness	Legionella	Total
		1	1	1	1	4
Directorates	Adults and Health		1			1
	Children's Services		3	2		5
	Community Services	3	7	2		12
	Culture Leisure and Events	1			1	2
	Economic Growth and Development					
	Elected Members					
	Finance and Business Services		1			1
	Human Resources Legal and Communications					
	<i>Administration Democratic and Electoral Services</i>		6	2		8
	<i>Xentrall Shared Services</i>					
	Schools	4	2	5	4	15
	No of Delegates	8	20	11	5	44

Appendix 2 Table 1

Accidents Reported				
1 st October 2019 – 31 st December 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	5	5	0	1
Children's Services	2	1	0	0
Community Services	10	15	4	5
Culture, Leisure and Events	2	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	1	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	0	0	0	0
Schools	5	0	0	0
TOTALS	25	21	4	6

Appendix 2 Table 2

Lost Time Industrial Injury 1 st October 2019 – 31 st December 2019		
Directorate	Under 7 days	Over 7+ days
Adults and Health		
Children's Services		
Community Services	1	3
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		
TOTALS	1	3

Appendix 2 Table 3

Physical Assaults Reported 1 st October 2019 – 31 st December 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	3	0	0
Children's Services	5	4	0	0
Community Services	0	3	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	102	57	0	0
TOTALS	107	67	0	0

Appendix 2 Table 4

Verbal Assaults Reported				
1 st October 2019 – 31 st December 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	1	0	0	0
Children's Services	0	0	0	0
Community Services	0	0	0	0
Culture, Leisure and Events	3	5	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	1	0	0
Schools	0	0	0	0
TOTALS	4	6	0	0

This Period: 1st October 2019 – 31st December 2019 Previous Period: 1st October 2018 – 31st December 2018
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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.