

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

27th July 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 1st April 2019 – 31st March 2020.

RECOMMENDATIONS

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. Open Water Safety Strategy
8. Accidents Reported
9. Physical Assaults Reported
10. Verbal Assaults Reported

Health & Safety Activity

1. Health and Safety Training

23 programmed corporate health and safety training sessions were delivered to a total of 162 delegates, with 28 further bespoke course delivered to 270 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 340 delegates took part in online training. In total, 55 health and safety training courses were delivered to 772 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 2019 – 31st March 2020.

No. of Physiotherapy Referrals	260
No. of Workplace Assessment Referrals	108
No. of Physiotherapy Sessions	866
No. of Workplace Assessment Sessions	154
No. of Scans	0
No. of Podiatrist	15
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	162
No. of Display Screen Equipment Eye Test Vouchers Issued	91

3. Premises Audited

The number of health and safety audit inspections completed during the reporting period was **56**.

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	38	68%
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	16	28%
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	1	2%
Partial assurance	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.	1	2%
No Assurance	The safety management safeguards are failing and require urgent management action.	0	0%
Total No of Audits		56	100%

Audit opinions assurance levels summarise

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	48	19%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	99	40%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	88	36%
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.	12	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.	1	0%
Total No of recommendations		248	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, 25 Pre Construction Information Documents were issued.

A total of 193.5 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'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 81 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 April 2019 – 31st March 2020

Service Type	Domestic	Foreign	Pupils
Primary School	33	3	1284
Secondary School	18	20	1854
Tees Valley Music Service	1	1	154
Special School	5	-	56
Totals	57	24	3348
Total Trips	81		

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. 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	323	75
Total users	402	

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 and partners continue to develop the evolving open water risk assessments and associated control measures to raise community awareness of the risks presented by immersion in water, including:

- social media and letterbox campaigns
- improved awareness raising, signage and environmental controls
- increased 'hotspot' patrols during peak periods
- signposting to crisis assistance.

It is important to acknowledge that the COVID-19 coronavirus pandemic has substantially delayed elements of the actions plan, in particular the programme of education for Primary and Secondary schools and local universities.

Accident and Assault Incidence

8. Accidents

Accidents reported to the Health & Safety Unit during this period were 79. This compares with 82 in the previous reporting period.

Further details at Appendix 2, table 1

9. Physical Assaults

Physical Assaults reported to the Health & Safety Unit this period were 236. This compares with 164 in the previous reporting period.

Further details at Appendix 2, table 2

10. Verbal Assaults

Verbal Assaults reported to the Health & Safety Unit this period was 16. This compares with 11 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

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Background Papers: Health and Safety Policy 2020

Ward(s) and Ward Councillors: None

Property Implications: None

Health & Safety Training

Corporate Training										
1 st April 2019 – 31 st March 2020										
		Control of Contractors	COSHH	Facilities Man.	Fire Warden	Risk Ass.	Asbestos	Fire Risk Assessment		Total
	No of Courses	X2	X1	X3	X4	X4	X8	X1		X23
Directorates	Adults and Health	4	5	1	7	8	3			28
	Children's Services	3	10	2	4	5	3			27
	Community Services		6		4	2	16			28
	Culture Leisure and Events	3		5	2	6	6	3		25
	Economic Growth and Development						2			2
	Finance and Business Services		1	1	1	1	2	1		7
	Human Resources Legal and Communications									
	<i>Administration Democratic and Electoral Services</i>	1			1	1	1			4
	<i>Xentrall Shared Services</i>						3			3
	Schools	1	9	8	2	4	14			38
	No of Delegates	12	31	17	21	27	50	4		162

Bespoke Training										
1 st April 2019 – 31 st March 2020										
		C/C & FA	Elected Members	Fire Warden	Manual/Handling	COSHH	General H&S	Governors Training	Risk Assessment	Total
	No of Courses	x1	x1	X20	x1	X2	X1	X1	X1	28
Directorates	Adults and Health			7			10		8	25
	Children's Services	8		35						43
	Community Services			13	4					17
	Culture Leisure and Events			38						38
	Economic Growth and Development			11						11
	Elected Members		9							9
	Finance and Business Services			17						17
	Human Resources Legal and Communications			5						5
	<i>Administration Democratic and Electoral Services</i>			23						23
	<i>Xentrall Shared Services</i>			6						6
	Schools			43		23		10		76
	No of Delegates	8	9	198	4	23	10	10	8	270

On-line Training							
1 st April 2019 – 31 st March 2020							
		Working at Height	Manual Handling	Asbestos Awareness	Legionella		
		1	1	1	1		X4
Directorates	Adults and Health	1	7	8	1		17
	Children's Services	8	20	23	9		60
	Community Services	32	44	45	18		139
	Culture Leisure and Events	9	10	19	13		51
	Economic Growth and Development	4		2			6
	Finance and Business Services	2	3	1	1		7
	Human Resources Legal and Communications						
	<i>Administration Democratic and Electoral Services</i>	3	6	2			11
	<i>Xentrall Shared Services</i>	3					3
	Schools	10	8	17	11		46
No of Delegates		72	98	117	53		340

Appendix 2

Table 1

Accidents Reported				
1 st April 2019 – 31 st March 2020				
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	16	13	2	2
Children's Services	5	5	1	0
Community Services	41	41	10	10
Culture, Leisure and Events	3	0	0	0
Economic Growth and Development	1	1	0	1
Finance and Business Services	0	3	0	0
HR, Legal and Communications	1	1	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	3	0	0	0
Elected Members	0	1		
Schools	9	17	3	3
TOTALS	79	82	16	16

Appendix 2
Table 2

Physical Assaults Reported 1 st April 2019 – 31 st March 2020				
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	16	0	0
Children's Services	22	17	0	0
Community Services	4	7	0	0
Culture, Leisure and Events	2	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	207	124	0	0
TOTALS	236	164	0	0

Appendix 2
Table 3

Directorate	Verbal Assaults Reported 1 st April 2019 – 31 st March 2020		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	1	0	0	0
Community Services	0	0	0	0
Culture, Leisure and Events	12	10	0	0
Economic Growth and Development	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	1	0	0
Schools	1	0	0	0
TOTALS	16	11	0	0

This Period: 1 st April 2019 – 31 st March 2020 Previous Period: 1 st April 2018 – 31 st March 2019
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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 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.