

**REPORT TO
AUDIT & GOVERNANCE
COMMITTEE**

22nd February 2021

**REPORT OF DIRECTOR OF
FINANCE, DEVELOPMENT
AND BUSINESS SERVICES**

HEALTH AND SAFETY REPORT

SUMMARY

This report provides a quarterly update on the health, safety and wellbeing performance of the Council for the period 1st October – 31st December 2020.

Due to the impact of the COVID-19 Coronavirus pandemic and the measures put into place to minimise the risk of transmission of infection, a number of activities have been interrupted or delivered by new ways of working, resulting in an abridged report.

During this period of disruption, health and safety support remained unaffected and continued to provide support to all Council services, maintained schools and supported Academy Trusts.

RECOMMENDATION

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

DETAIL

1. Health and Safety Training
2. Health and Wellbeing Update
3. Audit Programme.
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

1. Health and Safety Training

The programme of Corporate health and safety training events is currently postponed due to the COVID-19 Coronavirus.

E-Learning training continues to be taken advantage of with **76** candidates completing training modules.

Further details of training activity can be found at Appendix 1

2. Health and Wellbeing Update.

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

1st October – 31st December 2020.

| | |
|---|----|
| No. of Physiotherapy Referrals | 23 |
| No. of Workplace Assessment Referrals | 6 |
| No. of Physiotherapy Sessions | 82 |
| No. of Workplace Assessment Sessions | 4 |
| No. of Scans | 0 |
| No. of Podiatrist | 1 |
| No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken | 43 |
| No. of Display Screen Equipment Eye Test Vouchers Issued | 21 |

3. Audit Programme.

The programme of planned audit activity is currently postponed due to the COVID-19 Coronavirus.

In order to ensure that the workforce and visitors to Council premises are safe and healthy, in so far as it is reasonably practicable to do so, members of the Health and Safety Team in conjunction with Public Health colleagues, shall be conducting assurance visits to Council administrative buildings and educational establishments.

This will provide visible support and assurance focusing on COVID-19 security arrangements, welfare, well-being and adherence to Public Health's infection, prevention and control criteria.

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, 1 Pre Construction Information Documents were issued. A total of 2 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.

5. **Educational Visits Adviser's Role**

Due to the COVID-19 Coronavirus, the Department for Education continue to advise against domestic and foreign residential, educational visits, therefore no visits have taken place. This advice remains under review.

6. **Employee Protection Register (EPR)**

The Employee Protection Register 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 | Approvers | Authors | Search Only Users |
|-----------------------|-----------|---------|-------------------|
| 4 | 15 | 16 | 207 |
| 242 (total Users) | | | |

7. Accidents.

Accidents reported to the Health & Safety Unit during this period were 12. This compares with 34 in the previous reporting period.

Further details at Appendix 2, table 1.

8. Physical Assaults.

Physical assaults reported to the Health & Safety Unit during this period were 10. This compares with 110 in the previous reporting period.

Further details at Appendix 2, table 2.

9. Verbal Assaults.

Verbal assaults reported to the Health & Safety Unit during this period were 2. This compares with 4 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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|--------------------------------------|-------------------------------|
| <u>Background Papers:</u> | Health and Safety Policy 2020 |
| <u>Ward(s) and Ward Councillors:</u> | None |
| <u>Property Implications:</u> | None |

Health & Safety Training

The programme of Corporate health and safety training events is currently postponed due to the COVID-19 Coronavirus.

E Learning training continues to be taken advantage of with **76** candidates completing training modules.

| On-line Training | | | | | | | | |
|---|--|--------------------|-----------------|-------------------|------------|--|--|-----------|
| 1 st October – 31 st December 2020. | | | | | | | | |
| | | Asbestos Awareness | Manual Handling | Working At Height | Legionella | | | total |
| | | 1 | 1 | 1 | 1 | | | 4 |
| Directorates | Adults and Health | | 40 | | 1 | | | 41 |
| | Children's Services | | 3 | | 1 | | | 4 |
| | Community Services and Transport | 1 | 8 | 3 | | | | 12 |
| | The Environment, Culture Leisure and Events | | 2 | | 3 | | | 5 |
| | Finance Development and Business Services | 1 | 2 | | | | | 3 |
| | HR, Legal and Communications | | | | | | | |
| | Town Centres Development Team | | | | | | | |
| | Democratic, Administration and Electoral Service | | | | | | | |
| | Xentrall Shared Services | | 1 | | | | | 1 |
| | Maintained Schools | 5 | 2 | 1 | 2 | | | 10 |
| | No of Delegates | 7 | 58 | 4 | 7 | | | 76 |

Appendix 2
Table 1

| Accidents Reported 1 st October – 31 st December 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 | 1 | 5 | 0 | 0 |
| Children's Services | 0 | 2 | 0 | 0 |
| Community Services and Transport | 6 | 10 | 1 | 4 |
| The Environment Culture, Leisure and Events | 0 | 2 | 0 | 0 |
| Finance, Development and Business Services | 0 | 0 | 0 | 0 |
| HR, Legal and Communications | 0 | 1 | 0 | 0 |
| Town Centre Development Team | 0 | 0 | 0 | 0 |
| Xentrall Shared Services | 1 | 0 | 0 | 0 |
| Democratic, Administration and Electoral Services | 0 | 0 | 0 | 0 |
| Maintained Schools | 4 | 14 | 0 | 1 |
| TOTALS | 12 | 34 | 1 | 5 |

Appendix 2
Table 2

| Physical Assaults Reported 1 st October – 31 st December 2020. | | | | |
|--|---|-----------------|--------------------------------|-----------------|
| Directorate | Reported internally 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 | 2 | 5 | 0 | 0 |
| Community Services and Transport | 0 | 0 | 0 | 0 |
| The Environment, Culture, Leisure and Events | 0 | 0 | 0 | 0 |
| Finance, Development and Business Services | 0 | 0 | 0 | 0 |
| HR, Legal and Communications | 0 | 0 | 0 | 0 |
| Town Centre Development Team | 0 | 0 | 0 | 0 |
| Xentrall Shared Services | 0 | 0 | 0 | 0 |
| Democratic, Administration, and Electoral Services | 0 | 0 | 0 | 0 |
| Maintained Schools | 8 | 105 | 0 | 0 |
| TOTALS | 10 | 110 | 0 | 0 |

| Verbal Assaults Reported 1 st October – 31 st December 2020. | | | | |
|--|--|-----------------|---|-----------------|
| Directorate | Reported internally to The Health & Safety Unit | | RIDDOR Reported to the H.S.E * | |
| | This Period | Previous Period | This Period | Previous Period |
| Adults and Health | 0 | 1 | 0 | 0 |
| Children's Services | 0 | 0 | 0 | 0 |
| Community Services and Transport | 0 | 0 | 0 | 0 |
| The Environment, Culture, Leisure and Events | 0 | 3 | 0 | 0 |
| Finance, Development and Business Services | 1 | 0 | 0 | 0 |
| HR, Legal and Communications | 0 | 0 | 0 | 0 |
| Town Centre Development Team | 0 | 0 | 0 | 0 |
| Xentrall Shared Services | 0 | 0 | 0 | 0 |
| Democratic, Administration and Electoral Services | 0 | 0 | 0 | 0 |
| Maintained Schools | 1 | 0 | 0 | 0 |
| TOTALS | 2 | 4 | 0 | 0 |

| |
|--|
| This Period: 1 st October – 31 st December 2020. Previous Period: 1 st October – 31 st December 2019. |
|--|

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 Trust data is excluded from this report.