

## AGENDA

### REPORT TO AUDIT & GOVERNANCE COMMITTEE

28<sup>th</sup> June 2021

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

## HEALTH AND SAFETY REPORT

### SUMMARY

This report provides an update on the health, safety and wellbeing performance of the Council for the period 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.

**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.**

### 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. Audit Programme
4. COVID-19 Coronavirus Control Measures
5. Construction (Design and Management) Regulations 2015
6. School's Educational Residential Visits
7. Employee Protection Register Activity
8. Open Water Safety Strategy
9. Accidents Reported
10. Physical Assaults Reported
11. 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.

Elearning training continues to be taken advantage of with **440** candidates completing training modules.

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:

1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.

No. of Physiotherapy Referrals	107
No. of Workplace Assessment Referrals	23
No. of Physiotherapy Sessions	427
No. of Workplace Assessment Sessions	23
No. of Scans	0
No. of Podiatrist	3
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	189
No. of Display Screen Equipment Eye Test Vouchers Issued.	51

## 3. Audit Programme

The programme of planned audit activity was postponed during the reporting period due to the COVID-19 Coronavirus pandemic.

## 4. COVID-19 Coronavirus Control Measures

During the pandemic, customary audit activity was replaced with providing support to Services and educational establishments.

A risk assessment framework provided the basis for emerging from lockdown towards stages of recovery.

In order to ensure that the workforce, visitors to Council premises and schools were safe and healthy, in so far as it was reasonably practicable to do so, the Health and Safety Team in conjunction with Public Health colleagues conducted assurance visits to a range of Council administrative buildings and educational establishments.

21 schools requested assurance / health-check visits, in addition to 13 Council administrative establishments.

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

COVID-19 risk assessments from all maintained schools were reviewed, appraised and monitored to ensure their continued adequacy as newly emerging guidance changed.

A total of 170 Service and operational COVID-19 risk assessments completed locally.

## 5. 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, **12** Pre Construction Information Documents were issued. A total of **46** 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.

### **6. Educational Visits Adviser's role**

Educational residential visits were not permitted during the reporting period.

### **7. 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)			

## **8. 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 18<sup>th</sup> 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, introducing local risk assessments and water safety action plans.

The Water Safety Group convened on the 16<sup>th</sup> January 2019 with stakeholder representation from the emergency services, Tees Active Ltd, The Canal and River Trust, commercial operators, officers of the Council and others by invitation.

Stockton Borough Council collaborated with ROSPA in conducting an initial review of water safety across the Borough, followed by bespoke specialist training in conducting water safety risk assessments to key personnel.

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.

Elements of the action plan were delayed due to the pandemic situation.

Duty holders continue to monitor and review their respective assessments of the risks associated with accidental immersion in water.

## **Accident and Assault Incidence**

### **9. Accidents**

Accidents reported to the Health & Safety Unit during this period were 39. This compares with 91 in the previous reporting period.

Further details at Appendix 2, table 1

### **10. Physical Assaults**

Physical Assaults reported to the Health & Safety Unit this period were 36. This compares with 247 in the previous reporting period.

Further details at Appendix 2, table 2

### **11. Verbal Assaults**

Verbal Assaults reported to the Health & Safety Unit this period was 9. This compares with 22 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 2021

Ward(s) and Ward Councillors: None

Property Implications: None

**Appendix 1**

The programme of Corporate health and safety training events was postponed during the reporting period due to the COVID-19 Coronavirus.

ELearning training continues to be taken advantage of with **440** candidates completing training modules.

<b>On-line Training</b>							
1 <sup>st</sup> October – 31 <sup>st</sup> December 2020.							
		Asbestos Awareness	Manual Handling	Working At Height	Legionella		total
		1	1	1	1		4
<b>Directorates</b>	Adults and Health	1	77	0	8		<b>86</b>
	Children's Services	3	40	4	15		<b>62</b>
	Community Services and Transport	27	122	38	1		<b>188</b>
	The Environment, Culture Leisure and Events	1	6	5	16		<b>28</b>
	Finance Development and Business Services	1	10	3	0		<b>14</b>
	HR, Legal and Communications						<b>0</b>
	Town Centres Development Team						<b>0</b>
	Democratic, Administration and Electoral Service						<b>0</b>
	Xentrall Shared Services			2			<b>2</b>
	Maintained Schools	23	10	14	13		<b>60</b>
	<b>No of Delegates</b>	<b>56</b>	<b>265</b>	<b>66</b>	<b>53</b>		<b>440</b>

**Appendix 2**

Table 1

<b>Accidents Reported</b>				
1 <sup>st</sup> April 2020 – 31 <sup>st</sup> March 2021.				
<b>Directorate</b>	<b>Accidents Reported to the Health &amp; Safety Unit</b>		<b>RIDDOR Reported to the H.S.E *</b>	
	This Period	Previous Period	This Period	Previous Period
Adults and Health	6	16	1	2
Children's Services	4	5		1
Community Services	20	41	2	7
Culture, Leisure and Events	1	3		
Economic Growth and Development		1		
Finance and Business Services				
HR, Legal and Communications		1		
<i>Xentrall Shared Services</i>	1			
<i>Administration, Democratic and Electoral Services</i>		3		
Elected Members				
Schools	7	18		3
<b>TOTALS</b>	<b>39</b>	<b>91</b>	<b>3</b>	<b>13</b>

Appendix 2  
Table 2

<b>Physical Assaults Reported</b> 1 <sup>st</sup> April 2020 – 31 <sup>st</sup> March 2021.				
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	3	2		
Children's Services	12	24		
Community Services	2	4		
Culture, Leisure and Events	1	2		
Economic Growth and Development				
Finance and Business Services				
HR, Legal and Communications				
<i>Xentrall Shared Services Administration, Democratic and Electoral Services</i>				
Maintained schools	18	215	1	1
<b>TOTALS</b>	<b>36</b>	<b>247</b>	<b>1</b>	<b>1</b>

This Period: 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.  
Previous Period: 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

Appendix 2  
Table 3

<b>Verbal Assaults Reported</b> 1 <sup>st</sup> April 2020 – 31 <sup>st</sup> March 2021.				
Directorate	Verbal Assaults Reported		RIDDOR Reported to the H.S.E *	
	This Period	Previous Period	This Period	Previous Period
Adults and Health	1	5		
Children's Services		1		
Community Services	2			
Culture, Leisure and Events	2	13		
Economic Growth and Development				
Finance and Business Services	1	2		
HR, Legal and Communications				
<i>Xentrall Shared Services Administration, Democratic and Electoral Services</i>				
Maintained schools	3	1		
<b>TOTALS</b>	<b>9</b>	<b>22</b>	<b>0</b>	<b>0</b>

This Period: 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021.  
Previous Period: 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

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.