

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

27 SEPTEMBER 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 April 2021 to 30 June 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.

RECOMMENDATION

1. 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:
 - Health and Safety Training
 - Health and Wellbeing Update
 - Audit Programme
 - Construction (Design and Management) Regulations 2015
 - School's Educational Residential Visits
 - Employee Protection Register Activity
 - Accidents Reported
 - Physical Assaults Reported
 - Verbal Assaults Reported

Health & Safety Activity

Health and Safety Training

2. 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 **147** candidates completing training modules.

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 April 2021 – 30th June 2021

| | |
|---|-----|
| No. of Physiotherapy Referrals | 53 |
| No. of Workplace Assessment Referrals | 18 |
| No. of Physiotherapy Sessions | 165 |
| No. of Workplace Assessment Sessions | 18 |
| No. of Scans | 0 |
| No. of Podiatrist | 2 |
| No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken | 163 |
| No. of Display Screen Equipment Eye Test Vouchers Issued. | 29 |

Health and wellbeing support provides a range of interventions to maintain good physical and mental health, aiding workforce recovery and recuperation.

Audit Programme

4. Health and Safety Audit activity resumed from the 1st April 2021. The number of health and safety audits completed within the reporting period was 3.

Individual Overall Audit Opinion

| 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 | 2 | 66.66 |
| Substantial assurance | A robust system of control exists, but improvement is needed to enhance the safety management safeguards. | 1 | 33.33 |
| 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 | | 3 | 100% |

Audit Assurance Levels Summary

| Priority | Definition | Number of recommendations | % |
|------------------------------------|---|---------------------------|-------------|
| Prudent | Beneficial to improve the control of the safety management safeguards. | 3 | 18.75 |
| Significant | Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems. | 6 | 37.5 |
| Substantial | Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk | 6 | 37.5 |
| 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. | 1 | 6.25 |
| 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 | | 16 | 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, **4** Pre Construction Information Documents were issued.

A total of **29** 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.

Educational Visits Adviser

- In line with the Department of Education’s roadmap to recovery, educational residential visits resumed from the 17 May 2021.

During the reporting period, the safety management safeguards of 9 school’s educational residential visits were appraised, challenged and endorsed.

The risk management process was regularly reviewed and revised, introducing additional safety management safeguards both to mitigate against and in anticipation of any suspected or confirmed outbreak during school trips.

| Service Type | Domestic | Foreign | Pupils |
|--------------------|----------|----------|------------|
| Primary School | 8 | 0 | 171 |
| Secondary School | 1 | 0 | 155 |
| Totals | 9 | 0 | 326 |
| Total Trips | 9 | | |

Employee Protection Register

- 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 organisations’ workforce.

| System Administrators | Approvers | Authors | Search Only Users |
|-----------------------|-----------|---------|-------------------|
| 4 | 15 | 16 | 207 |
| 242 (total Users) | | | |

Accident and Assault Incidence

Accidents

- Accidents reported to the Health & Safety Unit during this period were 22. This compares with 7 in the previous reporting period.

Further details at **Appendix 2, table 1**

Physical Assaults

9. Physical Assaults reported to the Health & Safety Unit this period were 9 (3 were physical and verbal). This compares with 4 in the previous reporting period.

Further details at **Appendix 2, table 2**

Verbal Assaults

10. Verbal Assaults reported to the Health & Safety Unit this period was 3 (all were physical and verbal). This compares with 2 in the previous reporting period.

Further details at **Appendix 2, table 3**

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

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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.

E Learning training continues to be taken advantage of with **147** candidates completing training modules.

| | | On-line Training | | | | | | |
|--|--|---|-----------------|-------------------|------------|---|--|------------|
| | | 1 st April 2021 – 30 th June 2021 | | | | | | |
| | | Asbestos Awareness | Manual Handling | Working At Height | Legionella | Senior Managers H&S Governance Training | | total |
| | Adults and Health | | 3 | | | | | 3 |
| | Children's Services | 2 | 13 | 4 | 10 | 21 | | 50 |
| | Community Services and Transport | 8 | 62 | 10 | 3 | | | 83 |
| | The Environment, Culture Leisure and Events | | | | 2 | | | 2 |
| | Finance Development and Business Services | 1 | | | | | | 1 |
| | HR, Legal and Communications | | | | | | | |
| | Town Centres Development Team | 1 | | | | | | 1 |
| | Democratic, Administration and Electoral Service | | | | 2 | | | 2 |
| | Xentrall Shared Services | | | | | | | |
| | Maintained Schools | 2 | 1 | 1 | 1 | | | 5 |
| | No of Delegates | 14 | 79 | 15 | 18 | 21 | | 147 |

Table 1

| Accidents Reported | | | | |
|---|--|-----------------|--------------------------------|-----------------|
| 1 st April 2021 – 30 th June 2021 | | | | |
| 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 | 1 | | 1 |
| Children's Services | 1 | 2 | | |
| Community Services | 5 | 3 | 1 | |
| Culture, Leisure and Events | | | | |
| Economic Growth and Development | | | | |
| Finance and Business Services | | | | |
| HR, Legal and Communications | | | | |
| <i>Xentrall Shared Services Administration, Democratic and Electoral Services</i> | | | | |
| Elected Members | | | | |
| Maintained Schools | 15 | 1 | | |
| TOTALS | 22 | 7 | 1 | 1 |

Table 2

| Physical Assaults Reported | | | | |
|---|--------------------------------------|-----------------|--------------------------------|-----------------|
| 1 st April 2021 – 30 th June 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 | | | | |
| Children's Services | 4 (2 were physical and verbal) | 4 | | |
| Community Services | 2 (1 was physical and verbal) | | | |
| Culture, Leisure and Events | | | | |
| Economic Growth and Development | | | | |
| Finance and Business Services | | | | |
| HR, Legal and Communications | | | | |
| <i>Xentrall Shared Services Administration, Democratic and Electoral Services</i> | | | | |
| Maintained schools | 3 | | | |
| TOTALS | 9 | 4 | 0 | 0 |

This Period: 1st April 2021 – 30th June 2021
 Previous Period: 1st April 2020 – 30th June 2020

Table 3

| Directorate | Verbal Assaults Reported 1 st April 2021 – 30 th June 2021 | | RIDDOR Reported to the H.S.E * | |
|--|---|-----------------|-----------------------------------|-----------------|
| | This Period | Previous Period | This Period | Previous Period |
| Adults and Health | | | | |
| Children's Services | 2 (physical and verbal) | | | |
| Community Services | 1 (physical and verbal) | 2 | | |
| Culture, Leisure and Events | | | | |
| Economic Growth and Development | | | | |
| Finance and Business Services | | | | |
| HR, Legal and Communications | | | | |
| <i>Xentrall Shared Services</i> | | | | |
| <i>Administration, Democratic and Electoral Services</i> | | | | |
| Maintained schools | | | | |
| TOTALS | 3 | 2 | 0 | 0 |

| |
|--|
| This Period: 1 st April 2021 – 30 th June 2021 Previous Period: 1 st April 2020 – 30 th June 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 Trust data is excluded from this report.