

## AGENDA

### REPORT TO AUDIT & GOVERNANCE COMMITTEE

29 NOVEMBER 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 July to 30 September 2021.

### 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. 1 programmed corporate health and safety training sessions were delivered to **8** delegates, with **2** further bespoke course delivered to **29** 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 **107** delegates took part in online training.

In total, **7** health and safety training courses were delivered to **144** 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:

1<sup>st</sup> July 2021 – 30<sup>th</sup> September 2021

No. of Physiotherapy Referrals	52
No. of Workplace Assessment Referrals	27
No. of Physiotherapy Sessions	209
No. of Workplace Assessment Sessions	26
No. of Scans	0
No. of Podiatrist	1
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	269
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 1<sup>st</sup> April 2021.

The number of health and safety audits completed within the reporting period was **11**

### Individual Overall Audit Opinion

Opinion	Definition	No of Audit opinions	% of total
<b>Full assurance</b>	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	5	50%
<b>Substantial assurance</b>	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	5	50%
<b>Moderate assurance</b>	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	0	0
<b>Partial assurance</b>	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.	0	0
<b>No Assurance</b>	The safety management safeguards are failing and require urgent management action.	0	0
<b>Total No of Audits</b>		<b>10*</b>	<b>100%</b>

\*1 Audit report still in progress as of reporting.

### Audit Assurance Levels Summary

Priority	Definition	Number of recommendations	%
Prudent	Beneficial to improve the control of the safety management safeguards.	3	9%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	21	64%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	7	21%
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	3%
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	3%
<b>Total No of recommendations</b>		<b>33</b>	<b>100%</b>

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, **5** Pre Construction Information Documents were issued.

A total of **33** 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 were permitted to be resumed from the 17<sup>th</sup> May 2021.

During the reporting period, the safety management safeguards of **5** 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	5		214
Secondary School			
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>214</b>
<b>Total Trips</b>	<b>5</b>		

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 organisation’s workforce.

System Administrators	Approvers	Authors	Search Only Users
2	17	24	286
329 (total Users)			

Accident and Assault Incidence

Accidents

- Accidents reported to the Health & Safety Unit during this period were **17**. This compares with **8** 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 **13**  
This compares with **9** 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  
This compares with **1** 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

Health & Safety Training

	Corporate Training Courses	Asbestos Awareness		Totals
	No of Courses	1		1
Directorates	Adults and Health			
	Children's Services	3		
	Community Services and Transport	2		
	The Environment, Culture Leisure and Events	1		
	Finance Development and Business Services			
	HR, Legal and Communications			
	Town Centres Development Team			
	Democratic, Administration and Electoral Service	1		
	Xentrall Shared Services			
	Maintained Schools	1		
	No of Delegates	8		

	Bespoke Training Courses	Risk Assessment	H&S Responsibilities & Risk Assessment		Totals
	No of Courses	1	1		
Directorates	Adults and Health	13	16		29
	Children's Services				
	Community Services and Transport				
	The Environment, Culture Leisure and Events				
	Finance Development and Business Services				
	HR, Legal and Communications				
	Town Centres Development Team				
	Democratic, Administration and Electoral Service				
	Xentrall Shared Services				
	Maintained Schools				
	No of Delegates	13	16		29

		On-line Training					
		1 <sup>st</sup> July 2021 – 30 <sup>th</sup> September 2021					
		Asbestos Awareness	Manual Handling	Working At Height	Legionella		total
Directorates	Adults and Health	3	1	1			5
	Children's Services	1	18	5	7		31
	Community Services and Transport	6	21	25	3		55
	The Environment, Culture Leisure and Events						
	Finance Development and Business Services						
	HR, Legal and Communications						
	Town Centres Development Team						
	Democratic, Administration and Electoral Service						
	Xentrall Shared Services	1	1	4			6
	Maintained Schools	5	1	1	3		10
	<b>No of Delegates</b>	<b>16</b>	<b>42</b>	<b>36</b>	<b>13</b>		<b>107</b>

Table 1

<b>Accidents Reported</b>				
1 <sup>st</sup> July 2021 – 30 <sup>th</sup> September 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				
Children's Services	2	1		
Community Services	7	3	1	1
The Environment, Culture, Leisure and Events				
Economic Growth and Development				
Finance Development and Business Services				
HR, Legal and Communications				
<i>Xentrall Shared Services</i>				
<i>Administration, Democratic and Electoral Services</i>				
Elected Members				
Maintained Schools	8	4		
<b>TOTALS</b>	<b>17</b>	<b>8</b>	<b>1</b>	<b>1</b>

Table 2

<b>Physical Assaults Reported</b>				
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	1	3		
Community Services				
The Environment, 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	12 (2 Physical and Verbal)	6	0	1
<b>TOTALS</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>1</b>

This Period: 1 <sup>st</sup> July 2021 – 30 <sup>th</sup> September 2021 Previous Period: 1 <sup>st</sup> July 2020 – 30 <sup>th</sup> September 2020.
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Table 3

Directorate	Verbal Assaults Reported		RIDDOR Reported to the H.S.E *	
	This Period	Previous Period	This Period	Previous Period
Adults and Health				
Children's Services				
Community Services				
The Environment, 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	2 (Physical and Verbal)	1	0	0
<b>TOTALS</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

This Period: 1 <sup>st</sup> July 2021 – 30 <sup>th</sup> September 2021 Previous Period: 1 <sup>st</sup> July 2020 – 30 <sup>th</sup> September 2020.
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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 Trust data is excluded from this report.