

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

14th February 2022

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 1st October 2021 to 31st December 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

1. **8** corporate health and safety training courses were delivered to **81** delegates.
9 bespoke courses to **74** delegates.

An Institution of Occupational Safety and Health certificated Managing Safely course was attended by 11 candidates, **4** internal & **7** external.

4 online training events were attended by **134** delegates.

In total, **22** health and safety training courses were delivered to **293** employees and **7** external candidates.

Further details of training activity can be found at **Appendix 1**.

Health and Well-being Update

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

1st October 2021 to 31st December 2021.

Physiotherapy Referrals	32
Workplace Assessment Referrals	20
Physiotherapy Sessions	129
Workplace Assessment Sessions	22
Scans	0
Podiatry	1
Display Screen Equipment (DSE) Training and Assessments Undertaken	55
Display Screen Equipment Eye Test Vouchers Requested	26

Audit Programme

3. Health and Safety Audit activity resumed from the 1st April 2021.
The number of health and safety audits completed within the reporting period was **12**

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	9	75%
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	3	25%
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	0	
Partial assurance	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.	0	
No Assurance	The safety management safeguards are failing and require urgent management action.	0	
Total No of Audits		12	100%

Audit Assurance Levels Summary

Priority	Definition	No of recommendations	%
Prudent	Beneficial to improve the control of the safety management safeguards.	8	32%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	10	40%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	6	24%
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	4%
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.		
Total No of recommendations		25	100%

Construction (Design & Management) Regulations 2015 Client Adviser.

4. 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, **3** Pre-Construction Information Documents were issued.

A total of **7** 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 17th May 2021.

During the reporting period, the safety management safeguards of 1 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.

School Type	Domestic	Foreign	Pupils
Primary School	1		33
Secondary School			
Totals	1	0	33
Total Trips	1		

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	20	24	267
313 (total Users)			

Accident and Assault Incidence

Accidents

- Accidents reported to the Health & Safety Unit during this period were **26**
This compares with **19** in the previous reporting period.

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

Physical Assaults

- Physical Assaults reported to the Health & Safety Unit this period were **95**
This compares with **19** in the previous reporting period.

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

Verbal Assaults

- Verbal Assaults reported to the Health & Safety Unit this period were **1**
This compares with **3** in the previous reporting period.

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

FINANCIAL AND LEGAL IMPLICATIONS

Financial

10. None

Legal

11. 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

12. 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

13. None

CONSULTATION

14. 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	Control of Contractors	Fire Warden	Risk Assessment		Total
	No of Courses	3	2	2	1		8
Directorates	Adults and Health	0	8	14	2		24
	Children's Services	2	0	0	1		3
	Community Services and Transport	17	0	0	0		17
	The Environment, Culture Leisure and Events	0	2	0	3		5
	Finance Development and Business Services	9	0	0	0		9
	HR, Legal and Communications	0	0	0	0		0
	Town Centres Development Team	0	0	1	1		2
	Democratic, Administration and Electoral Service	2	4	5	0		11
	Xentrall Shared Services	0	0	0	0		0
	Maintained Schools	9	0	1	0		10
	No of Delegates	39	14	21	7		81

e-Learning Training							
	Topic	Asbestos Awareness	Manual Handling	Working At Height	Legionella		Total
Directorates	Adults and Health	2	4	2	5		13
	Children's Services	3	28	15	17		63
	Community Services and Transport	4	19	6	1		30
	The Environment, Culture Leisure and Events	2	3	1	1		7
	Finance Development and Business Services	0	1	0	0		1
	HR, Legal and Communications	0	6	0	0		6
	Town Centres Development Team	0	0	0	0		0
	Democratic, Administration and Electoral Service	3	2	0	0		5
	Xentrall Shared Services			1			1
	Maintained Schools	2	3	2	1		8
	No of Delegates	16	66	27	25		134

	Bespoke Training	Asbestos Awareness	Control of Contractors & Incident Reporting	Fire Warden Oak View	Fire Warden Rosedale	Fire Warden and Control of Contractors	H&S General Awareness		Totals	
	No of Courses	1	1	1	4	1	1		9	
Directorates	Adults and Health	0	0	0	40	0	0		40	
	Children's Services	0	17	8	0	0	0		25	
	Community Services and Transport	0	0	0	0	0	0		0	
	The Environment, Culture Leisure and Events	0	0	0	0	0	0		0	
	Finance Development and Business Services	0	0	0	0	0	1		1	
	HR, Legal and Communications	0	0	0	0	0	0		0	
	Town Centres Development Team	5	0	0	0	0	0		5	
	Democratic, Administration and Electoral Service	0	0	0	0	0	2		2	
	Xentrall Shared Services	0	0	0	0	0	0		0	
	Maintained Schools	0	0	0	0	0	0	1		1
	No of Delegates	5	17	8	40	3	1		74	

Table 1

	Institute of Occupational Safety and Health [IOSH] Managing Safely Certificate.	Totals
Directorates	Adults and Health	0
	Children's Services	1
	Community Services and Transport	2
	The Environment, Culture Leisure and Events	0
	Finance Development and Business Services	1
	HR, Legal and Communications	0
	Town Centres Development Team	0
	Democratic, Administration and Electoral Service	0
	Xentrall Shared Services	0
	Maintained Schools	0
	External Candidates	7
No of Delegates		11

Appendix 2

Accidents Reported				
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	6	2	1	0
Children's Services	9	1	0	1
Community Services and Transport	9	7	1	1
The Environment, Culture, Leisure and Events	1	0	1	0
Finance Development and Business Services	1	0	0	0
HR, Legal and Communications	0	0	0	0
Xentrall Shared Services	0	1	0	0
Administration, Democratic and Electoral Services	0	0	0	0
Elected Members	0	0	0	0
Maintained Schools	0	8	0	0
TOTALS	26	19	3	2

Table 2

Physical Assaults Reported				
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	2	3	1	0
Children's Services	83	2	0	0
Community Services and Transport	2	2	0	0
The Environment, Culture, Leisure and Events	0	1	0	0
Finance Development and Business Services	0	0	0	0
HR, Legal and Communications	0	0	0	0
Xentrall Shared Services	0	0	0	0
Administration, Democratic and Electoral Services	0	0	0	0
Maintained schools	8	11	0	0
TOTALS	95	19	1	0

This Period: 1st October 2021 to 31st December 2021 Previous Period: 1st October 2020 to 31st December 2020
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Table 3

Verbal Assaults Reported				
Directorate	Verbal Assaults Reported		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	1	0	0	0
Community Services and Transport	0	1	0	0
The Environment, Culture, Leisure and Events	0	0	0	0
Finance and Business Services	0	1	0	0
HR, Legal and Communications	0	0	0	0
Xentrall Shared Services	0	0	0	0
Administration, Democratic and Electoral Services	0	0	0	0
Maintained schools	0	1	0	0
TOTALS	1	3	0	0

This Period: 1st October 2021 to 31st December 2021 Previous Period: 1st October 2020 to 31st December 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.