

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

23rd March 2023

REPORT OF DIRECTOR OF CORPORATE 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 – 31st December 2022.

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 Team including accident and assault data:
 - 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. **9** corporate health and safety training courses were delivered to **60** delegates.
4 bespoke courses to **34** delegates.

An Institution of Occupational Safety and Health certificated Managing Safely course was attended by **11** candidates, **8** internal & **3** externals.

27 online training events were attended by **250** delegates.

In total, **41** health and safety training courses were delivered to **352** employees and **3** 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 – 31st December 2022.

Physiotherapy Referrals	54
Workplace Assessment Referrals	18
Physiotherapy Sessions	202
Workplace Assessment Sessions	18
Scans	0
Podiatrist referrals	3
Podiatrist sessions	2
Display Screen Equipment (DSE) Training and Assessments Undertaken	39
Display Screen Equipment Eye Test Vouchers Requested	31

Audit Programme

3. The number of health and safety audits completed within the reporting period was 17

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	8	47
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	9	53
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		17	100%

Audit Assurance Levels Summary

Priority	Definition	No of recommendations	%
Prudent	Beneficial to improve the control of the safety management safeguards.	27	33%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	36	44%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	15	19%
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.	0	0%
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	3	4%
Total No of recommendations		81	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, **5** Pre-Construction Information Documents were issued.

A total of **5** 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 Activity.

5. During the reporting period, the safety management safeguards of **2** school's educational residential visits were appraised, challenged, and endorsed, to safeguard **37** pupils.

School Type	Domestic	Foreign	Pupils
Primary School	1		32
Secondary School		1	5
Specialist School's			
Totals	1	1	37
Total Trips	2		

Employee Protection Register

6. 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
3	22	28	406
474 (total Users)			

Accident and Assault Incidence

Accidents

7. Accidents reported to the Health & Safety Unit during this period were **42**
This compares with **40** in the previous reporting period.

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

Physical Assaults

8. Physical Assaults reported to the Health & Safety Unit this period were **90**
This compares with **95** in the previous reporting period.

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

Verbal Assaults

9. Verbal Assaults reported to the Health & Safety Unit this period were **0**
This compares with **1** 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

Name of Contact Officer: Martin Skipsey,
Assistant Director Procurement and Governance
Telephone No: 01642 526364
Email Address: martin.skipsey@stockton.gov.uk

Background Papers: Health and Safety Policy 2023.

Ward(s) and Ward Councillors: None

Property Implications: None

Appendix 1

Health & Safety Training

Corporate Training Courses		Asbestos Awareness	Incident Reporting	COSHH	Fire Risk Assessment	Fire Warden	Incident Reporting & Awareness	Risk Management of Lone Working	Risk Assessment		Total
No of Courses		2	1	1	1	1	1	1	1		9
Directorates	Adults and Health		1			3	1	2	3		10
	Children's Services	7	4	4		9	4	1	2		31
	Community Services, Environment and Culture	5		2				1			8
	Corporate Services										0
	Finance, Development & Regeneration				1						1
	Maintained Schools	7	1				1		1		10
	No of Delegates	19	6	6	1	12	6	4	6		60

Bespoke Training		Health and Safety Responsibility	Fire Warden	Lone Worker Training	Totals
No of Courses		1	2	1	4
Directorates	Adults and Health		6		6
	Children's Services			10	10
	Community Services Environment & Culture	12			12
	Corporate Services				
	Finance Development & Regeneration.		6		6
	Maintained Schools				
	No of Delegates	12	12	10	34

Institute of Occupational Safety and Health [IOSH] Managing Safely Certificate.		Totals
Directorates	Adults and Health	1
	Children's Services	2
	Community Services Environment & Culture	4
	Corporate Services	
	Finance Development & Regeneration	
	Maintained Schools	1
	External Candidates	3
	No of Delegates	11

	Online Training Courses	Manual Handling	Working at Height	Asbestos Awareness Refresher	COSHH Awareness	Dealing with Violence and Aggression at Work	Dealing with Violent Behaviour	Emergency First Aid at Work	Fire Safety and Evacuation	Fire Safety and Evacuation Refresher	Food Safety Essentials	Hand Hygiene - A Video Guide to Effective Hand Washing	Handling Violence and Aggression at Work	Introduction to Violence and Aggression at Work	Legionella Awareness	Lifesaver - Resuscitation Council UK	Lone Worker Types and Typical Risks	Lone Working Hazards and Risks	Personal Safety in Other People's Homes and Premises	Slips, Trips and Falls	Staying Safe with Electricity	Using Fire Extinguishers Safely	Working at Height with Access Equipment - Ladders, Stepladders and MEWPs	Total	
	No of Courses																							22	
Directorates	Adults and Health	7		1	16	3	2		37	1	2	1	1	1		1	4	5	11	12	1				106
	Children's Services	9		4	8	2	1		1	1			1			1		4	1						33
	Community Services Environment & Culture	7	3	1					1	1										1		1	2		17
	Corporate Services	3			2												1					1			7
	Finance Development & Regeneration					7	6	1					6	6						2	1				29
	Maintained Schools	2	1												1										4
	No of Delegates	28	4	6	26	12	9	1	39	3	2	1	8	7	1	2	5	9	14	14	1	2	2		196

	Online Training Courses	DSE – IHASCO	DSE1 - Staying Safe with DSE - An Overview	DSE2 - Staying Safe with DSE - Fixed DSE	DSE3 - Staying Safe with DSE - Fixed Workstations	DSE4 - Staying Safe with DSE - Mobile DSE	Total
	No of Courses						5
Directorates	Adults and Health			5	2	2	12
	Children's Services			6	3	2	13
	Community Services Environment & Culture			2	1	2	8
	Corporate Services			5	3	3	15
	Finance Development & Regeneration			3			5
	Maintained Schools	1					1
	No of Delegates	1		21	9	9	14

Table 1.

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	1	6		1
Children's Services	6	9		
Community Service, Environment & Culture	14	10	4	2
Corporate Services				
Finance Development & Regeneration	1	1		
Maintained Schools	20	14	1	
TOTALS	42	40	5	3

Table 2.

Physical Assaults 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	1 (physical and verbal)	2		1
Children's Services	59	83		
Community Service, Environment & Culture	2	2	1	
Corporate Services				
Finance Development & Regeneration				
Maintained Schools	28	8		
TOTALS	90	95	1	1

Table 3.

Verbal Assaults 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				
Children's Services		1		
Community Service, Environment & Culture				
Corporate Services				
Finance Development & Regeneration				
Maintained Schools				
TOTALS	0	1	0	0

This Period: 1st October 2022 – 31st December 2022.
 Previous Period: 1st October 2021 – 31st December 2021.

The assault statistics reflect the number of assaults reported to the health and safety unit, via the internal assault reporting procedure.

* RIDDOR.

The requirement to notify to the reporting authority, the Health and Safety Executive occurs, where because 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.