

AGENDA

REPORT TO AUDIT & GOVERNANCE COMMITTEE

Issue Date: 31.5.2023

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 April 2022 – 31st March 2023.

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. **27** corporate health and safety training courses were delivered to **166** delegates.
17 bespoke courses to **149** delegates.

Two Institution of Occupational Safety and Health certificated Managing Safely courses were attended by **24** candidates, **16** internal & **8** externals.

39 online training events were attended by **787** delegates.

In total, **85** health and safety training courses were delivered to **1119** employees and **8** 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 April 2022 – 31st March 2023.

Physiotherapy Referrals	224
Workplace Assessment Referrals	67
Physiotherapy Sessions	911
Workplace Assessment Sessions	85
Scans	0
Podiatrist referrals	16
Podiatrist sessions	14
Display Screen Equipment (DSE) Training and Assessments Undertaken	164
Display Screen Equipment Eye Test Vouchers Requested	114

Audit Programme

3. The number of health and safety audits completed within the reporting period was **49**

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	25	51
Substantial assurance	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	23	47
Moderate assurance	Safety management safeguards are being applied but there are weaknesses compromising resilience to risk and consequent harm.	1	2
Partial assurance	There is a limited or inconsistent application of the safety management safeguards, substantially compromising resilience to risk and consequent harm.		
No Assurance	The safety management safeguards are failing and require urgent management action.		
Total No of Audits		49	100%

Audit Assurance Levels Summary

Priority	Definition	No of recommendations	%
Prudent	Beneficial to improve the control of the safety management safeguards.	70	30
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	118	51
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	34	15
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.	4	2
Observation	Comment on a system or procedures, or something that may be improved upon, but not of such significance to justify a non-conformity.	4	2
Total No of recommendations		230	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, **23** Pre-Construction Information Documents were issued.

A total of **45** 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 **15** school's educational residential visits were appraised, challenged, and endorsed, to safeguard **859** pupils.

School Type	Domestic	Foreign	Pupils
Primary School	15	2	804
Secondary School	2	0	55
Specialist School's	0	0	0
Totals	17	2	859
Total Trips	19		

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	23	33	486
Total users: 545			

Accident and Assault Incidence

Accidents

7. Accidents reported to the Health & Safety Unit during this period were **135**. This compares with **106** 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 **287**. This compares with **214** 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 **7**. 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 2023

Ward(s) and Ward Councillors: None

Property Implications: None

Appendix 1

Health & Safety Training

	Corporate Training Courses	Asbestos Awareness	Control of Contractors	COSHH	Fire Risk Assessment	Fire Warden	Incident Reporting & Awareness	Risk Management of Lone Working	Risk Assessment		Total
	No of Courses	7	2	3	1	6	2	2	4		27
Directorates	Adults and Health	1	2			9	1	2	6		21
	Children's Services	10		19		22	5	1	3		60
	Community Services, Environment and Culture	24	6	5		7			3		45
	Corporate Services										0
	Finance, Development & Regeneration	2	1		1	4					8
	Maintained Schools	18	1	2		5	2	1	3		32
	No of Delegates	55	10	26	1	47	8	4	15		166

	Bespoke Training	COSHH Awareness	Fire Warden	H&S Awareness	Health and Safety Responsibility	Incident Reporting & Awareness	Lone Worker Training	Totals
	No of Courses	2	9	1	1	1	3	17
Directorates	Adults and Health		35	5				40
	Children's Services						17	17
	Community Services Environment & Culture	6			12	10		28
	Corporate Services					1		1
	Finance Development & Regeneration.		6					6
	Maintained Schools		57					57
	No of Delegates	6	98	5	12	11	17	149

	Institute of Occupational Safety and Health [IOSH] Managing Safely Certificate.	Totals
	No of Courses	2
Directorates	Adults and Health	2
	Children's Services	2
	Community Services Environment & Culture	11
	Corporate Services	0
	Finance Development & Regeneration	0
	Maintained Schools	1
	External Candidates	8
	No of Delegates	24

My Development. Online Training Courses		No of Courses																												31						
Directorates	Adults and Health	2		13	1	15		1	31	11	6	45	2	4	14	4	3	4	14	14		22	3	5	13	7	1	1	1						237	
	Children's Services	5		7	1	20	6	9	21	3	7	11	1	6		1		10	2	9	1	5		15							1			1	142	
	Community Services Environment & Culture	1		5	1	26	18	4	3	1	1	1	2	1				1	1	1		2		5	2	1					3	1	2		83	
	Corporate Services		1	1		1			3	1		1				1	1	1	1	1				1						1					15	
	Finance Development & Regeneration																																			0
	Maintained Schools																																			0
	No of Delegates	8	1	26	3	62	24	14	58	16	14	58	5	11	14	6	4	16	18	25	1	29	3	26	15	8	1	1	1	5	1	3		477		
	Total																														31					

		My Development Display Screen Equipment Training Course				
		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				4
Directorates	Adults and Health	42	27	20	29	118
	Children's Services	19	7	6	7	39
	Community Services Environment & Culture	20	14	14	18	66
	Corporate Services	8	3	3	6	20
	Finance Development & Regeneration					
	Maintained Schools					
	No of Delegates	89	51	43	60	243

		IHASCO Online Training Courses					
		Display Screen Equipment	Legionella Awareness	Manual Handling	Online Asbestos Refresher	Working at Height	Total
		No of Courses					5
Directorates	Adults and Health		5	11	4	1	21
	Children's Services		1	4	2	2	9
	Community Services Environment & Culture		1	26	3	3	33
	Corporate Services						0
	Finance Development & Regeneration						0
	Maintained Schools		9	10	8	7	34
	No of Delegates	0	16	51	17	13	97

Appendix 2

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	5	11	2	1
Children's Services	25	20		
Community Service, Environment & Culture	51	28	11	4
Corporate Services	1			
Finance Development & Regeneration	1	3		
Maintained Schools	52	44	4	1
TOTALS	135	106	17	6

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	4	2	1	1
Children's Services	236	173		
Community Service, Environment & Culture	8	6	1	
Corporate Services				
Finance Development & Regeneration				
Maintained Schools	39	33		
TOTALS	287	214	2	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	1			
Children's Services		1		
Community Service, Environment & Culture	6	1		
Corporate Services				
Finance Development & Regeneration		1		
Maintained Schools				
TOTALS	7	3	0	0

This Period: 1st April 2022 – 31st March 2023 Previous Period: 1st April 2021 – 31st March 2022
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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.

* 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 **and** the accident arose out of or in connection with a work-related activity, ie :
 1. a failure in the way a work activity was organised,
 2. The way equipment or substances was being used,
 3. The condition of the premises.

Academy Trust data is excluded from this report.