

## **AGENDA**

### **REPORT TO AUDIT COMMITTEE**

**November 2018**

### **REPORT OF DIRECTOR OF FINANCE AND BUSINESS SERVICES**

## **HEALTH AND SAFETY REPORT**

### **SUMMARY**

This report details the regular non-responsive services provided by the Council's Health and Safety Unit to monitor, improve and to ensure compliance of the health, safety and well-being control environment for the period 1<sup>st</sup> July 2018 – 30<sup>th</sup> September 2018.

### **RECOMMENDATIONS**

It is recommended that: -

1. The current position as identified in the report is noted.

### **DETAIL**

This detail encapsulates the regular, non-responsive activity of the Health and Safety Unit, and accident and assault statistics:

1. Health and Safety Training
2. Health and Wellbeing Update
3. Premise Audit Findings
4. Construction (Design and Management) Regulations 2015
5. School's Educational Residential Visits
6. Employee Protection Register Activity
7. Safety Warnings, Advice or Reminders Issued
8. Accidents Reported
9. Physical Assaults Reported
10. Verbal Assaults Reported

## **Health & Safety Activity**

### **1. Health and Safety Training**

5 programmed corporate health and safety training sessions were delivered to a total of 38 delegates, with 10 further bespoke course delivered to 108 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 99 delegates took part in online training. In total, 19 health and safety training courses were delivered to 245 candidates. Further details of training activity can be found at Appendix 1

## 2. Health and Well-being Update

Referrals to the services provided by the Well-being Team included:

1<sup>st</sup> July 2018 – 30th September 2018.

No. of Physiotherapy Referrals	58
No. of Workplace Assessment Referrals	249
No. of Physiotherapy Sessions	31
No. of Workplace Assessment Sessions	30
No. of Scans	3
No. of Podiatrist	4
No. of Electronic Display Screen Equipment (DSE) Assessments Undertaken	54
No. of Display Screen Equipment Eye Test Vouchers Issued	16

## 3. Premises Audited

The number of health and safety audit inspections completed during the reporting period was 17.

### Individual Prioritised Audit Opinions

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	9	53%
<b>Substantial assurance</b>	A robust system of control exists, but improvement is needed to enhance the safety management safeguards.	8	47%
<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%
Total No of Audits		<b>17</b>	<b>100%</b>

### Audit Opinions July 2018 - September 2018

Opinion	School	Department	Total
<b>Full</b>	4	5	9
<b>Substantial</b>	1	7	8
<b>Moderate</b>			
<b>Partial</b>			
<b>No Assurance</b>			
<b>Total</b>	5	12	<b>17</b>

## Audit opinions assurance levels summarise

Priority	Definition	Number	%
Prudent	Beneficial to improve the control of the safety management safeguards.	9	18%
Significant	Required action to reduce an identified risk or to mitigate against the failure of one or more safety management safeguards or control systems.	23	47%
Substantial	Action required to be taken as a matter of priority to mitigate against a substantial risk and to manage the residual risk	16	33%
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	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.	0	0%
Total No of recommendations		<b>49</b>	<b>100%</b>

### 4. Construction (Design & Management) Regulations 2015 Client Adviser

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, 6 Pre Construction Information Documents were issued.

A total of **57.5 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.

### **5. Educational Visits Adviser's role**

The Health and Safety Unit perform the role of Educational Visits Adviser in accordance with the revised guidance issued by the Department for Education in February 2014.

During the reporting period, the safety management safeguards of 97 school's educational residential visits have been appraised, challenged and endorsed. The risk management process involved has regularly been reviewed and revised, further improving school's and the authority's resilience to an adverse event occurring.

1<sup>st</sup> July 2018 – 30<sup>th</sup> September 2018

<b>Service Type</b>	<b>Domestic</b>	<b>Foreign</b>	<b>Pupils</b>
Primary School	8	-	322
Secondary School	6	1	154
Tees Valley Music Service	-	-	-
Special School	-	-	-
<b>Totals</b>	<b>14</b>	<b>1</b>	<b>476</b>
<b>Total Trips</b>	<b>15</b>		

### **6. Employee Protection Register (EPR)**

The Employee Protection Register, launched in July 2008, 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	Read Only Users	EPR Authors
4	666	166
Total users	832	

## **7. Safety Warnings, Advice or Reminders Issued**

### **Security and safeguarding of School Premises 2<sup>nd</sup> July 2018**

*Educational establishments reminded to ensure that their local arrangements for permitting entry into school premises remains secure, prohibiting unauthorised access.*

*The reminder prompted schools to discourage entry codes being cascaded to a wider unauthorised audience, compromising security and safeguarding and enabling trespassing to occur.*

### **Educational Establishments School Journey Insurance 17<sup>th</sup> July 2018**

All maintained school provided with new school journey insurance arrangements underwritten by AIG for residential trips at home and abroad.

### **Educational Fire Risk Management Arrangements 4<sup>th</sup> sept 2018.**

At the request of the School Workforce Joint Consultative Panel meeting held on the 10<sup>th</sup> July, 2018, all schools were issued with a reminder on the 3<sup>rd</sup> September, to ensure that their local fire risk management arrangements are actively monitored and reviewed.

*Effective fire compartmentation is a key factor in providing safe exit routes during an evacuation. Walls, ceilings and fire doors provide crucial, life preserving protection from the spread of cold smoke, hot gasses and fire. The importance of maintaining this passive protection cannot be over-emphasised and any deterioration or neglect in maintaining these important components may prove detrimental in effecting a safe and efficient horizontal evacuation, or a complete evacuation.*

### **Corporate risk assessment guidance updated September 2018**

The revision places greater emphasis on regular active monitoring of Service's control measures to ensure their continued effectiveness, both in anticipation of and following changes to local circumstances.

The guidance seeks to encourage all forms of risk assessment to be reviewed re-actively, following any incidents, accidents, near misses, or following any incidence of work-related ill-health absence.

Reliance on annual reviews of risk assessment provisions are discouraged, ensuring instead that reviews take place regularly or whenever it is suspected that they are no longer valid.

## **Accident and Assault Incidence**

### **8. Accidents**

Accidents reported to the Health & Safety Unit during this period were 17. This compares with 27 in the previous reporting period.

Further details at Appendix 2, table 1

### **9. Physical Assaults**

Physical Assaults reported to the Health & Safety Unit this period were 15. This compares with 38 in the previous reporting period.

Further details at Appendix 2, table 2

### **10. Verbal Assaults**

Verbal Assaults reported to the Health & Safety Unit this period was 2. This compares with 1 in the previous reporting period.

Further details at Appendix 2, table 3

## **FINANCIAL AND LEGAL IMPLICATIONS**

### **Financial**

None

### **Legal**

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**

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**

None

## **CONSULTATION**

None

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

<u>Background Papers:</u>	Health and Safety Policy 2018
<u>Ward(s) and Ward Councillors:</u>	None
<u>Property Implications:</u>	None

## Health &amp; Safety Training

Corporate Training										
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018										
		COSHH	Control of Contractors	Asbestos Awareness	Risk Assessment					
	No of Courses	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>					<b>5</b>
<b>Directorates</b>	Adults and Health	3	1	0	2					<b>6</b>
	Children's Services	2	2	6	2					<b>12</b>
	Community Services	0	1	2	0					<b>3</b>
	Culture Leisure and Events	1	0	3	1					<b>5</b>
	Economic Growth and Development	0	2	0	0					<b>2</b>
	Finance and Business Services	1	0	0	0					<b>1</b>
	Human Resources	0	0	0	0					<b>0</b>
	Legal and Communications	0	0	0	0					<b>0</b>
	<i>Administration Democratic and Electoral Services</i>	0	0	0	0					<b>0</b>
	<i>Xentrall Shared Services</i>	0	0	0	0					<b>0</b>
	Schools	3	3	2	1					<b>9</b>
No of Delegates	<b>10</b>	<b>9</b>	<b>13</b>	<b>6</b>					<b>38</b>	

Bespoke Training										
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018										
		Fire Warden	Chief Fire Warden	COSHH & Manual Handling						
	No of Courses	<b>7</b>	<b>2</b>	<b>1</b>						<b>10</b>
<b>Directorates</b>	Adults and Health	56	10	12						<b>78</b>
	Children's Services									
	Community Services									
	Culture Leisure and Events									
	Economic Growth and Development									
	Finance and Business Services									
	Human Resources									
	Legal and Communications									
	<i>Administration Democratic and Electoral Services</i>									
	<i>Xentrall Shared Services</i>									
	Schools	30								<b>30</b>
No of Delegates	<b>86</b>	<b>10</b>	<b>12</b>						<b>108</b>	

<b>On-line Training</b>							
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018							
		Working at Height	Manual Handling	Asbestos Awareness	Legionella		
		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>4</b>
<b>Directorates</b>	Adults and Health	0	6	0	0		<b>6</b>
	Children's Services	1	0	2	2		<b>5</b>
	Community Services	12	22	12	0		<b>46</b>
	Culture Leisure and Events	1	1	2	9		<b>13</b>
	Economic Growth and Development	8	10	0	0		<b>18</b>
	Finance and Business Services	0	0	0	0		<b>0</b>
	Human Resources Legal and Communications	0	0	0	0		<b>0</b>
	<i>Administration Democratic and Electoral Services</i>	0	0	0	0		<b>0</b>
	<i>Xentrall Shared Services</i>	0	0	0	0		<b>0</b>
	Schools	1	1	8	1		<b>11</b>
<b>No of Delegates</b>	<b>23</b>	<b>40</b>	<b>24</b>	<b>12</b>		<b>99</b>	



Table 1

<b>Accidents Reported</b>				
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018				
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	5	0	0
Children's Services	2	4	0	0
Community Services	9	11	2	0
Culture, Leisure and Events	0	2	0	0
Economic Growth and Development	0	1	0	1
Finance and Business Services	1	0	0	0
HR, Legal and Communications	0	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	1	0	0	0
Schools	3	4	0	0
<b>TOTALS</b>	<b>17</b>	<b>27</b>	<b>2</b>	<b>1</b>

Table 2

<b>Physical Assaults Reported</b>				
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018				
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	4	5	0	0
Children's Services	2	13	0	0
Community Services	2	0	0	0
Culture, Leisure and Events	0	0	0	0
Economic Growth and Development	0	0	0	0
Finance and Business Services	0	0	0	0
HR, Legal and Communications	0	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	0	0	0	0
Schools	7	20	0	0
<b>TOTALS</b>	<b>15</b>	<b>38</b>	<b>0</b>	<b>0</b>

<b>Verbal Assaults Reported</b>				
1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018				
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	0	0	0	0
Children's Services	0	0	0	0
Community Services	0	0	0	0
Culture, Leisure and Events	2	1	0	0
Economic Growth and Development	0	0	0	0
Finance and Business Services	0	0	0	0
HR, Legal and Communications	0	0	0	0
<i>Xentrall Shared Services</i>	0	0	0	0
<i>Administration, Democratic and Electoral Services</i>	0	0	0	0
Schools	0	0	0	0
<b>TOTALS</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>

This Period: 1 <sup>st</sup> July 2018 – 30 <sup>th</sup> September 2018 Previous Period: 1 <sup>st</sup> July 2017 – 30 <sup>th</sup> September 2017
--

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 data is excluded from this report.**