

Staffing Committee

Date of Meeting: 21st January 2021

Report Title: Health and Safety Update

Senior Officer: Jane Burns, Executive Director of Corporate Services

1. Report Summary

- 1.1. The purpose of this report is to ensure Members are briefed on key Health and Safety developments.

2. Recommendations

- 2.1. That Staffing Committee note the report.

3. Reasons for Recommendations

- 3.1. To ensure Members are kept up to date with Health and Safety developments and that the Committee's Terms of Reference are followed.

4. Other Options Considered

- 4.1. Not applicable.

5. Background

- 5.1. Health and Safety team members have worked with colleagues in Public Health, HR and Facilities Management, and in liaison with Trade Union representatives to provide advice, guidance and support in response to Covid-19 to services within the organisation, schools and to our alternative service delivery vehicles.
- 5.2. This has been achieved through the coordinated support to the Workplace Recovery workstream, including a "Covid Secure" working group, which has met at regular intervals, and support to individual services as activities have been changed in accordance with the requirements of various tiers.
- 5.3. Whilst the response to Covid-19 has been a significant element of the Health and Safety team's work in recent months, the "traditional" aspects of ensuring the Council's responsibilities for the health, safety and wellbeing

of its staff remain, and colleagues have continued with regular liaison and support across the organisation.

- 5.4. The tables in Appendix 1 provide data on the number of accidents and incidents reported and recorded to the end of quarter 3 of 2020/21, including any events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR).
- 5.5. These regulations require the employer to report certain categories of accident, injury, certain diseases, and certain types of dangerous occurrences (those which had the potential to cause injury) to the Health and Safety Executive (HSE). Also reportable are accidents where the injury results in the person being off work for more than 7 days. The HSE may choose to further investigate these reports.
- 5.6. An incident is an event where no physical injury occurs, although this may still be reportable under RIDDOR depending on the circumstances. Data is provided on events reported from Council staff, School Staff and Members of the Public (MOTP).
- 5.7. Accidents and incidents relating to pupils in schools are recorded as members of the public; hence many school's accidents are reported as RIDDORs as pupils attend hospital as a precaution. The Health and Safety Executive advice is for these to be reported under RIDDOR only where there is a fault with equipment, facilities or the accident arose as a lack of supervision. Notably there are no RIDDORS in schools during 2020/21 to date.
- 5.8. If a member of the public is taken to hospital as a result of an accident it becomes reportable irrespective of the injury, (or lack of serious injury).
- 5.9. High level information about RIDDOR reportable accidents is provided below;

5.9.1. Quarter 1

- Care4CE support worker was off work for more than 7 days following an assault by a client.
- CEC Employee injured by livestock; off work for more than 7 days
- Member of the public fell at Poynton Coppice; given first aid and taken to hospital for further assessment and treatment.

5.9.2. Quarter 2

- Adult Services support worker fell against a door; attended by paramedics. Off work for more than 7 days

- Member of the public fell at Tatton Park; taken to hospital

5.9.3. Quarter 3

- Care4CE support worker was off work for more than 7 days following a slip outside.
 - Member of public slipped on path at Tatton Park, taken to hospital for assessment and treatment.
 - Member of public (cyclist) injured in an accident caused by another pedestrian, taken to hospital for assessment and treatment.
- 5.10. Data relating to the Council's Alternative Service Delivery Vehicles is not reflected in these figures. Data relating to Academies is also excluded; Academies are responsible for their own accident and RIDDOR reporting.
- 5.11. There have been no accidents or incidents involving the HSE from Council or School figures during the year to date.
- 5.12. Comparison to accident and incident figures from the same periods in the previous year shows a significant reduction; this is due to the impact of lockdown on council services and in schools and the number of staff, pupils and members of the public present in premises being significantly lower.
- 5.13. A range of Health and Safety related training is co-ordinated by the Health and Safety team, in conjunction with the Council's Workforce Development team. This is provided to Council and School delegates. Course provision usually includes a variety of first aid training, including refresher and requalification training, and courses such as "Leading Safely" and "Managing Safely" supported by the Institute of Occupational Safety and Health (IOSH).
- 5.14. The Health & Safety Executive allowed extensions to First Aid certificates which expired after 16th March, 2020 and gave first aiders up until 30th September, 2020 in which to re-qualify. During recent months, training for essential provision only, such as the first aid has been prioritised and conducted following Covid secure practices. Colleagues are reviewing training requirements to identify where effective training provision can be delivered using remote means.
- 5.15. The tables below outline the training conducted over the 2020/21 year to date.

Quarter 1			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
<i>No training delivered during this period due to the national lockdown.</i>			

Quarter 2			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid Requalification (2 day)	6	11	11
Emergency First Aid at Work (1 day)	1	8	0
Total	7	19	11

Quarter 3			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid at Work (3 days)	1	1	1
First Aid Requalification (2 day)	2	7	2
Emergency First Aid at Work (1 day)	3	12	8
Total	6	20	11

5.16. Support to maintained schools is supplemented by a bought back advice and guidance service provided by the Health and Safety team. This is also available to Academies. Visits to schools were paused during the first national lockdown, but have since been restarted, through a combination of 'virtual' and physical site visits, which have been positively received. Advice and guidance has been provided throughout the pandemic, to the Council's Education team, and individual schools as needed.

5.17. The table below shows the numbers, and types of schools visited since 1st April 2020.

Type of School	Quarter 1	Quarter 2	Quarter 3
Primary Maintained	0	6	30
Primary Academy	0	8	10
Secondary Maintained	0	1	0
Secondary Academy	0	1	6
Special Maintained	0	1	3
Special Academy	0	1	2
Local Exhaust Ventilation (LEV) testing Design and Technology	0	4	6
Local Exhaust Ventilation (LEV) testing Science	0	4	7

- 5.18. Of the 18 visits carried out during quarter 2, 11 were carried out remotely, with 21 of the 51 visits being carried out in this way during Quarter 3. Further visits have been scheduled for the spring term (Academic Year 2020/21); the Health and Safety team will work with schools to review and reschedule these as necessary during the current national lockdown.
- 5.19. The Corporate Health and Safety policy has recently been updated; this involved a small number of updates to reflect organisational change and the appointment of the new Chief Executive. The policy is available on the Council's intranet site.
- 5.20. The Health and Safety team undertake reviews of policies on a rolling basis to ensure they reflect relevant legislation, current best practice and the operation of the Council.
- 5.21. Policies which have recently been updated include New and Expectant Mothers and Control of Contractors; there have been no significant changes made to these policies in terms of operational requirements or legislative changes.

6. Implications of the Recommendations

6.1. Legal Implications

- 6.1.1. Activity relating to the summaries in this report contributes to ensuring that the Council's statutory responsibilities as an employer are met.

6.2. Finance Implications

- 6.2.1. There are no implications for the Council's MTFS arising from this report.

6.3. Policy Implications

- 6.3.1. Implications are covered in the body of the report.

6.4. Equality Implications

- 6.4.1. There are no direct equality implications.

6.5. Human Resources Implications

- 6.5.1. Implications are dealt with in the body of the report.

6.6. Risk Management Implications

- 6.6.1. There are no specific risks arising as a result of this update report.

6.7. Rural Communities Implications

- 6.7.1. There are no direct implications for rural communities.

6.8. Implications for Children & Young People/Cared for Children

6.8.1. There are no direct implications for children and young people.

6.9. Public Health Implications

6.9.1. There are no direct implications for public health.

6.10. Climate Change Implications

6.10.1. There are no direct implications for climate change.

7. Ward Members Affected

7.1. No specific wards are affected.

8. Consultation & Engagement

8.1. Consultation and engagement with Trade Unions and other parts of the Council are covered in the body of the report.

9. Contact Information

9.1. Any questions relating to this report should be directed to the following officer:

Name: Josie Griffiths

Job Title: Head of Audit and Risk

Email: josie.griffiths@cheshireeast.gov.uk

Appendix 1

Accident and Incident Figures

Council (EMPLOYEES)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Average Head Count	3,601	3,554	3,660	3,593	3,602	3,951
Accidents	22	68	42	67	44	66
RIDDOR Reportable	1		1	5	1	4
Average Accident Rate Factor (%)	6.1	19.1	11.5	18.6	12.2	16.7

Schools (EMPLOYEES)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Average Head Count	3,029	3,198	3,113	3,079	3,107	3,094
Accidents	4	27	15	13	26	23
RIDDOR Reportable	-	2	-	2	0	1
Average Accident Rate Factor (%)	1.3	8.4	4.8	4.2	8.3	7.4

Council (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Accidents	83	140	93	200	71	224
RIDDOR Reportable	1	-	1	4	2	6

Schools (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Accidents	7	87	27	71	155	76
RIDDOR Reportable	-	-	-	3	-	7

Total Accidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Council	105	208	135	267	115	-
Schools	11	114	42	84	181	-

Incidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20
Council	55	133	131	122	180	105
Schools	13	13	0	7	7	30