

Staffing Committee

Date of Meeting: 22nd April 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. 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.
- 5.2. The tables in Appendix 1 provide data on the number of accidents and incidents reported and recorded to the end of 2020/21, with comparison to the same quarters in previous years. This includes any events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR).
- 5.3. 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.

- 5.4. 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).
- 5.5. Accidents and incidents relating to pupils in schools are recorded as members of the public; hence many schools' 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.
- 5.6. 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).
- 5.7. High level information about RIDDOR reportable accidents during quarter 4 is provided below; Staffing Committee received information on quarters 1-3 in the January 2021 report;

5.7.1. Quarter 4

- An Adults support worker was absent from work for more than 7 days following a fall and injury to their wrist.
 - A cleaner in Children's Services was absent from work for more than 7 days due to damage to their foot after a slip on the stairs.
 - A Care4ce worker was absent from work for more than 7 days following a neck strain lifting a patient.
 - A pupil at a high school was assaulted by another pupil, resulting in bruising and swelling to the neck; and advised to attend A&E as a precaution.
 - A pupil at a primary school fell from a climbing frame after being accidentally knocked by another pupil and fell on their arm. They attended A&E for a suspected fracture.
- 5.8. Data relating to the Council's Alternative Service Delivery Vehicles is not reflected in these figures. Data relating to Academies is also excluded; Academies and ASDVs are responsible for their own accident and RIDDOR reporting.

- 5.9. There have been no accidents or incidents involving the HSE from Council or School figures during the year to date.
- 5.10. Comparison to accident and incident figures from the same periods in the previous year continues to show 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.
- 5.11. 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).
- 5.12. 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 first aid has been prioritised and conducted following Covid secure practices. We are working with the training provider to identify where effective training provision can be delivered using remote means.
- 5.13. 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

Quarter 4			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid at Work Re-qualification (2 days)	6	14	11
Emergency First Aid at Work (1 day)	1	0	5
Paediatric First Aid (2 days) blended-learning	1	0	6
Basic First Aid (3 hours)	2	0	11
Total	10	14	33

- 5.14. 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 and have been delivered subsequently through a combination of 'virtual' and physical site visits, which have been positively received. Visits for the 2021/22 year have been scheduled, and physical site visits will be returned to as soon as possible.
- 5.15. Advice and guidance have been provided throughout the pandemic, to the Council's Education team, and individual schools as needed.

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

Type of School	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Primary Maintained	0	6	30	19
Primary Academy	0	8	10	14
Secondary Maintained	0	1	0	1
Secondary Academy	0	1	6	0
Special Maintained	0	1	3	1
Special Academy	0	1	2	2
Local Exhaust Ventilation (LEV) testing (Design and Technology)	0	4	6	4
Local Exhaust Ventilation (LEV) testing (Science)	0	4	7	5

5.17. 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.

5.18. The Drugs, Alcohol and Substance Misuse policy has recently been reviewed and updated; there have been no significant changes made to this policy 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	Q4 2020/21	Q4 2019/20
Average Head Count	3,601	3,554	3,660	3,593	3,602	3,951	3,596	3,565
Accidents	22	68	42	67	44	66	33	63
RIDDOR Reportable	1		1	5	1	4	2	0
Average Accident Rate Factor (%)	6.1	19.1	11.5	18.6	12.2	16.7	9.18	17.6%

Schools (EMPLOYEES)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Average Head Count	3,029	3,198	3,113	3,079	3,107	3,094	3,064	3,105
Accidents	4	27	15	13	26	23	14	30
RIDDOR Reportable	-	2	-	2	0	1	1	2
Average Accident Rate Factor (%)	1.3	8.4	4.8	4.2	8.3	7.4	4.57	9.6

Council (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Accidents	83	140	93	200	71	224	84	160
RIDDOR Reportable	1	-	1	4	2	6	0	0

Schools (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Accidents	7	87	27	71	155	76	56	82
RIDDOR Reportable	-	-	-	3	-	7	2	0

Total Accidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Council	105	208	135	267	115	-	117	193
Schools	11	114	42	84	181	-	70	112

Incidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Council	55	133	131	122	180	105	164	111
Schools	13	13	0	7	7	30	14	9





