

## **Corporate Policy Committee**

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<b>Date of Meeting:</b>	9 <sup>th</sup> June 2022
<b>Report Title:</b>	Health and Safety Update – 2021/22
<b>Report of:</b>	Jane Burns, Executive Director Corporate Services
<b>Report Reference No:</b>	CP/4/22-23
<b>Ward(s) Affected:</b>	All

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### **1. Purpose of the Report**

- 1.1. The purpose of this report is to ensure Members of the Corporate Policy Committee are briefed on the health, safety and wellbeing of the organisation and understand how the Council's responsibilities as an employer and to members of the public are met. The Corporate Health and Safety Forum, which consists of representatives from management and the Trade Unions, meets on a quarterly basis and provides both an overview and a route for escalation.

### **2. Executive Summary**

- 2.1. This report and the Appendix provide a summary of data regarding accident and information data for the Council and maintained schools for Quarter 4 2021/22 in total and comparative data for the same periods in the last two years.

### **3. Recommendations**

- 3.1. That the Corporate Policy Committee note the update.

### **4. Reasons for Recommendations**

- 4.1. To ensure that Members are aware of Health and Safety activity and developments in line with the Committee's terms of reference.

### **5. Other options considered**

- 5.1. Not applicable

## 6. Background

6.1. Table 1 sets out the key accident and incident data for Quarter 4, with comparison data for the previous 2 years. Table 2 sets out the full year data, again with comparison data for the previous 2 years. Appendix 1 provides more detailed analysis of accident and incident information for the Council and maintained schools, and the work of the Health and Safety team for Quarter 4 2021/22 and the full year. Comparative data for the last two years is included to recognise the impact of lockdown restrictions across Council services and maintained schools during 2020/21.

6.2. Accident and incident rates for Council employees and members of the public have increased in Q4 by comparison to the previous year but are still lower than the same period in 2019/20. The exception to this is in maintained schools. There are no areas of concern in terms of trends or sites to bring to the Committee's attention; as previously reported, we have noticed an overall increase in recording of accident and incidents in schools in 2021/22 to date.

<b>Table 1 – Quarter 4 Accident and Incident Figures</b>			
<b>Council (EMPLOYEES)</b>	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,561	3,596	3,565
Accidents	35	33	63
RIDDOR Reportable	-	2	-
Incident Rate %	9.8	9.2	17.7

<b>Schools (EMPLOYEES)</b>	Q4 21/22	Q4 20/21	Q4 19/20
Average Head Count	3,055	3,064	3,105
Accidents	38	14	30
RIDDOR Reportable	2	1	2
Incident Rate %	12.4	4.6	9.7

<b>Council (MOTP)</b>	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	146	84	160
RIDDOR Reportable	4	-	-

<b>Schools (MOTP)</b>	Q4 21/22	Q4 20/21	Q4 19/20
Accidents	116	56	82
RIDDOR Reportable	-	2	-

<b>Total Accidents</b>	Q4 21/22	Q4 20/21	Q4 19/20
Council	181	117	223
Schools	154	70	112

<b>Incidents</b>	Q4 21/22	Q4 20/21	Q4 19/20
Council	87	164	111
Schools	2	14	9

<b>Table 2 – Full year accident and incident figures</b>			
<b>Council (EMPLOYEES)</b>	2021/22	2020/21	2019/20
Accidents	147	141	264
RIDDOR Reportable	4	5	9
<b>Schools (EMPLOYEES)</b>	2021/22	2020/21	2019/20
Accidents	108	59	93
RIDDOR Reportable	6	1	7
<b>Council (MOTP)</b>	2021/22	2020/21	2019/20
Accidents	477	331	724
RIDDOR Reportable	6	4	10
<b>Schools (MOTP)</b>	2021/22	2020/21	2019/20
Accidents	412	325	316
RIDDOR Reportable	2	2	10
<b>Total Accidents</b>	2021/22	2020/21	2019/20
Council	624	472	988
Schools	520	384	409
<b>Incidents</b>	2021/22	2020/21	2019/20
Council	432	530	471
Schools	19	34	59

- 6.3.** Accident and incident/near miss reports are recorded for members of staff and for members of the public. This covers Council and school staff/employees, and members of the public who are injured or have a near miss on Council land, or in the course of receiving services provided by the Council.
- 6.4.** In a school context, accidents and incidents to pupils are treated and recorded as members of the public. As the RIDDOR reporting guidance is to record when a person is taken directly to hospital for treatment, many accidents are initially flagged 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.
- 6.5.** An accident is an unplanned and uncontrolled event which causes injury to persons, damage to property or a combination of both. Examples include a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown, an act of non-consensual physical violence done to a person at work.
- 6.6.** An incident, or near miss is an unplanned and uncontrolled event which does not cause injury or damage but could do so. Examples include articles falling

near to people, short circuits on electrical equipment, and verbal aggression towards employees.

- 6.7.** The data in Tables 1 and 2 includes events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR). 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.
- 6.8.** During Quarter 4 there were 2 RIDDOR reportable accidents to staff in maintained schools, and 4 RIDDOR reportable accidents relating to members of the public in Council services or on Council land.
- 6.9.** One member of school staff fell in their classroom whilst re-arranging a wall display and was taken to hospital with a suspected fracture. Another staff member tripped whilst on a school trip and attended hospital as they lost consciousness momentarily. There were no issues with defects or other causes of concern and both staff members have subsequently returned to their workplaces.
- 6.10.** A service user at a Cheshire East supported living network was taken to hospital due to an accident which occurred whilst they were receiving personal care, although first aid at site was given, as a precautionary measure, the individual was taken to A&E for further assessment. They received treatment for a minor injury and returned to the network premises.
- 6.11.** A member of the public was taken to hospital after falling on a public right of way; there were no reported defects or trip hazards at the site, but the member of the public was taken directly to hospital and was found to have sustained a fracture.
- 6.12.** A contractor working at a Cheshire East site was taken to hospital after being injured by a piece of equipment in high winds. They required treatment to a cut which couldn't be treated sufficiently on site.
- 6.13.** A visitor to Tatton Park sustained an injury to their knee after a drain cover gave way as they were walking around the site and required hospital assessment. The defect was covered and taped off prior to corrective maintenance work being completed.
- 6.14.** There are no accidents or incidents requiring HSE investigation from Council or School figures during the year to date.
- 6.15.** An incident, although an event where no physical injury occurs, 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). There are no such incidents to report on in for Quarter 4.

- 6.16.** Data relating to the Council's Alternative Service Delivery Vehicles is not reflected in these figures. This information is reported to and considered by their respective Boards.
- 6.17.** Data relating to Academies is also excluded. Academies are responsible for completing their own accident reporting, including making RIDDOR reports to the Health and Safety Executive where necessary. There is no requirement for Academies to publish information in relation to accidents and incidents publicly, but arrangements for responsibilities for Health and Safety, including monitoring and reviewing activity will be set out in the school's Health and Safety policy, which they are required to have to ensure compliance with various Health and Safety legislation.
- 6.18.** 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).
- 6.19.** During the pandemic, and whilst colleagues are supported to work from home wherever possible, essential training to support service delivery, primarily around first aid has been prioritised and conducted following Covid secure practices. We have worked with our training provider to identify where training can be effectively delivered using remote means, and courses have been delivered throughout 2021/22. We are now able to start increasing class sizes and frequency of courses.
- 6.20.** Details of courses and attendance for Quarter 4 are provided in the Appendix; this includes the first sessions of IOSH Managing Safely qualifications and refreshers held since the pandemic and are looking to increase the availability of face to face training provision. Course attendance was affected by cancellations due to Covid during this quarter to a lesser degree than previously through the year. Course feedback continues to be positive, particularly around the care taken in delivering face to face training.
- 6.21.** 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 subsequently provided through a combination of 'virtual' and physical site visits, which have been positively received.
- 6.22.** School visits during Quarter4 have been on-site, although the decision for remote or on-site visit is made between the school and the Schools Health

and Safety advisor prior to the visit. Advice and guidance has been provided throughout the pandemic, to the Council's Education team, and individual schools as needed.

**6.23.** 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. Updates to existing policies are made following consultation with the Corporate Health and Safety Forum. Since the last report to Committee, the following guidance and policies have been reviewed

- Fire Safety Guidance Note
- Fire Safety Inspection Checklist
- Provision and use of Work Equipment Regulations 1998 (PUWER) Guidance Note & Assessment Form
- Safety Inspections Procedure & Checklist
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Guidance Note
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) Quick Reference Guide
- Control of Substances Hazardous to Health (COSHH) Policy & Guidance Note
- Portable Electrical Equipment Guidance Note
- Electricity at Work Quick Reference Guide

## **7. Implications**

### **7.1. Legal**

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

### **7.2. Finance**

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

### **7.3. Policy**

7.3.1. Policy implications are covered in the body of the report.

### **7.4. Equality**

7.4.1. There are no direct equality implications arising from this update report.

## **7.5. Human Resources**

7.5.1. There are no direct HR implications arising from this report; the activity outlined in this report is to ensure the health, safety, and wellbeing of employees.

## **7.6. Risk Management**

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

## **7.7. Rural Communities**

7.7.1. There are no direct implications for rural communities arising from this update report.

## **7.8. Children and Young People/Cared for Children**

7.8.1. There are no direct implications for children and young people arising from this update report.

## **7.9. Public Health**

7.9.1. There are no direct implications for public health arising from this update report.

## **7.10. Climate Change**

7.10.1. There are no direct implications for climate change arising from this update report.

<b>Access to Information</b>	
Contact Officer:	Josie Griffiths Head of Audit and Risk Management <a href="mailto:Josie.griffiths@cheshireeast.gov.uk">Josie.griffiths@cheshireeast.gov.uk</a>
Appendices:	1.0: Q4 Accident and Incident Statistics
Background Papers:	n/a