

Corporate Policy Committee

Date of Meeting:	1 December 2022
Report Title:	Health and Safety Update 2022/23
Report of:	Jane Burns, Executive Director Corporate Services
Report Reference No:	CP/56/22-23
Ward(s) Affected:	All

1. Purpose of 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 the first two quarters of 2022/23 and comparative data for the same periods in the last three 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 1 and Quarter 2 2022/23, with comparison data for the previous 3 years.

Table 1

Council (EMPLOYEES)	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Average Head Count	3,514	3,573	3,601	3,554
Accidents	31	29	22	68
RIDDOR Reportable	0	1	1	-
Incident Rate	8.8	8.1	6.1	19.1
Schools (EMPLOYEES)	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Average Head Count	2,501	3,004	3,029	3,198
Accidents	17	19	4	27
RIDDOR Reportable	1	2	-	2
Incident Rate	6.8	6.3	1.3	8.4
Council (MOTP)	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Accidents	131	99	83	140
RIDDOR Reportable	1	-	1	-
Schools (MOTP)	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Accidents	72	115	87	87
RIDDOR Reportable	1	1	-	-
Total Accidents	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Council	162	128	105	208
Schools	89	134	91	114
Incidents	Q1 22/23	Q1 21/22	Q1 20/21	Q1 19/20
Council	89	114	55	133
Schools	11	5	13	13

Council (EMPLOYEES)	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Average Head Count	3,590	3,585	3,660	3,593
Accidents	38	46	42	67
RIDDOR Reportable	1	3	1	5
Incident Rate	10.6	12.8	11.5	18.6
Schools (EMPLOYEES)	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Average Head Count	2,526	2,994	3,113	3,079
Accidents	15	19	15	13
RIDDOR Reportable	1	2	-	2
Incident Rate	5.9	6.3	4.8	4.2
Council (MOTP)	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Accidents	144	114	93	200
RIDDOR Reportable	1	1	1	4
Schools (MOTP)	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Accidents	39	95	27	71
RIDDOR Reportable	-	1	-	3
Total Accidents	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Council	182	160	135	267
Schools	54	114	42	84
Incidents	Q2 22/23	Q2 21/22	Q2 20/21	Q2 19/20
Council	93	96	131	122
Schools	8	5	-	7

- 6.2.** This length of comparison data is included to provide meaningful context, given the impact of lockdown restrictions during the previous two years which restricted the number of employees in buildings, presence in school locations, and the impact on members of the public on Council premises/land, and generally saw significantly lower rates of accidents and incidents. Appendix A provides more detailed trend analysis of accident and incident information for the Council and maintained schools
- 6.3.** 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.
- 6.4.** 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 while receiving services provided by the Council.
- 6.5.** Recorded accidents for Council employees; Quarter 1 (April – June) accident numbers remain consistent with the previous two years figures, still significantly lower than the pre-Covid figures. Quarter 2 (July – September) by comparison shows a small drop. This may be due to staff absences increasing over the summer period, rather than under-reporting of accidents.
- 6.6.** Recorded accidents for staff in maintained schools; in both quarters, accident numbers are broadly consistent with the previous year, but have not returned to the pre-covid year levels for Q1. Some caution needs to be exercised in comparing the levels in maintained schools as the overall number of maintained schools lowers through academisation. Q2 figures are generally lower because of the summer holidays.
- 6.7.** Recorded accidents for members of the public on Council premises, land or in receipt of Council services; we have seen an increase in the accident figures for both Q1 and Q2 2022/23 by comparison to previous years, although both are still lower than the 2019/20 period.
- 6.8.** 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.
- 6.9.** Recorded accidents for members of the public in maintained schools; for both quarters, accident numbers are significantly lower than the same period in the previous year, and lower than the 2019/20 period. Further

analysis of the figures hasn't shown any reasons behind the drop in numbers, but as previously referenced, Q2 does cover the summer holiday period.

- 6.10.** An incident, or near miss is an unplanned and uncontrolled event which does not cause injury or damage but could do so. Services use this to record any incident that involves verbal abuse, threatening behaviour, offensive language towards staff, and so it represents each service areas differing needs.
- 6.11.** The number of incidents reported in both Q1 and Q2 2022/23 appears to be lower than the comparable periods in previous years. Reminders will be shared through the Corporate Health and Safety Forum to ensure incidents are captured on the accident and incident reporting system.
- 6.12.** The data in Table 1 also 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.
- 6.13.** 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).
- 6.14.** During Quarter 1 there were no RIDDOR reportable accidents to staff in maintained schools or to Council staff, with one RIDDOR reportable accident relating to a member of the public in Council services or on Council land, and one RIDDOR reportable accident to a member of the Public (Pupil) at a maintained school.
 - 6.14.1.** A member of the public fell on steps in Queens Park and hurt their ankle. Examination at hospital showed the injury to be a bad sprain. The steps were inspected and corrected.
 - 6.14.2.** A pupil at a High School was slightly scalded during a science lesson by chemicals. This was thoroughly treated at the school, and the pupil attended A&E as a precautionary measure, where further examination confirmed no further issues.
- 6.15.** During Quarter 2 there were no RIDDOR reportable accidents for pupils (members of the public) in maintained schools. There was one RIDDOR reportable accident relating to a member of Council staff, one member of the public on Council land, and one relating to a member of staff at a maintained school.

- 6.15.1. A member of the public fell off their bike at Tatton Park and landed against the metal fencing; after initial first aid on site, they were taken to hospital to have a laceration treated. There was no fault with the fence, and so no remedial work required.
- 6.15.2. A Care4CE support worker slipped whilst mopping a tenant's floor as the bucket handle broke; they damaged their knee and were absent for over 7 days. New equipment was provided.
- 6.15.3. A teacher at a Primary School fell on a step entering the school building and was taken to A&E for assessment and was found to have fractured a bone in their arm. The accident was not caused by a defect, and all staff were reminded to take care when entering and exiting the building
- 6.16.** There are no accidents or incidents requiring investigation from the Health and Safety Executive in either Council or maintained school figures during the year to date.
- 6.17.** 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.
- 6.18.** 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 their Health and Safety policy, which they are required to have to ensure compliance with various Health and Safety legislation.
- 6.19.** 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).
- 6.20.** Details of courses and attendance held in the year to date are provided in Appendix A; course provision held "face to face" has increased during 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 have returned to the on-site format, although the decision for remote or on-site visit is confirmed between the school and the Schools Health and Safety advisor prior to the visit. Earlier in the year, the Schools Health and Safety Advisor was successful in taking their career next step in outside of the Council, and recruitment for a replacement role will begin shortly. The Council's Senior Health and Safety Advisors are undertaking the visits due in the interim period, as well as providing guidance 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 policies and guidance notes have been reviewed and updated.

- Driving at Work Policy and Guidance Note
- Driving Minibuses Policy and Guidance Note
- Noise at Work Policy and Guidance Note
- New and Expectant Mothers at Work Guidance Note
- Safety in Caretaking and Maintenance activities (non schools) guidance note
- Event Safety Brief Guide
- Visitors Guidance Note
- Control of Contractors Policy and Guidance Note
- Stress Guidance Note

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.

Access to Information	
Contact Officer:	Josie Griffiths Head of Audit and Risk Management Josie.griffiths@cheshireeast.gov.uk
Appendices:	Appendix A – 2022/23 to date Accident and Incident Statistics
Background Papers:	n/a