

OPEN

Corporate Policy Committee

Tuesday, 11 July 2023

Health and Safety Update 2022/23

Report of: Director of Governance and Compliance (Monitoring Officer)

Report Reference No: CP/47/23-24

Ward(s) Affected: (All Wards)

Purpose of Report

- 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.

Executive Summary

- 2 This report and the appendix provide a summary of data regarding accident and information data for the Council and maintained schools for the last two quarters of 2022/23, the year in total and comparative data for the same periods in the last three years.

RECOMMENDATIONS

The Corporate Policy Committee is recommended to;

1. Note the update provided through this report.
2. Endorse the inclusion of future quarterly accident and incident data in the performance updates to Corporate Policy Committee, with other reporting on Health and Safety matters being undertaken by provided to the Committee as required.

Background

- 3 Included in Appendix 1, Table 1 sets out the key accident and incident data for Quarter 3 and Quarter 4 2022/23, with comparison data for the previous 3 years. This includes any 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.
- 4 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
- 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 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.
- 7 Whilst accidents recorded for Council employees in Q3 22/23 increased slightly by comparison to the previous year, but still remains lower than the last year of “pre-lockdown figures”. There are no new trends of concern arising from the reported accidents in this quarter. Similarly, Q4 figures show an increase in comparison to the previous 2 years, but not a return to the pre lockdown levels.
- 8 Accidents recorded in Q3 for maintained school employees are consistent with 20/21 and 19/20 and lower than 21/22. Again, there are no particular locations or trends in accidents of concern to bring to the Committee’s attention. Q4 figures however have dropped considerably by comparison to the previous year, and we have observed that the previous two years followed a similar pattern.

- 9 Recorded accidents for members of the public on Council premises in Q3 and Q4 appear broadly consistent with the previous year. This category of accident reporting includes visitors to Council sites, such as Tatton Park, and other parks, service users at day centres, supported living service users, and others in receipt of council provided services.
- 10 In a school context, accidents and incidents to pupils are treated and recorded as members of the public. Although other visitors to the school site, would be recorded as members of the public, these tend to be very occasional, and very small numbers of accidents in comparison. 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.
- 11 For Q3 and Q4, the number of recorded accidents in maintained schools for members of the public has dropped considerably by comparison to the same period in previous years. We are always conscious that accidents can be subject to under-reporting, and accident and incident recording is discussed during the Health and Safety advisors visits to maintained schools. The Health and Safety team will also issue reminders on the importance of reporting via the Schools Bulletin.
- 12 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.
- 13 The number of incidents reported in both Q3 and Q4 2022/23 is lower than by comparison to the same period in earlier years. Services are encouraged to ensure incidents are captured through reminders from service representatives at the Corporate Health and Safety forum.
- 14 The data in Table 1 also includes events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR).
- 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).
- 16 There were 2 RIDDOR reported accidents during Q3; one related to a member of Council, and one to a member of the public on Council land.

A support worker burnt their arm whilst working in the kitchen, when they reached over the kettle to put cups away. After first aid on site, they attended A&E where the wound was dressed, and they were given a course of antibiotics.

- 17 A 63-year-old man slipped and fell on a path at Tatton under icy conditions resulting in a suspected arm fracture (sent to hospital). The path had been previously gritted but became slippery again after farm traffic. It was gritted again immediately after the accident.
- 18 There were 2 RIDDOR reportable accidents during Q4, both relate to Council staff. In the first, a support worker slipped on a wet floor in the corridor of the property. The support worker had recently returned to work following a full knee replacement and landed on that knee. Support worker was transferred to hospital. There were 2 wet floor signs in the corridor present at the time of the slip. The area was dried off immediately after the accident, and the wet floor signs re-positioned to alert staff. In the second instance, a support worker was injured after a service user assaulted them whilst care was being provided. The support worker required medical attention. Risk assessments were reviewed after the event and updated; the service user had not previously shown any aggressive behaviour.
- 19 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.
- 20 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 and is monitored through the contract commissioning arrangements.
- 21 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.
- 22 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).

- 23 Details of courses and attendance held in Q3 and Q4 are provided in Appendix A.
- 24 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. 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. After the Schools Health and Safety Advisor was successful in taking their career next step in outside of the Council, interim resource has been sought to undertake the visits ahead of permanent recruitment taking place. The Council’s Senior Health and Safety Advisors are currently undertaking the visits due in the interim period, as well as providing guidance to the Council’s Education team, and individual schools as needed.
- 25 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.
- *Corporate Health and Safety Policy*
 - *Hand Arm Vibration Guidance Note*
 - *Lone Working Guidance Note*
 - *Manual Handling Guidance Note*
 - *Risk Assessment Policy and Guidance Note*
 - *Young People Policy and Guidance Note*

Consultation and Engagement

- 26 The Corporate Health and Safety Forum, which consists of representatives from management and the Trade Unions, meets on a quarterly basis and provides an overview facility for discussion of related matters, and a route for escalation of issues and concerns.

Reasons for Recommendations

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

Other Options Considered

- 28 The Committee receives this report to receive updates on the health, safety and wellbeing of employees, in line with its Terms of Reference.

Implications and Comments

Monitoring Officer/Legal

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

Section 151 Officer/Finance

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

Policy

- 31 Policy implications are covered in the body of the report.

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Equality, Diversity and Inclusion

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

Human Resources

- 33 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.

Risk Management

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

Rural Communities

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

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

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

Public Health

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

Climate Change

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

Access to Information	
Contact Officer:	Josie Griffiths, josie.griffiths@cheshireeast.gov.uk
Appendices:	Appendix 1 – 2022/23 Accident and Incident Statistics
Background Papers:	n/a