

Agenda Item No:	<b>5</b>	
Committee:	<b>Employment Committee</b>	
Date:	<b>28 July 2023</b>	
Report Title:	<b>Health and Safety Annual Report 2022/23</b>	

This report provides the Employment Committee with an overview of the Council's Health & Safety Annual Report for 2022/23.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council's health and safety performance during the period April 2022 – March 2023.

The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance) and a review of the progress with the Health and Safety Action Plan.

The Council has seen continued performance in health and safety, some of the key points within the report are:

- The total number of work-related injuries remains low with 18 recorded during the year (same as previous year).
- There were three injuries classed as 'reportable injuries' requiring reporting to the Health and Safety Executive (HSE).
- A total of 88 lost working days were recorded through work-related injuries.
- The ongoing delivery of the Council's health and safety training programme, with 91 staff receiving corporate health and safety training.
- A programme continues to review/update Council Health and Safety Codes of Practice, to ensure they are suitable and sufficient for use.
- Progress of the Health and Safety Action Plan (to 31 March 2023) and a summary of the work planned for 2023/24.

It is recommended that the Employment Committee:

- Note the Council's performance within this report for 2022/23.

Wards Affected	All
Forward Plan Reference	N/A
Portfolio Holder(s)	Councillor Chris Boden – Leader of the Council
Report Originator(s)	David Vincent – Health and Safety / Emergency Planning Manager
Contact Officer(s)	David Vincent – Health and Safety / Emergency Planning Manager Sam Anthony – Head of Human Resources and Organisational Development Peter Catchpole - Corporate Director and Section 151 Officer
Background Paper(s)	N/A

# Corporate Health and Safety Annual Report

2022/2023



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# Corporate Health and Safety Annual Report

**2022/2023**

## **1. EXECUTIVE SUMMARY**

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2022/23 and of its intentions regarding health and safety for the year 2023/24. It demonstrates that Fenland District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 291 employees (full and part-time) which equates to 285 full time equivalent employees in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continues with East Cambridgeshire District Council in providing support for health and safety and emergency planning functions.

### **1.1 Progress against the Health and Safety Action Plan 2022/23**

After two years, the Government removed its workplace COVID requirements in March 2022 for workplaces and replaced this with public health guidance. However, within the Council we still encourage staff to practice good health hygiene and to ensure there is fresh air ventilation to remove any airborne viruses e.g. COVID, flu etc.

Good progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2022/23, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- The roll out of internal health and safety e-learning courses developed for staff training via the Intranet.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.31, which was the same as for the previous year.
- Health and Safety training was delivered to a total of 91 staff.
- A programme of audits and inspections undertaken.

## **2. KEY ACTIVITIES**

### **2.1 E-learning Health and Safety Courses**

During the reporting year a significant milestone was the internal development and roll out of various health and safety e-learning courses. The following courses are now available on the Council's e-learning platform:

- Bomb Threats and Suspicious Packages
- Fire Safety and Procedures
- Health and Safety Induction
- Manual Handling
- Personal Safety
- Risk Assessments

- Stress and Mental Health Wellbeing
- Working with Display Screen Equipment
- Working at Height

## 2.2 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice (COPs) and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

<ul style="list-style-type: none"> <li>• Contractor Management</li> <li>• Display Screen Equipment</li> <li>• Electrical Safety</li> <li>• First Aid</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment</li> <li>• Risk Assessment</li> <li>• Slips, Trips and Falls</li> <li>• Violence and Aggression</li> <li>• Working at Height</li> </ul>
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## 2.3 Training

Health and safety training needs are identified in a number of ways including springboards, regular one to ones, team meetings and through the Council's Health and Safety Panel. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees. The following health and safety training was delivered during the year.

Course Type	Numbers Trained	Comment
Bomb Threats & Suspicious Packages	28	Knowledge and confidence in dealing / responding to these types of threats via telephone or within buildings.
Display Screen Equipment Assessor	12	Knowledge and skills in how to set up workstations correctly and the health associated issues that can be encountered.
EVAC Chair Use	6	How to use an EVAC Chair safely and correctly. The course enables staff to have hands-on experience in operating and deploying the chair and provides guidance on the safe evacuation of the mobility impaired.
Fire Safety & Fire Extinguishers	32	Knowledge of fire safety awareness, types of fire extinguishers, their correct use and on what types of fire each extinguisher should and shouldn't be used on.
First Aid at Work Re-qualification (2-day course)	6	Competence to maintain as a qualified First Aider.
Emergency First Aid at Work	7	Competence to administer emergency first aid to someone who is injured or becomes ill whilst at work.

Training is also supported by on-the-job training within all service areas, but especially at the higher risk sites such as the BASE and Wisbech Port. Training at the BASE is delivered in a number of ways including 'Toolbox Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training and reversing assistant training. The aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## **2.4 Health and Safety Emergencies**

### **2.4.1 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

### **2.4.2 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Fenland Hall and the BASE, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years. They also provide additional support at Fenland Hall. In addition to the above training, annual re-fresher first aid training is also provided.

#### **Numbers of First Aid Trained Staff**

<b>Location</b>	<b>First Aider Qualified</b>	<b>Emergency First Aid at Work Qualified</b>
Fenland Hall	7	14
BASE	3	9
Business Centres	1	13

### 2.4.3 Mental Health First Aiders

A total of 55 staff from across the Council have been trained and accredited by Mental Health First Aid England to assist staff who are experiencing mental health issues.

A Mental Health First Aider is trained to be able to:

- Understand the important factors affecting mental ill.
- Identify the signs and symptoms for a range of mental health conditions.
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan.
- Signpost people to professional help.

### 2.5 Health and Safety Panel

Health and safety committees give a structured approach to consultation. They provide a forum where management and employees can work together to resolve any health and safety issues. Within the Council we have the Health and Safety Panel which meets quarterly, this is chaired by a Corporate Director, and comprises the Head of Human Resources, Health and Safety / Emergency Planning Manager, and 10 workplace “health and safety champions” across the Council including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council’s priorities in health and safety.

### 2.6 Occupational Health

The external Occupational Health provider has continued to meet the organisation’s requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style well-being checks. The services that are part of the health surveillance checks are as follows:

Team	Number of Staff Assessed
Environmental Services (drivers)	58
Street Scene	6
Vehicle Workshop	3
Marine Services	10
Other FDC commercial vehicle drivers	5

### 3. PERFORMANCE

#### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Accident Kind	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Benchmark East Cambs DC 2022/23	Benchmark Cambs City Council 2021/22**
Contact with machinery	0	0	0	0	0	0	0
Struck by object	2	0	0	3	0	2(1*)	3
Struck by moving vehicle	1	1	0	1	0	0	0
Struck against fixed object	3	1	4(2*)	0	2	1	1
Slip, trip, fall same level	6(1*)	5(1*)	9(3*)	6	8(2*)	3(1*)	6
Lifting & handling injuries	4	4(1*)	1(1*)	4	4	2(1*)	2
Injured by an animal	0	1	1	2	2	2	0
Fall from height	0	0	1	0	2(1*)	1	0
Physical Assault	0	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0	0
Exposed to fire/explosion	0	0	0	0	0	0	0
Exposure harmful substance	0	0	0	0	0	0	0
Other Kinds / Unspecified	3	5	5	2	0	4	3
<b>Total</b>	<b>19(1*)</b>	<b>17(2*)</b>	<b>21(6*)</b>	<b>18</b>	<b>18(3*)</b>	<b>15(3*)</b>	<b>15(3*)</b>
<b>Incident Rate per 100 FTE employees</b>	6.99	6.17	7.55	6.31	6.31	6.02	2.17
Near Miss Reports	2	2	0	6	4	3	14

\*RIDDORS (reportable injuries)

\*\*Statistics for 2022/23 not currently available

Key points to consider from the figures presented in the above table are:

- The total number of accidents over the past year remains the same as the previous year with a total of 18 accidents recorded. The largest cause of accidents was 'Slips/Trips' with eight incidents, followed by 'Lifting and Handling' with four incidents.
- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (full time equivalent) and remains the same as the previous year at 6.31.

### 3.2 Accident Totals by Service and Teams

Corporately the number of accidents reported by employees and agency staff within each service is set out in the following table:

<b>Service</b>	<b>Annual Total 2018/19</b>	<b>Annual Total 2019/20</b>	<b>Annual Total 2020/21</b>	<b>Annual Total 2021/22</b>	<b>Annual Total 2022/23</b>
Communities, Environment Leisure & Planning	15	13	18	13	14
Property Assets & Major Projects	1	1	1	2	0
Marine Services	0	0	0	0	1
Policy & Governance	0	0	0	1	1
People, Resources & My Fenland	3	3	2	2	2
<b>Total</b>	<b>19</b>	<b>17</b>	<b>21</b>	<b>18</b>	<b>18</b>

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 14 reported accidents during the year, 11 of which were within Environmental Services (not including Near Miss reports).

<b>Breakdown of Accidents by Team 2022/23</b>		
<b>Team</b>	<b>Accident kind</b>	<b>Total number of incidents</b>
Environmental Services	Slips/trips or fall	6
	Strike against fixed object	2
	Lifting and handling injuries	2
	Fall from height	1
	Near miss	4
Env Health / Street Scene / Projects	Injured by an animal	1
	Lifting and handling injuries	1
Housing and Community Support	Slips/trips or fall	1
My Fenland	Lifting and handling injuries	1
Marine Services	Slips/trips or fall	1
ICT	Fall from height	1
Member Services / Elections	Injured by an animal	1

### 3.3 Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees.

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	East Cambs DC 2022/23	Cambs City 2021/22*
RIDDOR Accidents	1	2	6	0	3	3	3

\*Statistics for 2022/23 not currently available

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). During 2022/23 there were three accidents that were reportable to the HSE (over 7 Day Injuries), none of which required further investigation by the HSE.

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 Total annual lost working days

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23
Number of work-related days lost	26	148	87	11	88

The number of days absent from work because of an accident whilst at work has shown an increase over the past year to a total of 88 days, which was a combined total for seven members of staff.

The table below gives the number of lost working days for each individual accident, including accident kind and the service.

Accident Kind	Lost Working Days	Service
Slip, trip or fall	45*	Environmental Services
Slip, trip or fall	25*	Environmental Services
Fall from height	8*	Environmental Services
Slip, trip or fall	4	Environmental Services
Strike against fixed object	4	Environmental Services
Lifting and handling	1	Environmental Services
Lifting and handling	1	My Fenland

\*RIDDOR Reportable

### 3.5 Accidents involving Members of the Public (*Work Related*)

Type	2018/19	2019/20	2020/21	2021/22	2022/23	Tivoli 2022/23	Freedom Leisure 2022/23
Public	3(2*)	0	1	0	1	0	0

\*RIDDOR

Injuries in connection with work activities involving members of the public have remained low over the past few years; with one recorded (South Fens Business Centre) during 2022/23. Where these have occurred, they predominately involve slips/trips and falls occurring on Council properties or playgrounds. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

### 3.6 Work Related Ill-Health Days Lost

Lost working time statistics through ill health are gathered and produced separately via the Human Resources team.

### 3.7 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the table for the past five years, although we had three reportable RIDDOR injuries during the past year. Slips, trips and falls remain the biggest contributor to our accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident statistics, but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

## 4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2023

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2022/23 and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

## 5. HEALTH AND SAFETY ACTIONS FOR 2023/24

In 2023/24 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with East Cambridgeshire District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2023/24 is provided below:

- Conduct review of the Council's Codes of Practice as required under the three yearly revision programme.
- Delivery of a corporate health and safety training programme.
- Conduct accident investigations as applicable.

- Coordinate delivery of a health surveillance programme across the Council.
- Development of further e-learning training courses for the Council's e-learning platform.
- Undertake audits/inspections of individual services/teams/buildings as per the audit programme.
- Update intranet-based health and safety information for staff use.

## Appendix 1 - Health and Safety Action Plan for 2022/23

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2023)			
Action	Progress	Status	Target Date
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2.3 of this report for further details.	Completed	March 2022
Undertake audits in line with the Council's health and safety audit programme. Dependent on the service risks, the audit is either undertaken by the Health and Safety Manager or self-completed and submitted by the Head of Service for assessment.	Health and Safety audit were completed for the following services: <ul style="list-style-type: none"> <li>• ARP</li> <li>• Finance</li> <li>• ICT</li> <li>• My Fenland</li> <li>• Planning</li> <li>• Property, Assets &amp; Major Projects</li> <li>• Refuse &amp; Cleansing</li> </ul>	Completed	March 2023
Development of a e-learning training courses for staff via the intranet. These will be mandatory for staff dependent on their roles/levels.	Courses developed for the Council's E-learning platform were: <ul style="list-style-type: none"> <li>• Bomb Threats and Suspicious Packages</li> <li>• Fire Safety and Procedures</li> <li>• Health and Safety Induction</li> <li>• Manual Handling</li> <li>• Personal Safety</li> <li>• Risk Assessments</li> <li>• Stress and Mental Health Wellbeing</li> <li>• Working with Display Screen Equipment</li> <li>• Working at Height</li> </ul>	Completed	March 2023

### Progress Against Action Plan (to March 2023)

Action	Progress	Status	Target Date
Delivery of the Health Surveillance programme to monitor nominated staff health.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to a total of 82 staff, refer to Section 2.6 for further details.	Completed.	September 2022
Co-ordinate meetings of the Council's Health and Safety Panel.	Quarterly meetings held, refer to section 2.5 of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2023
Marine Services – participate in the Port Management Group and undertake an annual International Ships and Port Security (ISPS) audit of the Port of Wisbech.	Bi-monthly meetings of the Port Management Group are held, with agenda and minutes produced. ISPS audit assesses security and control measures in place at Port of Wisbech and is undertaken on an annual basis by the Health & Safety / Emergency Planning Manager.	Completed.	February 2023
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> <li>• Contractor Management</li> <li>• Display Screen Equipment</li> <li>• Electrical Safety</li> <li>• First Aid</li> <li>• Manual Handling</li> <li>• Personal Protective Equipment</li> <li>• Risk Assessment</li> <li>• Slips, Trips and Falls</li> <li>• Violence and Aggression</li> <li>• Working at Height</li> </ul>	Completed.	March 2023
Update and improve intranet-based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing