

Corporate Health and Safety Annual Report

April 2018 - March 2019

With update for April to August 2019

Presented September 2019

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Acronyms used in this report

DCC	Denbighshire County Council.
H&S	Health and Safety.
CH&S	Corporate Health and Safety team.
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations.
HSE	Health and Safety Executive.
HAV	Hand Arm Vibration.
HAWS	Hand Arm Vibration Syndrome.
ACM	Asbestos Containing Material.

Introduction

The overall assessment of DCC's implementation of H&S systems and of employee involvement in H&S are both medium assurance (yellow). This means that H&S management systems that we have encountered are generally developed and recorded. Significant hazards are generally identified and managed to minimise risk. Employees are generally involved in the development and use of H&S management systems.

During the many training sessions and face to face encounters there is a strong focus on employee involvement and personal responsibility from the CH&S team.

In 2018 school H&S management was audited by internal audit who gave a low assurance assessment. The identified actions from the audit have been carried out and in 2019 the assurance rating was raised to medium assurance.

The devolved nature of how schools are managed means that they have a high degree of autonomy and each school will implement safety management systems in their own way. DCC as the employer retains the statutory duty for ensuring that there is appropriate safety management in the schools environment. In support of this, schools H&S performance is monitored and there is an emphasis on providing clear guidance and support help them maintain their safety management standards.

Following a concerted communications effort by the CH&S team we have seen an increase in accident and incident reporting throughout 2018\2019. The increase in reporting should be seen as a positive indicator as we drive the need to be open and honest where H&S is concerned.

Throughout the financial year (2018\2019) a number of our RIDDOR incidents were formally investigated by the HSE. No action was taken in any of these cases.

Assessment of DCC safety standards 2018-2019

The assessments in this document are based on the assurance ratings outlined below.

Green	High Assurance	H&S management systems are fully developed and recorded. Significant hazards are identified and managed to minimise risk to an acceptable level. All employees are involved in the development and use of H&S management systems.
Yellow	Medium Assurance	H&S management systems are generally developed and recorded. Significant hazards are generally identified and managed to minimise risk. Employees are generally involved in the development and use of H&S management systems.
Amber	Low Assurance	Some H&S management systems have been developed and recorded. Some significant hazards have been identified and these are sometimes managed to minimise risk. Employees are generally not involved in the development of H&S management.
Red	No Assurance	Few H&S management systems have been developed and recorded. Risk is not properly managed. Employees are not involved in the development and use of H&S management systems.

The assessment is based on first-hand knowledge gained during:

- Monitoring activities.
- Face to face meetings.
- Accident \ incident investigations.
- Reactive work.
- Attendance at H&S committees and local meetings.
- Training and training feedback.

The overall assessment of DCC's implementation of H&S systems is **medium** assurance.

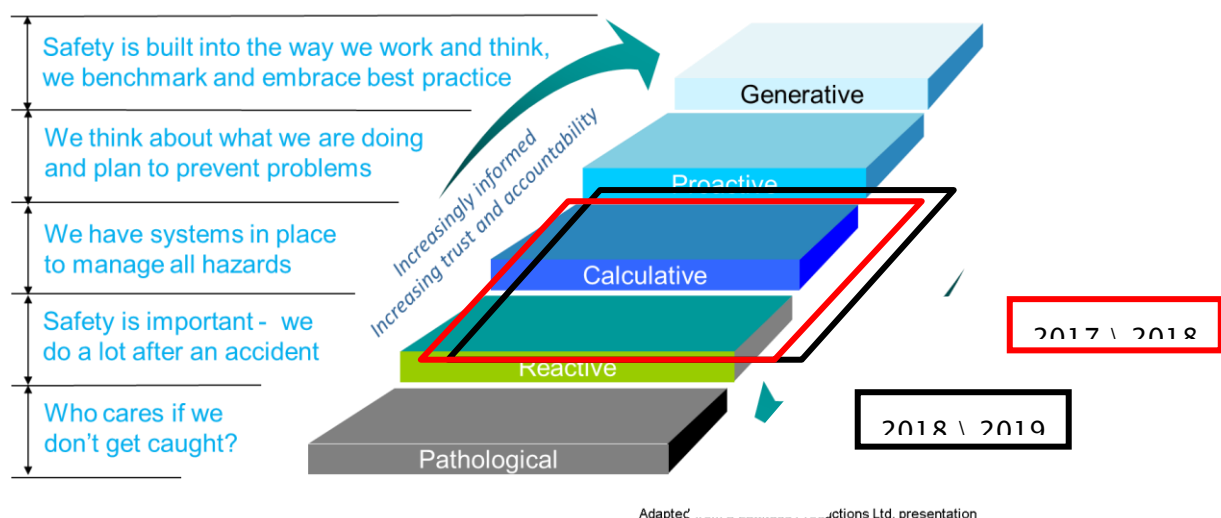
The overall assessment of employee involvement in H&S is **medium** assurance.

These assessments are qualified in that they are made with information from workplaces that the CH&S team has had any involvement with.

The current Internal Audit assessment of H&S management in schools is **medium** assurance.

Referring to the model below, DCC is assessed by CH&S as being an organisation that sits in the “calculative and proactive” zones.

During the three years that we have been using this model to make an assessment of the DCC H&S culture we have seen a small improvement towards a proactive H&S culture. The process is one of continuous improvement with the long term goal of being a fully “proactive” organisation where H&S is concerned. Pragmatism still indicates that becoming a “Generative” organisation is an unrealistic target in the short and medium term.



The improvement is evident in many work areas that we have attended e.g.

- Schools.
- Community Support Services (CSS).
- The Commercial Leisure arm of Facilities Assets and Housing (FAH).
- The bridges and structures team.
- The Countryside team in Loggerheads.

Many work areas rely on pre-existing H&S assessments (calculative) and respond to issues as they arise (reactive).

We do still come across some areas where records of H&S systems need to be proactively improved rather than responding reactively to events.

We have not found any evidence of a pathological response to H&S management during our many monitoring activities, investigations, reactive work or provision of advice.

Summary of activity during 2018 – 2019

1. CH&S team performance indicators.
 2. Accident \ incident statistics 2018 \ 2019.
 3. HSE investigations.
 4. Developing a positive safety culture.
 5. CH&S Planned work 2018\2019.
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1. CH&S team performance indicators

	Target	Actual
Number of courses, including short courses delivered (safety)	48	76
Number of courses delivered (driver \ plant)	72	101
Number of monitoring activities (safety & driving)	96	145
Number of monitoring activities and FRA reviews (fire)	48	123
Incidence rate less than target. (HSE measure)*	457	576

Cost of HSE interventions less than	£0	£0
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- The number of courses, including short courses delivered (safety) increased significantly this year as we added more subject specific short courses to our list and there has been a push to deliver “Staff Safety Awareness” training for schools.
- The number of monitoring activities and FRA reviews (fire) is significantly higher than target as CH&S made a concentrated effort to ensure that all FRA’s are less than two years old in preparation for the handover to Asset Management.
- Incidence rate 26% above target. Why has our incidence rate gone up?
There is a positive side to the increased incidence rate, it indicates that we have been successful in improving our accident\incident reporting. This in turn probably indicates previous under reporting.

Under reporting is being addressed by:-

- Follow up discussions with line managers and employees when we discover an incident that has not been reported.
- Discussed in all general HS&W courses.
- Development and delivery of Accident \ Incident reporting power hour sessions.
- A Newsflash to all managers.
- Article in our quarterly newsletter.
- Focus on schools following last year’s internal audit feedback.
- Continual reiteration during committees, meetings, monitoring visits and face to face discussions.

*Incidence rate = RIDDOR reports divided by the number of employees times 100,000. The resultant number can be inflated by RIDDOR events involving members of the public including school pupils. The target figure of 457 was the average of the six North Wales LA’s in 2016.

2. Accident \ incident statistics 2018 \ 2019

- Total number of recorded accidents\incidents =1610.
- Total number of RIDDOR reportable incidents = 23.
- Lost time accidents** included in RIDDOR total) =16.

**(Employees not able to carry out their normal duties for seven days or more following a work related accident or incident).

The number of RIDDOR reportable incidents has shown a 130% increase from 10 last year to 23 this year.

- 16 of the incidents were “over 7 day” incidents.
- 5 reports related to school pupils classed as members of the public.
- 2 of the reports related to a diagnosis of “Occupational Disease”. Both of these were for HAVS.
- There were no “Major Injury” accidents (RIDDOR definition) to an employee.

All accidents\incidents.

- 354 relate to employees (360 last year).
- 484 relate to service users (557 last year).
- 338 school pupils (230 last year).
- 386 relate to members of the public (337 last year).
- 32 none injury (41 last year).
- 16 agency staff (12 last year).
- 0 not specified (1 last year).
- 0 work experience (1 last year).
- 0 aggressor (2 last year).
- 0 Contractor (5 last year).

Full Accident\incident information for the year 2018\2019 is provided in appendix 2.

3. HSE investigations.

The HSE carried out a thorough investigation of DCC’s HAV management process following the first medical diagnosis of HAVS.

- Following the investigation the HSE took no enforcement action against DCC recognising earlier failings and that a robust, prioritised HAV monitoring process has been in place since 2016.
- The HSE also investigated a second reported case of HAVS. We again achieved a positive outcome.
- One late RIDDOR report of an injury to a school pupil instigated a HSE investigation which they permitted CH&S to physically carry out. The outcome of the investigation was positive in that HSE took no enforcement action and accepted our conclusions and improvement actions.

4. Developing a positive safety culture.

- The drive to advance a positive safety culture has continued. This is being driven by emphasising sensible risk management, inclusive process development and personal responsibility. A combination of tools are used to drive this e.g. monitoring, internally provided training and support for all staff.
- A monitoring and assessment programme is used as a means of measuring how H&S is managed in our workplaces.
- The 2018–2019 programme saw CH&S carry out assessments in all DCC controlled schools.
- A self–assessment and gap analysis tool is used to get people thinking about how H&S is managed in their work environment. In 2018–2019 the tool was used at operational team level. To date this has been carried out in FAH and CSS. CH&S is supporting the teams to improve their current position. The assessment process is currently running in Education and Children’s Services.

5. CH&S Planned work 2018\2019

- Monitoring activities and overall assessment results.

The diverse nature and scale of DCC operations mean that these assessment results only reflect areas where CH&S has been working.

Cefndy Healthcare, general H&S support plus new powder coating and curing, **DSEAR assessment	
Hand arm vibration (HAV) monitoring programme	
Ongoing review of fire risk assessments	
Management of fire safety	
Investigation of all RIDDOR reports (varying degrees)	
Fleet vehicle management and driver competence	
Lone worker safety	
Primary Schools – chosen areas	*See below
School traffic management	**See below

*School monitoring. See attached report, appendix 3.

** School traffic management. This review is work in progress. Although Schools have management processes in place the risk from moving vehicles is often beyond the control of the school, Education, Highways or DCC. A significant risk is created in and around some schools where people dropping off and collecting children show little or no consideration for the safety of other road users or pedestrians. We have worked with local councillors, civil enforcement officers and the police to mitigate the risks at some schools but the manpower needed to embed improvements is not sustainable. Any infrastructure that is added e.g. barriers and lines simply moves the problems to another position. This is a nation-wide problem that has been discussed in parliament. We cannot give any assurance that accidents will not happen.

Low assurance

HSE have indicated that they will be carrying out school traffic management audits around the UK in 2019\2020. Continued in quarter 1 update

- H&S Training.

H&S training is an important and required factor for any organisation and if delivered in an appropriate manner it can support the development of an inclusive culture.

A significant level of H&S training was delivered in house by the CH&S throughout 2018 \ 2019. The training is available and delivered to employees throughout our organisation. The range is summarised below

The training program is planned to continue at the same level for 2019\2020

- H & S Awareness & Fire Safety in Care Homes
- H & S Awareness & Risk Assessment
- HAV Awareness
- Independent Care Homes - H&S Awareness
- Lock Off / Isolation Training
- Lone Worker Safety Awareness
- Lone Working & Risk Assessment
- Managing safely in DCC
- Working safely in DCC
- Manual Handling of objects
- COSHH awareness
- New Head Teachers
- Newly Qualified Teachers
- Preparing for work Placement (schools)

- Risk Assessment Workshop
- Construction, Design and Management (CDM)
- Confined spaces awareness
- Work at height awareness
- School Governors
- School Site Managers/Caretakers
- School Staff H&S Awareness
- Sensible Risk Management - Case Law
- Student Welcome (CSS)

Road risk

- 4 X 4 & ATV Training
- Driver Awareness - Classroom Based
- Drivers Certificate of Professional Competence (CPC)
- Fleet Drivers Assessments
- Mini Bus Assessments Schools/Youth
- Plant & Miscellaneous
- Road risk / Driver Training
- Vocational Driver Training

Fire safety

- Fire Safety awareness
- Safe use of fire extinguishers
- Fire warden

Taking it forward into 2019 – 2020

Work plan for 2019 – 2020

The CH&S team work plan picks up on the significant areas needing support that have been identified during previous activities.

Accidents \ incidents	Monitor and review reports, investigate RIDDORS, drive reporting of all accidents in timely manner
Hand arm vibration (HAV) monitoring programme	Continuing from last years' work. Street scene south, Street scene north, the fleet depot, Lon Parcwr,
H&S self- assessment at operational team level	Run the program in the remaining services
Schools monitoring	School Traffic management. Educational visits Stages, lighting and equipment COSHH

Ionising radiation management in secondary schools	A continuous process
Fire risk assessment reviews	Working with the new fire safety manager in property to maintain the working process during handover
Driver training and assessment	Professional driver certificate of professional competence (CPC) training. D1 assessments and plant machinery assessment Rolling programme
Workplace air borne contaminants	Assessment of exposure and management systems
Meifod wood products	Assess management systems
H&S training programme	Continued focus on managing safely in DCC, lone working, risk assessment Working safely in DCC. Accident \ incident reporting power hour Subject specific short awareness courses
H&S committees and local meetings	An opportunity for management and employee representatives to discuss H&S in a number of forums. Supported by CH&S
Service management team meetings (Each service at least one team meeting)	Provides an opportunity to discuss service H&S standards
Development of action tracking process	Continuing work with ICT
Continuing development of targeted guidance	Standard guidance now in place but there is always something new to add
Continuing professional development and succession planning	All advisors required to maintain professional currency. Assistant advisor following professional development program Develop staff to fill management role

Due to the nature and unpredictability of reactive work a significant proportion of available person hours are left open to accommodate this work stream.

CH&S approximate time allocation to work streams excluding dedicated admin officer role

- H&S training (development and delivery) 15%

- Driver and plant training 15%
- Fire assessments 15%
- Monitoring 20%
- Reactive work 25%
- Back office and admin 10%

Safety management is a continuous improvement process, it is not something we do once and move onto the next thing. Although DCC has a relatively good safety record we must remain vigilant and focussed on keeping people safe in our workplaces.

Gerry Lapington. M.Sc. MIFSM. CFIOSH.



Chartered Safety and Health Practitioner

April 2019

Corporate Health and Safety Quarter 1 summary 2019\2020

- Internal audit report regarding “Health and Safety in Schools”.
 - This report was presented to Corporate Governance committee in May and indicated that the main issues had been actioned. The report also reiterated the potential impact of the delegated responsibilities that schools have and the regulators view of this.
 - **Regulator (HSE) view. Delegated Budgets: Health and Safety Responsibilities.**
 - Changes in funding arrangements mean that Local Authorities (LA's) frequently delegate school budgets to community and voluntary controlled schools to allow local financial control. This often includes the management of maintenance and repairs.
 - Whilst the school may have considerable autonomy in respect of spending, there is concern that it is not consistently recognised that the LA remain as the employer and retain the principal duty under health and safety law to ensure that risks to health and safety associated with the school activities are controlled.
 - As such, although some of the health and safety functions may be delegated to the school's management team, the LA must ensure that the school has relevant management arrangements and competence to address health and safety matters. The LA should also monitor the school to ensure that relevant procedures are implemented and that risk controls measures remain effective.
- School traffic management
 - All DCC schools are being visited and supported by the CH&S team in the development of their local traffic management risk assessments and management plans. To date 25 school site visits have been supported.
 - **Regulator (HSE) view. How should schools be managing vehicle movements including immediately outside the schools?**
 - Schools need to assess the risk from vehicle movements on their premises and manage those risks in line with current workplace transport guidance e.g. segregation, marking and lighting.
 - Schools should consider in their risk assessment vehicle movements occurring immediately outside the school premises which may be associated with school activities, such as staff arriving and leaving work, school buses delivering pupils, delivery vehicles.
- Asbestos Containing Material (ACM) incidents.
 - A housing tradesman damaged an ACM whilst carrying out maintenance work in a communal area of a DCC residential facility. The release was small

and rapidly contained and a full decontamination was carried out. There was no significant risk to residents or the employee. The incident was reportable to HSE under RIDDOR. The HSE carried out a full investigation of the circumstances in July. HSE have issued DCC with a fee for intervention relating to this incident as they identified a material breach of a statutory duty. Work is underway to remediate the identified breach.

- A second incident with ACM's when a wasps nest was being removed from a soffit in July was also reported to HSE. There was no significant risk to residents or other people from this incident. To date there has been no reaction from HSE at the time of writing.
- A third ACM incident occurred when an Arriva bus struck a house in Llandegla. The DCC asbestos team working with street scene managed the clean-up of this material.

- Risk Benefit Analysis (RBA).

- The RBA process enables us to make a more balanced and professional judgement about Health and Safety in public environments. The process has recently been used at Loggerheads Country Park where countryside officers are managing the risk from a swallow hole. The RBA recognises that a level of risk is inevitable in leisure activities if pleasure and benefit are to be obtained, a balance between the two must be achieved. The RBA identifies measures that will be used manage the balance.

- Electric vehicles

- A number of electric vehicle charging points have been installed at DCC premises for fleet use. As part of the process risk assessments have been carried out facilitated by CH&S. The management process for electrical vehicle use is being supported by our Road Risk Advisor.

- Accident \ incident (A\I) reporting

- The A\I form has been updated on Linc to make it more user friendly
- Statistics for 2019\2020 provided as appendix 2A
- SC2 accident reports have significantly reduced as they no longer record on the corporate system events that are insignificant.

Gerry Lapington. M.Sc. MIFSM. CFIOSH.

Chartered Safety and Health Practitioner

Rheolwr Iechyd a Diogelwch Corfforaethol / Corporate Health and Safety Manager

August 2019