

## Appendix 1

### Corporate Health and Safety

#### Annual report to Corporate Governance 2022.

## Contents

	<b>Page</b>
Glossary	1
Assessment of DCC safety standards 2021-2022	2
Summary	3
DCC safety culture	4
Points of note during 2021 – 2022	5
Taking it forward into 2022 – 2023	9

## Glossary

DCC	Denbighshire County Council.
DLL	Denbighshire Leisure Limited.
H&S	Health and Safety.
CH&S	Corporate Health and Safety team.
OH	Occupational Health.
OHA	Occupational Health Advisor.
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations.
HSE	Health and Safety Executive.
HAV	Hand Arm Vibration.
HAWS	Hand Arm Vibration Syndrome.
CTS	Carpel Tunnel Syndrome.
ACM	Asbestos Containing Material.
CDM	Construction Design and Management Regulations
RA	Risk Assessment
SSoW	Safe System of Work

## Assessment of DCC safety standards 2021-2022

To maintain consistency with previous years reporting measures, the assessments in this document are adapted from the assurance ratings as used by Internal Audit.

<b>Green</b>	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.
<b>Yellow</b>	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.
<b>Amber</b>	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.
<b>Red</b>	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 assessments are based on first-hand knowledge gained during:

- Monitoring activities.
- Site visits and 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**.

The overall assessment of DCC's compliance with Covid – 19 regulations whilst they were in force is **high assurance**

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

## Summary.

The Health safety and Welfare culture in DCC has been on a continuous improvement path for a number of years. The most recent improvements we have seen are in employee engagement although there will always be room for further improvement. Employee engagement in Health Safety and Welfare has a significant positive impact on “safety culture” and should be promoted and nurtured extensively.

The overall assessment of DCC’s implementation of H&S systems and of employee engagement 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 engaged in the development and use of H&S management systems.

Since March 2020 the Covid–19 Pandemic has driven the organisation to operate in a different way with much more focus on providing essential services in a “Covid secure” way. Working from home has been a significant factor in this change. DCC responded rapidly to government regulations and guidance. Risk assessments and safe working procedures were developed as soon as practicable and were regularly reviewed to reflect the rapidly changing position. DCC’s approach to managing the risk from Covid - 19 is assessed as high assurance

The accident \ incident count for the year shows a comparable level of reports to the years prior to Covid.

Throughout the financial year 2021\2022 only one of our RIDDOR incidents was formally investigated by the HSE. This incident relates to four customers of Ruthin leisure centre receiving an electric shock in the showers. The outcome was fairly minor and the regulator found no fault with DCC or the utility supplier. The incident has been put down to an underground cable leakage fault.

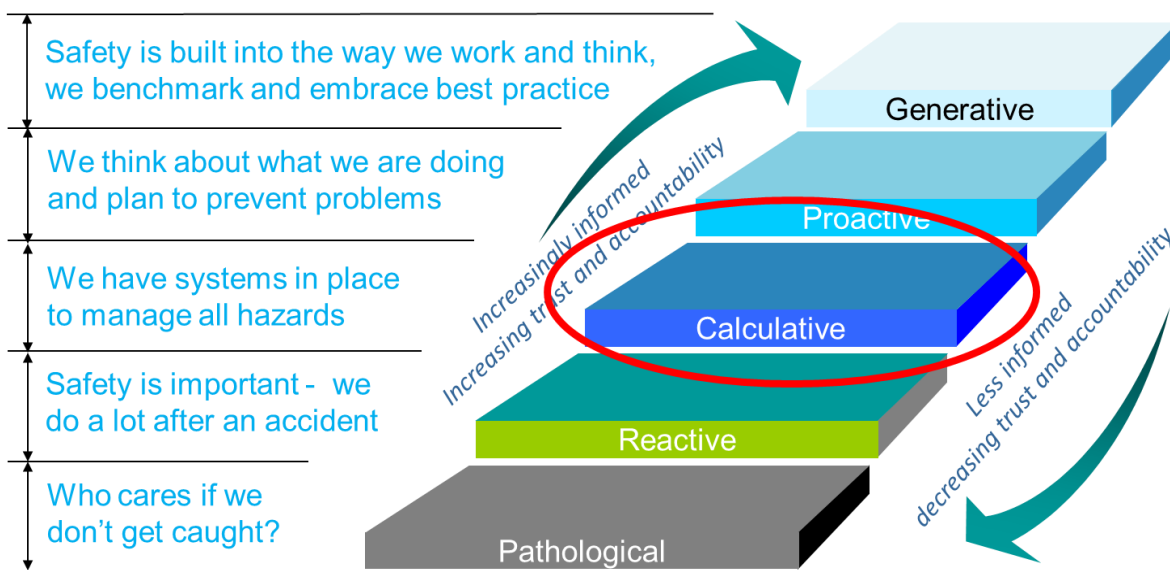
Hand Arm Vibration monitoring has continued through the reporting period with some identified difficulties, in light of this, the process is currently under review. There have been

no additional diagnoses of HAV's or Carpel Tunnel Syndrome being reported to CH&S, although this outcome may have been distorted by the reduced level of health surveillance during 2020/2021. The appointment of the current OHA in 2022 is aimed at redressing this concern. The current level of risk is assessed as medium assurance.

DCC is involved in a number of construction projects where CDM regulations apply e.g. Botanical gardens depot, Colomendy waste transfer station, Ysgol Penmorfa extension. One or other of the DCC H&S specialists supports these projects where requested.

### DCC Safety culture.

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



Adapted from a Lattitude Productions Ltd. presentation

During the five years that we have been using this model to make an assessment of the DCC H&S culture we have seen incremental improvements in H&S culture. The process is one of continuous improvement. The long term goal of being a fully “proactive” organisation where H&S is concerned remains a target. Pragmatism still indicates that becoming a wholly “Generative” organisation is an unrealistic target in the short and medium term particularly in light of current organisational challenges.

Many work areas rely on pre-existing H&S assessments (calculative) and respond to issues as they arise (reactive). Teams in these areas would benefit from a more proactive approach to reviewing risk assessments and safe working procedures. This is one of the factors that drive the CH&S monitoring process.

It is comforting that 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.

## **Points of note during 2021 – 2022**

### **Covid-19 Pandemic.**

DCC responded well to the rules and guidance that was developed by the various bodies to the extent that we evaluate the position of the organisation as broadly “proactive” with some “Generative” exemplars. As the national rules turned to guidance, we continue to update our internal Covid guidance recognising that it now forms part of “communicable diseases” guidance.

The requirement for employers in the UK to develop Covid-19 risk assessments has now ceased. The current guidance is for managers to consider the risk from communicable diseases as part of their workplace assessments.

### **Hybrid \ Agile \ Homeworking (post Covid).**

Covid restrictions forced DCC and many other organisations to consider how they operate during the “stay at home if you can” period. Post Covid DCC has continued to promote Hybrid \ Agile \ Homeworking. A suite of H&S documents has been developed by the CH&S team in support of managers and employees engaged in these activities. The guidance documents are on the CH&S page of Linc under the Agile / Hybrid working button. The documents are:

- Health and Safety considerations for Hybrid, Agile and Home Working
- Home working Employees guide to your health and safety
- Home working checklist 2022
- Workstation risk assessment checklist
- New ways of working: Home and agile working risk assessment (worked example)
- New ways of working: agile equipment needs assessment

### **Electric shock incident at Ruthin Leisure centre**

In March this year four people received electric shocks whilst using the showers in Ruthin leisure centre. Thankfully none of the individuals was seriously injured. The incident was dealt with immediately and the HSE was informed through the expected channels. A specialist electrical inspector from the HSE fully investigated the incident with Scottish power as the utility provider and Denbighshire Leisure officers as the occupiers of the facility. The investigation identified that the likely cause of the incident was an underground High voltage cable fault that introduced a fault current on the Leisure centre power system. The safety devices built into the system operated correctly and prevented serious harm. Scottish power carried out additional work on the High voltage network to minimise the risk of this type of incident reoccurring. The HSE were satisfied with the information provided to them and they closed their investigation in May.

### **Hand Arm Vibration (HAV)**

Although we have previously been able to demonstrate the validity of our process to the regulator, we cannot underestimate the difficulties in maintaining the effectiveness of what we do. There is a constant challenge to ensure that HAV control measures are fully implemented including the identification of employees that need monitoring, getting them to use the equipment consistently and responding effectively to alert flags. Although the equipment is simple to fit and use there is a need to constantly drive the process. The current method employed to drive this process disproportionately uses up H&S officer time and is therefore under review.

The risk of further HAVS diagnosis is ever present so there remains a continuing need for employees to use the HAV monitoring process when requested and for managers to robustly ensure that this occurs. The process is aimed at protecting our employees from the harm associated with HAV and protecting the organisation by ensuring that it is fulfilling its legal duties in respect of HAV.

The difficulties experienced in maintaining the effectiveness of the process emanate from human beliefs and behaviours, and therefore requires robust management support to ensure that we maintain an effective monitoring process. The current risk to individuals and

the organisation from further HAVS diagnosis and the potential for enforcement action is assessed as a medium assurance.

The health surveillance element of DCC's HAV monitoring process went through a period of reduced activity during 2020/2021 which may have had a negative impact on diagnosis reliability. This issue is now being resolved by the appointment of the current OHA. CH&S working with the OHA has developed a Micro Soft forms based OH questionnaire which includes HAV. This survey will be circulated before the end of 2022 and will update the OHA of the extent of health surveillance that is required.

### **A selection of CH&S investigations, reports and significant project involvement examples for 2021\2022**

- All RIDDOR reports are investigated to an appropriate level
- Hand Arm Vibration monitoring
- Cefndy Healthcare support
- School traffic management assessment reviews
- Ionising radiation in schools, safety management review
- Workplace environmental monitoring
- Construction projects advice particularly for Colomendy waste transfer station and the Botanical gardens depot in Rhyl.
- DCC \ NHS shared workplaces and activities reviews. (Hafod and Tim y Dyffryn)
- Llys Awelon fire safety and lone worker review as this is a third party property.

### **Accident \ incident statistics.**

A breakdown of accidents and incidents is available in Appendix 2.

All major accidents \ incidents that result in a RIDDOR report are subject to an internal investigation by CH&S. This can range from simple communication to a thorough and extensive investigation depending on the circumstances.

	<b>2021\2022</b>	<b>April to Aug 2022</b>
• The total number of recorded incidents	2088	1161
• The number of RIDDOR incidents	19	7

## Monitoring activities 2021\2022 to date

During monitoring visits the H&S officer generally asks a series of questions, seeks records to back up answers, observes the operation, writes a report and offers constructive feedback.

- School monitoring
- Cefndy Healthcare
- Cefndy Mediquip, Newport, South Wales.
- Botanical gardens

## Health and Safety training.

The CH&S team are again offering a range of in house H&S training that is available in person to any DCC employee or elected members. The courses include: -

- Leading H&S at work – for Directors Heads of Service and Senior Managers
- Health and Safety for Elected Members
- Managing Safety – for managers, supervisors, charge hands etc.
- Working Safely – for any employee
- Managing Health and Safety in Schools – for school governors
- Managing Health and Safety in Your Workplace – for all school staff
- Risk assessment – for any employee
- H&S for Head Teachers – for new head teachers
- School site managers H&S awareness
- H&S in care homes – for care home staff
- Personal Safety and Lone working – for any employee

Subject specific courses include: -

- Construction Design and Management Regulations
- Control of Substances Hazardous to Health
- Manual Handling of Objects
- Confined Spaces
- Hand Arm Vibration
- Noise at Work
- Legionella Bacteria in Water Systems
- Provision and Use of Work Equipment



- Work at height, working with ladders and step ladders
- Vocational Licence Acquisition Cat C1, C, C+E, D1, D
- Various Plant equipment certification

**CH&S team approximate time allocation excluding admin officer role**

	Previous year	2022 to date
• Covid-19 organisation support	60%	1%
• H&S training (development and delivery)	3%	15%
• Driver and plant training	15%	15%
• Monitoring	2%	20%
• Reactive work	10%	39%
• Back office and admin (other than Tech. officer)	10%	10%

**Taking it forward into 2022 – 2023**

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**Work plan for 2022 – 2023**

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

Agile \ Hybrid \ Homeworking	Continue to monitor and incorporate new best practices into DCC guidance as they become known.
Reactive work response	Continued response to reactive work requests
Accidents \ incidents	Monitor and review reports, investigate RIDDORS, drive reporting of all accidents in timely manner

Hand arm vibration (HAV) monitoring programme	Continuing to support periodic monitoring by operational teams that use powered tools.
Schools monitoring	School Traffic management.  The rest of this program for 2022\2023 is yet to be devised.
Ionising radiation management in secondary schools	Two CH&S team members trained as (schools) Radiation protection officers  A continuous monitoring process.
Driver training and assessment	Professional driver certificate of professional competence (CPC) training. Vocational Licence Acquisition.
Plant equipment training	Continue to deliver plant operator training on a range of machines e.g. Tele handler, Fork lift trucks etc.
H&S training programme	E. learning is employed for some of the shorter courses although there are limitations with this method. E. learning does not lend itself to delivery of the behavioural and cultural aspects of safety management.  Updated in house Face to face H&S training program  The number of delegates will be managed per session to ensure delegates and trainers are

	able to maintain a safe distance from each other
H&S committees and local meetings  (Essential tool for consultation and communication with employees and unions. Key to employee engagement in H&S)	(Currently by Teams)  H&S committees e.g. Joint consultative committee for H&S and employee relations, service group H&S committees and some operational level meetings.  An opportunity for management and employee representatives to discuss H&S in a range of forums supported by CH&S
Continued development and proving of the action tracking process	Action tracker in place
Continuing development of targeted guidance	Standard guidance now in place but there is always something new to add or review
Continuing professional development	All advisors required to maintain professional registration.
Succession planning	Develop staff for role succession and service continuity.

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