

Appendix 1

Corporate Health and Safety

Annual report to Corporate Governance and Audit Committee

April 2022 to October 2023.

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Glossary

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.
HAVS	Hand Arm Vibration Syndrome.
CTS	Carpel Tunnel Syndrome.
RA	Risk Assessment
COSHH	Control of Substances Hazardous to Health.

1. Assessment of DCC safety standards 2022-2023

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

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 assessments are based on first-hand knowledge gained during the range of activities we carry out.

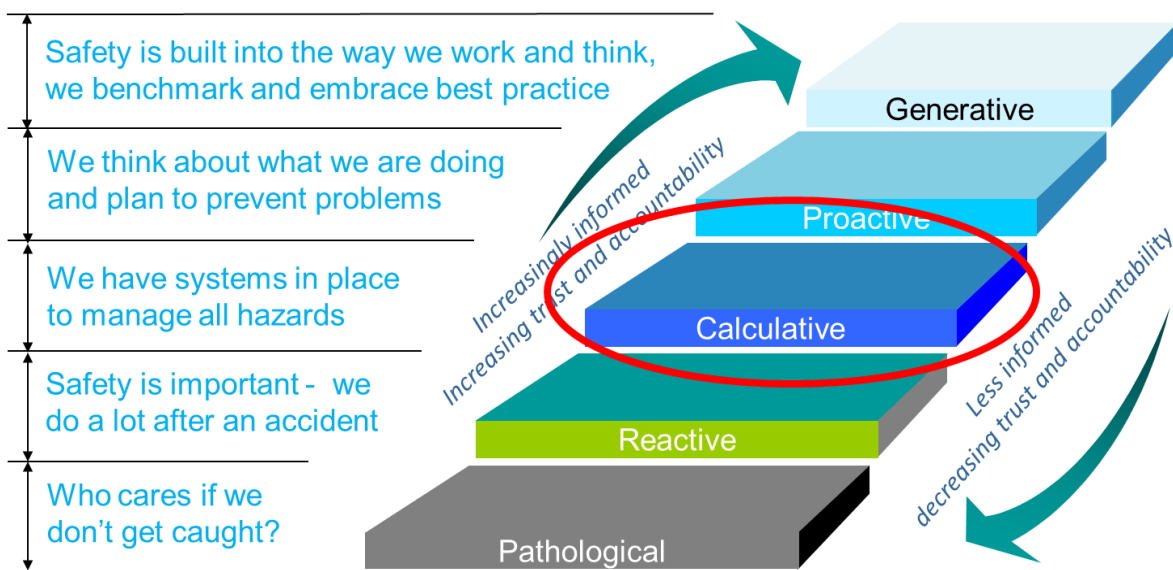
The overall assessment of DCC’s implementation of H&S systems is **medium assurance**.
 The overall assessment of employee involvement in H&S is **medium assurance**.
 These assessments are qualified in that they are made with information from workplaces that the CH&S team has had any involvement with.

2. Summary

This is in the main report.

3. 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, however, there is an indication that following Covid and with the current organisational pressures, we need to reinvigorate our safety management message to ensure that we do not allow our position to degrade.



Adapted from a Latitude Productions Ltd. presentation

During the six years that we have been using this model to make an assessment of the DCC H&S culture we have seen gradual 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.

Our regular monitoring activities have identified that we need to review and reinvigorate H&S management in DCC. This apparent need has developed due to Covid and our new ways of working. To this end an action plan was developed and shared with CET and SLT who both endorsed the plan. We have commenced the activities identified in the plan. The details are in section 9 “Taking it forward into 2024” of this appendix.

4. Points of note during 2022 – 2023

Agile working

A number of H&S documents have been developed by the CH&S team in support of managers and employees engaged in Agile working. The documents are on the CH&S page of Linc under the Agile working button. The documents are:

- Home working checklist 2022
- Workstation risk assessment checklist
- New ways of working: Home and agile working risk assessment (worked example)

The CH&S documents link to the Human Resources (HR) documents on the same subject.

Hand Arm Vibration (HAV)

In 2022 and the early part of 2023, the CH&S team found that driving the HAV process imposed a disproportionate load on our resources. A review of the process was undertaken and the action plan that was developed from this review was delivered to SLT. The action plan was endorsed by SLT and is currently being implemented. Although still resource heavy for the CH&S team, we are able to manage the monitoring process. Local managers have taken more responsibility for ongoing HAV management and it is expected that the work plan going forward will further reduce the input required from CH&S.

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

Health Surveillance

CH&S worked with the OHA to develop and deliver a Micro Soft forms based OH questionnaire which includes HAV. This survey has been circulated via middle managers to all employees. The information fed back from the questionnaire has provided update information to the OHA of the extent of health surveillance that is required.

A selection of CH&S investigations, reports and significant project involvement examples for 2022\2023

- All RIDDOR reports are investigated to an appropriate level
- Hand Arm Vibration monitoring
- School traffic management assessment reviews
- Ionising radiation in schools, safety management review
- Dust monitoring in school D&T workshop
- Supporting the development of the risk assessment for the installation of electric vehicle charging points
- DCC \ NHS shared workplaces and activities reviews. (Hafod and Tim y Dyffryn)
- Investigation and action plan development following educational visit incident.
- Traffic incident investigations
- Support for freedom of St Asaph for Royal Welsh Fusiliers.

Building related elements.

All building related elements are covered by the Property H&S team which is a buildings compliance team covering, Fire, Asbestos, Legionella and water generally, gas, oil and electrical installations

5. Accident \ incident statistics.

A breakdown of accidents and incidents is available in Appendices 2, 3 and 4.

Appendix 2 = Financial year statistics 01.04.2022 to 31.03.2023

Appendix 3 = Part year statistics 01.04.2023 to October 2023

Appendix 4 = Three-year trend lines April 2020 to March 2023

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.

Incidents.	2022\2023	April to Oct 2023
• The total number of recorded incidents	1439	723
• The number of RIDDOR incidents	20	16

** The listed fatality is not a work related incident. This refers to a care home resident who sadly passed away. The incident should not appear on “Occupational Safety and Health” statistics.

6. Monitoring projects 2022\2023 to date

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

- School monitoring – specifically Educational Visits, Ionising Radiation in Science and School Workplace Traffic Management
- Cefndy Healthcare – Dangerous Substances and Explosive Atmospheres compliance (DSEAR), COSHH, HAV,
- Cefndy Mediquip, Newport, South Wales. – Site visit and safety tour
- Botanical gardens – supporting staff and managers during construction

7. 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
- 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

8. CH&S team approximate time allocation excluding admin officer role

	Previous year	2023 to date
• H&S training (development and delivery)	15%	20%
• Driver and plant training	15%	15%
• Monitoring	20%	20%
• Reactive work	40%	35%
• Back office and admin (other than Tech. officer)	10%	10%

9. Taking it forward into 2024

H&S action plan

1. Repeat the operational team Self-assessment and gap analysis as used during the HSE Strong Leadership program in 2012 and repeated in 2018.
2. Ensure that all new employees receive induction training and ensure employees placed into new roles also receive updated induction relating to their new workplace and work activities. Make the recording of this mandatory on ITrent.
3. H&S training in DCC will continue to be provided by the CH&S team.
4. Monitor and record the number, frequency and attendance of the Joint Consultative Committee (JCC) and Service H&S committees at Corporate level.
5. Due to the potential increase in health surveillance requirements, monitor and if necessary review the Occupational health resource provision.
6. Make every effort to fill the vacant H&ES H&S Officer vacancy with a competent person as soon as possible or review other means to support H&ES.
7. Collaborative working arrangements and responsibilities with NHS should be discussed by senior level managers of NHS and DCC and where other organisations share premises with us. Working methods and infrastructure should be included in the discussions.
8. The management process for the DCC grey fleet must be reviewed to bring it more in line with industry best practice. Accidents or incidents that occur whilst driving for work must become routinely reported.
9. Consider developing an in-house SPR that complies with the requirements of the General Data Protection Regulations (GDPR).
10. Review the Service Health and Safety groups
11. Review and update the A/I reporting software

H&S training as part of the action plan (2 year)

- Due to the significant changes at the senior levels of our organisation, Senior Leaders will attend the “Leading H&S in Denbighshire” (half day).
- Re issue of the directive that attendance at “Managing Safely in Denbighshire” (two days) is mandatory for Managers and Supervisors at any level:

- Managers or Supervisors that have attended the course within the last year will only need to attend the refresher course (one day), all other employees in this group should attend the full course.
- Enable as many workers as possible who are not covered by the action above to attend a “Working Safely in Denbighshire” (one day) training course.
- For Education we currently identify three levels of H&S training: Induction (locally managed), “Managing Safely in Denbighshire” for Head Teachers and their management teams (two days), “School Staff H&S awareness” for all other school staff (half day) where practicable.
- H&S training for School Governors and Elected Members is offered (circa two hours)
- Subject specific training will still be available on request from CH&S or Property H&S for building related subjects.
- H&S training in DCC is currently provided in house by the CH&S team to ensure the information provided is tailored to ensure its relevance to DCC.
- The training is constantly reviewed by the team to ensure it remains current and that the content is comparable to the IOSH equivalent courses.
- There is a significant cost saving in this approach.
- All the courses identified in this report contain an element of delegate assessment and an attendance certificate is provided on completion of all elements of the course.
- Delegates have the opportunity to feedback to the delivery team at the end of each course. All feedback comments are considered.

Responsibilities as part of the action plan

Senior Leaders (CET / SLT)

- Make attendance at the H&S training identified in this report mandatory for Leaders, Managers and Supervisors at any level and in all work areas.
- Education Leadership support the pragmatic delivery of H&S training in educational premises.

Corporate Health and Safety Team (CH&S)

- Develop and deliver the H&S training. The current content will be reviewed to focus more on H&S culture, ownership and involvement.
- Provide course attendance details to HR

Human Resource Team (HR)

- Support CH&S with administration and monitoring of course attendance/none attendance (as currently applied to E. learning)
- A Corporate Resource to produce an up-to-date spreadsheet identifying all employees in each of the groups identified above.
- Collaborate with CH&S to update CET/SLT on an agreed frequency.

Line managers:

- Attend the identified H&S training
- Take ownership of H&S management within your sphere of responsibility
- Ensure that all new staff and staff with changed roles or responsibilities receive induction training. Record the training on ITrent.
- Communicate and consult with your staff in matters pertaining to H&S
- Take action when non-compliance to H&S standards is identified.

All employees

- Attend appropriate H&S training in consultation with your line manager.
- Make H&S arrangements personal. Get involved, ask questions, challenge standards.

10. Work plan for 2023 – 2024

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

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. Educational visits process
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	Usual training planned throughout the year plus: H&S action plan, identified training <ul style="list-style-type: none"> • H&S for executives and Senior Leaders (half day) for CET and SLT • Managing safely in DCC (2 days) for all employees who manage people • Working safely in DCC (half day) for any employee
H&S committees and local meetings (Essential tool for consultation and	H&S committees e.g. <ul style="list-style-type: none"> • Joint consultative committee for H&S and employee relations • Service group H&S committees

<p>communication with employees and unions. Key to employee engagement in H&S)</p>	<ul style="list-style-type: none"> • Operational level meetings. <p>An opportunity for management and employee representatives to discuss H&S in a range of forums supported by CH&S</p>
<p>Continuing development of targeted guidance</p>	<p>Standard guidance now in place but there is always something new to add or review</p>
<p>Continuing professional development</p>	<p>All advisors required to maintain professional registration.</p>
<p>Succession planning</p>	<p>Develop staff for role succession and service continuity.</p>

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October 2023