

## Appendix 1

### Corporate Health and Safety

#### Annual report to Corporate Governance and Audit Committee

April 2023 to September 2024.

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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.

<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 the range of activities we carry out.

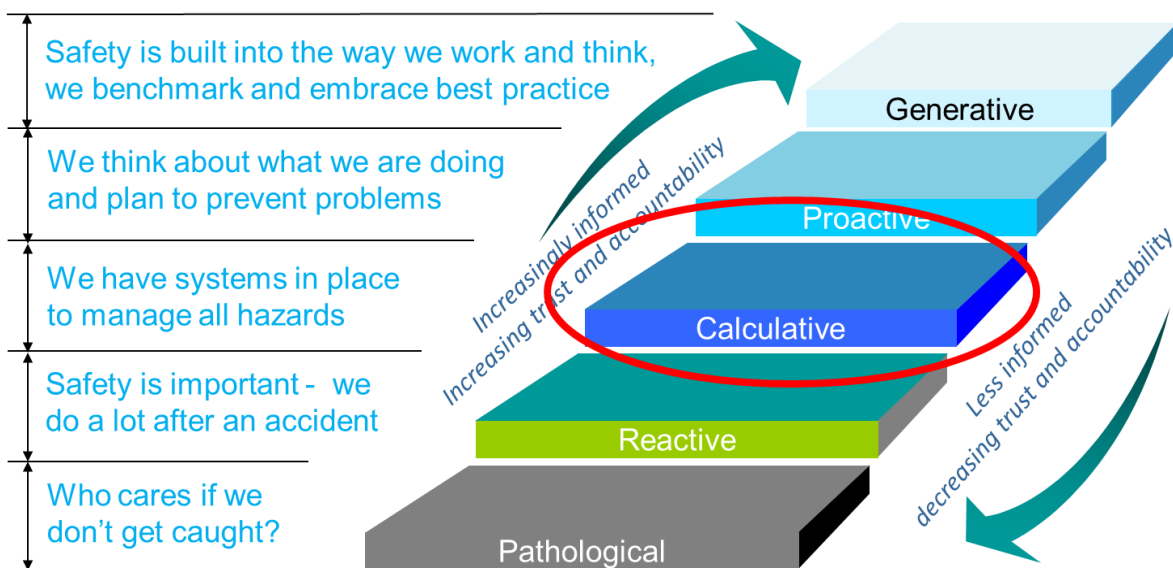
The overall assessment of DCC’s implementation of H&S systems is **medium assurance**.  
 The overall assessment of employee involvement in H&S is **medium assurance**.  
 These assessments are qualified in that they are made with information from workplaces that the CH&S team has had any involvement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

## 2. Summary

The overall assessment of DCC's implementation of H&S systems and of employee engagement in H&S has not changed and are both given medium assurance (yellow). The 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.

## 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. As identified in October 2023, there was an indication that following Covid/New ways of working and with the current organisational pressures, there was a 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

Over the years that this model has been used to make an assessment of the DCC H&S culture, we have seen gradual but continuous improvements in H&S culture. The long-term goal of being a fully "proactive" organisation where H&S is concerned remains a target.

Practically, 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.

There has been no 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. To this end, an action plan was developed and shared with CET and SLT in October 2023 who both endorsed the plan. The Corporate H&S Team have commenced the activities identified in the plan. The details are in section 9.

## **4. Points of note during 2023 – 2024**

### **Health & Safety Plan, Gap analysis and H&S Group review**

As part of the October 2023 H&S Plan, a self-assessment questionnaire has been distributed and completed by all Operational Managers to identify areas of improvement with respect to their local H&S management systems. In addition to this gap analysis, a revised H&S Committee structure has been agreed and implemented. This now consists of the JCC/Corporate H&S Committee, supported by three Director led H&S groups with a number of additional Service and Team H&S Groups where required. The renewed focus on H&S management is intended to raise H&S awareness, improve communications, encourage employee engagement and promote a positive H&S culture.

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

Hand Arm Vibration sampling has continued throughout the year with teams using vibrating power tools being monitored periodically using wearable HAV devices for 4-6 week periods. Although still a significant activity for the CH&S team, the team is able to manage the current sampling process. Local managers are provided with a report following each monitoring

cycle with template documents so that they can take 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.

There have been no additional diagnoses of HAVS or Carpel Tunnel Syndrome being reported to CH&S however, the risk of further HAVS diagnosis is always 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.

### **HSE Enforcement Actions/Visits**

The HSE carried out an unannounced visit to Meifod Wood Products (July 2023) to look at dust controls in a wood working environment. The inspector identified that the workplace was generally well managed although two dust related concerns were raised. The concerns we dealt with promptly by the onsite management team and the HSE has closed the incident with no action being taken and no follow up required.

The HSE also carried out a visit to Ysgol Trefnant (Mar 2024) following the identification of reinforced autoclaved aerated concrete (RAAC) at the site, to examine the arrangements for RAAC removal and the duty to manage Asbestos. The HSE were satisfied with all management activities and no further action was taken.

### **Educational Visits (EV)**

There was an educational visit incident in November 2022 where a pupil and teaching assistant were separated from their main group and became lost. Following an investigation, CH&S implemented an action plan for 2023/2024 to review and monitor the 'Evolve' management process and to provide school staff with EV responsibilities, training for the educational visit management processes and EV risk assessments. This process has been completed with over 90 school staff trained in educational visit risk assessments with further training offered for each term of 2024/25.

## **A selection of CH&S investigations, reports and significant project involvement examples for 2023/2024**

- All accident/incident reports are reviewed. All RIDDOR reports are investigated to an appropriate level
- Hand Arm Vibration monitoring
- School traffic management assessment reviews
- Supporting the development of the risk assessment for the installation of electric vehicle charging points
- Completion of monitoring action plan & training for Education following Nant BH educational visit incident.
- Traffic incident investigations
- Support for freedom of St Asaph for Royal Welsh Fusiliers.
- Support for HSE visits and interventions.
- Safety Tours of Highways and Environmental Services Depots and workshops to support ISOQAR accreditation.
- Support for construction phase & H&S systems for new waste & recycling Depot.
- Completion of H&S Gap analysis including the development, roll-out and feedback of Manager self-assessment questionnaires to identify Departmental H&S improvements.

### **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 01-04-2023 to 31-03-2024

Appendix 3 = Part year statistics 01-04-2024 to 31-08-24

Appendix 4 = Three-year trend lines April 2021 to March 2024

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 obtain additional information to a thorough and extensive investigation depending on the circumstances.

<b>Incidents.</b>	<b>2023/2024</b>	<b>April to August 2024</b>
• The total number of recorded incidents	1371	531
• The number of RIDDOR incidents	29	15

## 6. Monitoring projects 2023/2024 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, School Workplace Traffic Management and Gap analysis self-assessment process.
- Workplace monitoring - Management and Gap analysis self-assessment process, Site safety tours.
- Cefndy Healthcare – Dangerous Substances and Explosive Atmospheres compliance (DSEAR), COSHH, HAV,
- Colomendy Recycling Depot – supporting staff with commissioning phase, H&S risk assessments, safe working procedures and environmental noise monitoring.

## 7. Health and Safety training.

- The CH&S team have again offered a range of in-house H&S training that is available in person to any DCC employee or elected members. This is developed in house by the CH&S team to ensure the information provided is tailored to ensure its relevance to DCC. and is constantly reviewed 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.

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/Caretakers H&S awareness
- H&S in care homes – for care home staff
- Personal Safety and Lone working – for any employee
- Bespoke courses for individual teams.

Subject specific courses include: -

- Control of Substances Hazardous to Health
- Manual Handling of Objects
- Confined Spaces
- Hand Arm Vibration
- Noise at Work
- 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 Structure and approximate time allocation (excluding Technical/Admin officer role)

Health and Safety support in DCC is provided by the Corporate Support Services: People. Corporate Health and Safety team:

The Corporate Health and Safety (CH&S) is a team of six H&S officers who provide advice, guidance, assessments and training on occupational safety and health matters throughout the organisation. The team has no legal powers to regulate or enforce.

The CH&S team structure (to April 2024) consisted of:-

- 1x H&S Manager, 1x Senior H&S Officer, 1x H&S Officer,
- 1x Assistant H&S Officer, 1x Road Risk Officer,
- 1x Technical Officer (3xday/week).

The CH&S team structure (from April 2024) now consists of five Officers.

<b>Time Allocation (Approx.)</b>	<b>2023/24</b>	<b>1/4/2024 to date</b>
• H&S training (development and delivery)	20%	20%
• Driver and plant training	15%	5%
• Monitoring	20%	20%
• Reactive work	35%	45%
• Back office and admin (other than Tech. officer)	10%	10%

## 9. Update on H&S Plan (2 Year) put forward in October 2023

### H&S action plan 2023

**1. Repeat the operational team Self-assessment and gap analysis as used during the HSE Strong Leadership program in 2012 and repeated in 2018.**

Update – Self assessment/Gap analysis process has been completed with feedback provided to all operational team Managers and Schools.

**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.**

Update – To be advised.

**3. H&S training in DCC will continue to be provided by the CH&S team.**

Update – H&S Training has been offered throughout the year. Additional training courses have been scheduled for Q3 /Q4 2024 and Q1 2025 due to demand following gap analysis.

**4. Monitor and record the number, frequency and attendance of the Joint Consultative Committee (JCC) and Service H&S committees at corporate level.**

Update – JCC Committee has continued to take place quarterly. New Directorate and Service H&S group meetings & have taken place for Q1 and Q2 (2024/2025) with appropriate records and minutes.

**5. Due to the potential increase in health surveillance requirements, monitor and if necessary review the Occupational health resource provision.**

Update – To be advised.

**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.**

Update – To be advised.

**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.**

Update - To be advised.

**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.**

Update – To be advised.

**9. Consider developing an in-house SPR that complies with the requirements of the General Data Protection Regulations (GDPR).**

Update – Request has been made to ICT, waiting on availability of in-house ICT Developers to build software estimated start Q4 2024/2025

**10. Review the Service Health and Safety groups**

Update – All Service H&S Groups have been reviewed & revised following the restructure of Directorates/Services/Teams and are now meeting quarterly.

**11. Review and update the Accident/Incident (A/I) reporting software**

Update – A/I reporting software has been reviewed and revised to reflect new teams following restructure of Directorates/Services/Teams. The EDRMS reporting dashboard has also been updated to reflect organisational changes.

## **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.
- Record course attendance details on iTrent for HR reporting.

**Human Resource Team (HR)**

- Support CH&S with administration and monitoring of course attendance/nonattendance (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. CH&S Work Plan for 2024 – 2025

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

<p><b>1.H&amp;S Committees and local H&amp;S meetings</b></p> <p>Management, Employee &amp; Union representatives to communicate &amp; consult on H&amp;S issues in a range of forums supported by CH&amp;S</p>	<p>Provide information &amp; statistical data to advise H&amp;S committees e.g.</p> <ul style="list-style-type: none"> <li>• Joint Consultative Committee for H&amp;S and employee relations.</li> <li>• Director led Service Group H&amp;S committees.</li> <li>• Operational level H&amp;S meetings.</li> </ul>
<p><b>2.H&amp;S training programme</b></p>	<p>Usual training offer planned throughout the year plus additional training as a result of H&amp;S action plan &amp; gap analysis.</p> <ul style="list-style-type: none"> <li>• Leading H&amp;S for Senior Leaders (half day) for CET and SLT</li> <li>• Managing Safely in DCC (2 days) for all employees who manage people.</li> <li>• Working safely in DCC (half day) for any employee.</li> <li>• Risk assessment.</li> <li>• Lone Working.</li> </ul>
<p><b>3.Driver training and assessment, Plant &amp; equipment training</b></p>	<p>Professional driver certificate of professional competence (DCPC) training. Vocational Licence Acquisition.</p> <p>Continue to deliver plant operator training on a range of machines e.g. Tele-handler, JCB etc.</p>
<p><b>4.Hand arm vibration (HAV) monitoring programme</b></p>	<p>Continuing to support periodic sampling of operational teams that use powered tools.</p>

<p><b>5.Schools monitoring</b></p>	<p>School Traffic management.</p> <p>Educational visits process (EVOLVE system and risk assessment training).</p> <p>Planned Safety Tours</p> <p>Support for H&amp;S management system development following Gap Analysis</p>
<p><b>6.Workplace monitoring</b></p>	<p>Planned Safety Tours</p> <p>Support for H&amp;S management system development following Gap Analysis</p>
<p><b>7.Reactive work response</b></p>	<p>Continued response to all reactive work requests.</p>
<p><b>8.Accidents / Incidents</b></p>	<p>Monitor and review accident/incident reports, investigate RIDDORS, drive reporting of all accidents in timely manner</p>
<p><b>9.Continuing development of targeted H&amp;S guidance</b></p>	<p>Standard H&amp;S guidance and templates now in place but there is always something new to add or review</p>
<p><b>10.Continuing Professional Development</b></p>	<p>All advisors are required to maintain professional registration.</p>

David Roberts. CMIOSH.

Rheolwr Iechyd a Diogelwch Corfforaethol / Corporate Health and Safety Manager

31 August 2024