

## AGENDA

### STAFF COMMITTEE

MONDAY, 21 SEPTEMBER 2020

4.30 PM

A VIRTUAL MEETING VIA ZOOM VIDEO  
CONFERENCING SYSTEM

Committee Officer: Linda Albon  
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Due to the COVID-19 outbreak and the restrictions by the Government on gatherings of people, this meeting will be conducted remotely using the Zoom video conferencing system. There will be no access to this meeting at the Council offices but you can view the meeting on YouTube, apart from any items marked confidential.

- 1 Appointment of the Chairman for the Municipal Year
- 2 To receive apologies for absence.
- 3 Appointment of a Vice-Chairman for the Municipal Year
- 4 Previous Minutes (Pages 3 - 4)  
  
To confirm the **public** minutes of the meeting held 20 November 2019.
- 5 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified.
- 6 To receive members' declarations of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in Planning Matters in respect of any item to be discussed at the meeting.

7 Corporate Health & Safety Annual Report 2019/20 (Pages 5 - 18)

To consider the Corporate Health and Safety Annual Report 2019/20.

**CONFIDENTIAL - ITEMS COMPRISING EXEMPT INFORMATION**

*To exclude the public (including the press) from a meeting of a committee it is necessary for the following proposition to be moved and adopted: "that the public be excluded from the meeting for Items which involve the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the Local Government Act 1972 (as amended) as indicated."*

8 Confidential Minutes (Pages 19 - 20)

To confirm the **confidential** minutes of the meeting held 20 November 2019.

9 Confidential Item - Internal Audit Review (Pages 21 - 28)

To review the Internal Audit provision within the Council

10 Items which the Chairman has under Item 5 deemed urgent.

Thursday, 10 September 2020

Members: Councillor K French, Councillor Mrs M Davis, Councillor C Boden, Councillor M Cornwell, Councillor Mrs J French, Councillor S Tierney, Councillor Wicks and Councillor F Yeulett

## STAFF COMMITTEE



**WEDNESDAY, 20 NOVEMBER 2019 - 2.00 PM**

**PRESENT:** Councillor D Mason (Chairman), Councillor C Boden, Councillor M Cornwell, Councillor Mrs M Davis, Councillor Mrs J French, Councillor Mrs K Mayor and Councillor F Yeulett

**APOLOGIES:** Councillor A Bristow (Vice-Chairman)

**OFFICERS IN ATTENDANCE:** Linda Albon (Member Services & Governance Officer), Anna Goodall (Head of Governance and Customer Services), Marie Harley (HR Business Partner) and Paul Medd (Chief Executive)

### **S14/19      PREVIOUS MINUTES**

The public minutes of the meeting of 9 September 2019 were confirmed and signed.

### **S15/19      LEGAL SERVICES REVIEW**

Members considered the Legal Services Review confidential report presented by Anna Goodall and Paul Medd.

Members asked questions, made comments and received responses.

**Staff Committee APPROVED the proposals as outlined in the confidential report.**

*(Councillor Boden declared an interest by virtue that he is a principal of LGSS Law Ltd, a solicitors' regulatory authority).*

Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

### **S16/19      RESTRICTED MINUTES**

The restricted minutes of the meeting of 9 September 2019 were confirmed and signed.

2.31 pm

Chairman

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<b>AGENDA ITEM NO 7</b>	
<b>Staff Committee</b>	
<b>Date</b>	<b>21 September 2020</b>
<b>Title</b>	<b>Corporate Health &amp; Safety Annual Report 2019/20</b>

**1. PURPOSE/SUMMARY**

To provide the Staff Committee with an overview of the Council’s Corporate Health & Safety Annual Report 2019/20.

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 2019 – March 2020.

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.

**2. KEY ISSUES**

Through proactive and robust health and safety codes of practice and procedures, the Council has seen continued performance in health and safety, with key areas such as:

- The total number of work-related injuries remains low with 17 recorded during the year.
- There were two ‘reportable injuries’ which required reporting to the Health and Safety Executive (HSE).
- The total number of lost days through work-related injuries was 148 days.
- The ongoing delivery of the Council’s health and safety training programme, with 113 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 2020) and a summary of the work planned for 2020/21.

**3.RECOMMENDATION(S)**

That Staff Committee:

- Note the Council’s performance within this report for the 2019/20.

<b>Wards Affected</b>	All
<b>Forward Plan Reference No.</b> (if applicable)	N/A
<b>Portfolio Holder(s)</b>	
<b>Report Originator</b>	<b>David Vincent</b> Health, Safety & Emergency Planning Manager Email: <a href="mailto:dvincent@fenland.gov.uk">dvincent@fenland.gov.uk</a> Tel: 01354 622530
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<b>Background Paper(s)</b>	N/A

# Corporate Health and Safety Annual Report

2019/2020



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# Corporate Health and Safety Annual Report

**2019/2020**

## **1. EXECUTIVE SUMMARY**

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2019/20 and of its intentions with regard to health and safety for the year 2020/21. 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 364 employees (full, part-time and casual) which equates to 275.29 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 2019/20**

Significant progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2019/20, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.17 compared to 6.99 for the previous year.
- Health and Safety training was delivered to a total of 113 staff.
- Audits were completed for seven services/teams to assess their compliance with legal and Council requirements.
- A Health Surveillance programme continues to be provided to staff identified through a risk assessment basis.
- A summary of actions planned for 2020/21 is listed in Section 5 of this report.

## **2. KEY ACTIVITIES**

### **2.1 Codes of Practice (COP) Review**

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice 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 Policies/COPs were revised/implemented during the year:

- Corporate Health and Safety Policy
- Alcohol and Drugs at Work Policy
- Contractor Management COP
- Electrical Safety COP
- Manual Handling COP
- Personal Protective Equipment COP

- Risk Assessment COP
- Slips, Trips and Falls COP.

## 2.2 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
Fire Warden	39	Knowledge of fire precautions, practical use of fire extinguishers and methods for evacuating staff in the event of a fire.
Evacuation Chairs - Train the Trainer	3	Train the trainer course for delivery of training in practical use of emergency evacuation chairs for removing disabled persons from buildings in an emergency
Use of Evacuation Chairs	10	Knowledge and practical use of emergency evacuation chairs for removing disabled persons from buildings in an emergency.
Manual Handling	13	Training in correct manual handling techniques to reduce risks of an injury.
Telephone Bomb Threats	10	Training in dealing/responding to telephone bomb threats.
First Aid at Work (3 days)	5	Competence to become a qualified First Aider.
Emergency First Aid at Work (1 day)	22	Basic emergency first aid training including for low risk environments e.g. business centres.
Working at Height	11	Training in safety and control measures for undertaking working at height e.g. ladders, tower scaffolds.
<b>Total:</b>	<b>113</b>	

Training is also supported by on the job training within all service areas, but in particular at the higher risk sites such as the BASE and Wisbech Port. Training at the BASE is delivered in a number of ways including 'Tool Box 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 ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## 2.3 Health and Safety Emergencies

### 2.3.1 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 as Fire Wardens. 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.

### 2.3.2 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 and Wisbech Service Centre, staff are trained in Emergency First Aid at Work, which is a one day training course with re-qualification every three years.

In addition to the above training, annual re-fresher first aid training is also provided.

#### Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	6	4
BASE	5	2
Business Centres	1 (Boathouse)	1 (Boathouse) 1 (South Fens)
Wisbech Service Centre (Boathouse)	-	3

### 2.3.3 Mental Health First Aiders

31 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 has been 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.

## 2.4 Meetings of Health and Safety Groups

The Council has in place two health and safety groups to ensure that there is a corporate approach to relevant issues. The Health and Safety Panel meets quarterly which 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” 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.

The BASE Health and Safety Group deals more directly with issues relating to the BASE and meets on a quarterly basis.

## 2.5 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 check.

The table below shows a breakdown of the teams that health surveillance was provided to during the year.

<b>Team</b>	<b>Quantity Assessed</b>	<b>Notes</b>
CCTV	5	Night workers
Refuse & Cleansing	49	Fleet Drivers
Marine Services	11	Task Related
Street Scene	5	Fleet Drivers
BASE Vehicle Workshop	4	Task Related
Others	4	Fleet Drivers
<b>Total:</b>	<b>78</b>	

### 3. PERFORMANCE

#### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Benchmark East Cambs DC 2019/20	Benchmark Cambs City 2018/19*
Contact with machinery	2	0	0	0	0	0	0
Struck by moving object	7(1*)	3	0	2	0	0	2
Strike by moving vehicle	2	3	0	1	1	0	0
Strike against Fixed object	3	3	1	3	1	5	2
Slip, trip, fall same level	5(1*)	5(1*)	8	6(1*)	5(1*)	4	8
Lifting & handling injuries	5(1*)	8	3	4	4(1*)	0	6
Injured by an animal	0	1	2	0	1	1	0
Fall from height	0	0	0	0	0	1	0
Physical Assault	0	0	1	0	0	0	0
Contact with electricity	1	1	1	0	0	0	0
Burns/scalds	2	0	0	0	0	1	0
Contact with hazardous substance	0	0	0	0	0	0	0
All other kinds & unspecified	4	2	3	3	5	4	6
<b>Total</b>	<b>31(3*)</b>	<b>26(1*)</b>	<b>19</b>	<b>19(1*)</b>	<b>17(2*)</b>	<b>16(1*)</b>	<b>24(3*)</b>
<b>Incident Rate per 100 FTE employees</b>	9.4	7.9	4.19	6.99	6.17	7.0	**Data not available for 2019/20

\*RIDDORS (reportable injuries)

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

- The total number of accidents has remained low over the past year with a total of 17 accidents recorded. The largest cause of accidents were “slips/trips” and “others/unspecified” with five recorded in each category and followed by “manual handling” with 4 incidents recorded.
- 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 shows a slight decrease to 6.17 compared with 6.99 from the previous year.

### 3.2 Accident Totals by Service

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

Service	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20
Communities, Environment Leisure & Planning	26	23	17	15	13
Growth & Infrastructure	4	0	0	1	1
Policy & Governance	1	2	1	0	0
People, Finance & Customer	0	1	1	3	3
<b>Total</b>	<b>31</b>	<b>26</b>	<b>19</b>	<b>19</b>	<b>17</b>

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 13 reported accidents during the year, 11 of which were within the Refuse and Cleansing Service.

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

Type	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	East Cambs DC 2019/20	Cambs City 2018/19**
RIDDOR Accidents	3	1	0	1	2	1	3

*\*\*Data not unavailable for 2019/20*

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). There were two accidents (over seven day injury) involving members of staff reportable to the HSE, one was as a result of a slip/trip and the other through a manual handling injury.

Where RIDDOR accidents 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 The number of employee working days lost due to accidents

Type	Annual Total 2015/16	Annual Total 2016/17	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20
Number of work -related days lost	122	402	11.5	26	148

The number of days absent from work as a result of an accident whilst at work has shown an increase over the past year to 148 days, this was for a total of six members of staff.

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

Type	2015/16	2016/17	2017/18	2018/19	2019/20	Tivoli 2019/20	Freedom Leisure 2019/20
Public	4(1*)	1*	0	3(2*)	0	0	0

\*RIDDOR

Injuries involving members of the public have remained low over the past few years; with none recorded during 2019/20. Where these have occurred, they predominately involve slips/trips 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 tables for the past five years. Slips, trips and falls' and 'manual handling' injuries are the biggest contributors 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 data 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 2019**

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2019/20 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 2020/21**

In 2020/21 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 2020/21 is provided below:

- Revision and updating of the Corporate Health and Safety Employee Handbook.
- Revision of the Council's Codes of Practice as required under the three yearly revision programme.
- Delivery of a corporate health and safety training programme.
- Coordinate delivery of a health surveillance programme across the Council.
- Development of e-learning health and safety training courses for use on the Intranet.
- Undertake audits/inspections of individual services/teams/buildings.
- Update intranet based health and safety information for staff use.



## Appendix 1 - Health and Safety Action Plan for 2019/20

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2020)			
Action	Progress	Status	Target Date
Development and delivery of a Working at Height training course for staff who routinely undertake working at height e.g. Marine Services, Transport Workshop, and ICT.	Training course developed and delivered to identified staff. Training will continue to be delivered during 2020/21 to new staff as required.	Completed.	December 2019
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2 of this report for further details.	Completed	Ongoing
Undertake audits in line with the Council's health and safety audit programme.	Audits were completed for: <ul style="list-style-type: none"> <li>• Assets &amp; Projects</li> <li>• Business &amp; Economy</li> <li>• Environmental Health</li> <li>• ICT</li> <li>• Marine Services</li> <li>• Planning</li> <li>• Transport Workshop</li> </ul>	Completed	Ongoing
Co-ordinate the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	Total of 78 staff were seen and assessed from various teams across the Council, this included some staff being referred to their GP for further advice/treatment.	Completed	March 2020
Conduct a review and update as applicable the Council's current Health and Safety Policy 2017.	Revised Health and Safety Policy formally approved in June 2019.	Completed	June 2019
Development of a Slips, Trips and Falls code of practice which details the responsibilities and controls for reducing the risks from these hazards.	New code of practice developed and formally introduced in June 2019.	Completed	June 2019

**Progress Against Action Plan (to March 2020)**

<b>Action</b>	<b>Progress</b>	<b>Status</b>	<b>Target Date</b>
Review and update the Council's Contractor Management code of practice.	Revised Contractor Management code of practice guidance introduced to comply with legislation requirements.	Completed.	November 2019
Review and update the Council's code of practice on Electrical Safety.	Revised Electrical Safety code of practice guidance introduced to comply with legislation requirements.	Completed.	June 2019
Review and update the Council's Manual Handling code of practice and procedures.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	November 2019
Review and update the Council's code of practice on Personal Protective Equipment (PPE).	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	June 2019
Review and update the Council's code of practice on Risk Assessments.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	November 2019
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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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