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Report Title:	Corporate Health and Safety Annual Report 2021/22	

This report provides the Audit and Risk Management Sub-Committee with an overview of the Council's Corporate Health & Safety Annual Report 2021/22.

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 2021 – March 2022.

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.

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

- The total number of work-related injuries remains low with 18 recorded during the year.
- There were no injuries classed as 'reportable injuries' requiring reporting to the Health and Safety Executive (HSE).
- The total number of lost days through work-related injuries was 11 days.
- The ongoing delivery of the Council's health and safety training programme, with 69 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 2022) and a summary of the work planned for 2022/23.

It is recommended that the Audit and Risk Management Sub Committee:

- Note the Council's performance within this report for 2021/22.

Wards Affected	All
Forward Plan Reference	N/A
Portfolio Holder(s)	Cllr Chris Boden – Portfolio Holder for Finance and Leader of the Council
Report Originator(s)	David Vincent – Health and Safety / Emergency Planning Manager
Contact Officer(s)	David Vincent – Health and Safety / Emergency Planning Manager Sam Anthony – Head of Human Resources and Organisational Development Peter Catchpole - Corporate Director and Section 151 Officer
Background Paper(s)	N/A

Corporate Health and Safety Annual Report

2021/2022



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Corporate Health and Safety Annual Report

2021/2022

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2021/22 and of its intentions regarding health and safety for the year 2022/23. 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 291 employees (full and part-time) which equates to 285 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 2021/22

The Coronavirus Pandemic has had a significant impact on the planned objectives for the year e.g. training of staff, conducting audits/inspections etc. However, good progress has still been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2021/22, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- Ensuring our corporate buildings were 'COVID Secure' and safe for staff and visitors.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.31 compared to 7.55 for the previous year.
- Health and Safety training was delivered to a total of 69 staff.
- Programme of audits and inspections undertaken.
- Health and safety e-learning courses developed for staff training via the Intranet.

2. KEY ACTIVITIES

2.1 Coronavirus COVID-19 Pandemic

The Coronavirus Pandemic began its impact across the UK during March 2020 when the first national lockdown was implemented. Fenland District Council was fully committed and involved in responding to the Pandemic across the district of Fenland, however, this report concentrates specifically on the response to corporate Council buildings and protecting staff safety.

In summary this has involved the following measures:

- Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19. This included assessing the capacity for each building, office/room.
- Implementing social distancing requirements (2m or 1m with additional control measures). Removing from use workstations where this distance could not be achieved, restricting capacities to offices, meeting rooms and kitchens etc.
- Introducing enhanced cleaning regimes (employment of additional cleaners, providing anti-bacterial cleaning materials for staff to clean down their workstations etc).

- Introduction of the requirement to wear a face covering in all communal areas of our occupied buildings. Installation of protective sneeze screens where identification required their use.
- Ensuring adequate ventilation is provided within buildings to dissipate any COVID-19 virus circulating in the air, by keeping open windows, switching off air conditioning systems where fresh air is not introduced within the system.
- Putting in place Test and Trace requirements for recording who was in the buildings during the past 21 days for staff, contractors and visitors.
- Identifying 'vulnerable' staff and putting in place suitable controls to ensure their safety e.g. working from home.
- Considering the mental health and well-being of all staff and providing support mechanisms to assist anyone requiring support through the Pandemic.

After two years, the Government has now removed its workplace COVID requirements in March 2022 for workplaces and replaced this with public health guidance. The Council is committed to promoting this guidance which includes letting in fresh air ventilation in offices, encouraging wearing a face covering in enclosed or crowded areas and getting a COVID vaccination.

2.2 Codes of Practice (COP) Review

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

- Accident / Near Miss Reporting
- Asbestos Management
- Control of Substances Hazardous to Health
- Driving at Work
- Display Screen Equipment
- Fire Safety
- Control of Hand/Arm and Vibration at Work
- Health Surveillance
- Legionella Management
- Lone Working
- Noise at Work
- Security Threats
- Violence and Aggression

2.3 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.

Due to the COVID-19 Pandemic, physical health and safety training was significantly impacted, however, further training will be arranged during 2022/23.

Course Type	Numbers Trained	Comment
Conflict Management (E-learning)	15	Skills and confidence for dealing with conflict and risk situations staff can face in their work (lone working)
Managing Challenging Phone Calls	49	Skills, confidence, and strategies in managing angry and demanding customers over the telephone.
First Aid at Work Re-qualification (2-day course)	3	Competence to maintain as a qualified First Aider.
Emergency First Aid at Work	21	Competence to administer emergency first aid to someone who is injured or becomes ill whilst at work.
Total:	69	

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 'Toolbox 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.

2.4 Health and Safety Emergencies

2.4.1 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 either as Fire Wardens or in the use of fire extinguishers. 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.

2.4.2 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, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years. They also provide additional support at Fenland Hall. 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	15
BASE	3	7
Business Centres	0	13

2.4.3 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 is 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.

2.5 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.

2.6 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 well-being checks. The services that are part of the health surveillance checks are as follows:

Team	Number of Staff Assessed
Environmental Services	48
Street Scene	6
Vehicle Workshop	3
Marine Services	10
Other FDC commercial vehicle drivers	2

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Accident Kind	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Benchmark East Cambs DC 2021/22	Benchmark Cambs City Council 2021/22
Contact with machinery	0	0	0	0	0	0	0
Struck by object	0	2	0	0	3	2	3
Struck by moving vehicle	0	1	1	0	1	0	0
Struck against	1	3	1	4(2*)	0	1	1
Slip, trip, fall same level	8	6(1*)	5(1*)	9(3*)	6	5	6
Lifting & handling injuries	3	4	4(1*)	1(1*)	4	1	2
Injured by an animal	2	0	1	1	2	0	0
Fall from height	0	0	0	1	0	0	0
Physical Assault	1	0	0	0	0	0	0
Contact with electricity	1	0	0	0	0	0	0
Exposed to fire/explosion	0	0	0	0	0	0	0
Exposure harmful substance	0	0	0	0	0	0	0
Other Kinds / Unspecified	3	3	5	5	2	2	3
Total	19	19(1*)	17(2*)	21(6*)	18	11(1*)	15(3*)
Incident Rate per 100 FTE employees	4.19	6.99	6.17	7.55	6.31	4.5	2.17
Near Miss Reports	2	2	2	0	6	2	14

*RIDDORS (reportable injuries)

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

- The total number of accidents has decreased slightly over the past year with a total of 18 accidents recorded. The largest cause of accidents was 'Slips/Trips' with six incidents, followed by 'Lifting and Handling' with four incidents.
- 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 decrease to 6.31 compared with 7.55 from the previous year.

3.2 Accident Totals by Service and Teams

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

Service	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22
Communities, Environment Leisure & Planning	17	15	13	18	13
Property Assets & Major Projects	0	1	1	1	2
Policy & Governance	1	0	0	0	1
People, Resources & My Fenland	1	3	3	2	2
Total	19	19	17	21	18

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 Environmental Services (not including Near Miss reports).

Breakdown of Accidents by Team 2021/22		
Team	Accident Kind	Total
Environmental Services	Slips/trips or fall	2
	Struck by moving object	3
	Other kind of accident	1
	Lifting and handling injuries	3
	Struck by moving vehicle	1
	Injured by an animal	1
	Near miss	4
Env Health / Street Scene / Projects	Slips/trips or fall	2
Property Assets & Major Projects	Other kind of accident	1
	Slips/trips or fall	1
Housing and Community Support	Near miss	1
My Fenland	Lifting and handling injuries	1
	Near miss	1
ICT	Slips/trips or fall	1
Member Services / Elections	Injured by an animal	1

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

Type	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	East Cambs DC 2021/22	Cambs City 2021/22
RIDDOR Accidents	0	1	2	6	0	1	3

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). During 2021/22 it is pleasing to report that there were no accidents that were reportable to the HSE.

Where RIDDOR accidents do 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 Total annual lost working days

Type	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22
Number of work-related days lost	12	26	148	87	11

The number of days absent from work because of an accident whilst at work has shown a decrease over the past year to a total of 11 days, which was a combined total for two members of staff.

One was the result of a hand injury through manual handling in the post room, and the other at Fenland Hall where a member of staff fell over injuring her wrist.

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

Type	2017/18	2018/19	2019/20	2020/21	2021/22	Tivoli 2020/21	Freedom Leisure 2020/21
Public	0	3(2*)	0	1	0	0	0

*RIDDOR

Injuries in connection with work activities involving members of the public have remained low over the past few years; with none recorded during 2022/22. Where these have occurred, they predominately involve slips/trips and falls 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 table for the past five years, and it is encouraging to report that there were no RIDDOR incidents during the past year. Slips, trips and falls remain the biggest contributor 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 statistics, 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 2022

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2022/22 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 2022/23




In 2022/23 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 2022/23 is provided below:

- Conduct review 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 training courses 'Health and Safety Management' and 'Working at Height' training courses for the Council's e-learning platform.
- Undertake audits/inspections of individual services/teams/buildings as per the audit programme.
- Update intranet-based health and safety information for staff use.

Appendix 1 - Health and Safety Action Plan for 2021/22

KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2022)			
Action	Progress	Status	Target Date
Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19 as required under Government issued guidance.	Risks assessments undertaken and continually updated in line with national issued guidance. Various control measures introduced to ensure safety of staff and other persons. Refer to Section 2.1 of report for more detailed information.	All corporate buildings are 'COVID Secure' but measures have now been relaxed in line with national measures as of 31 st March 2022.	Ongoing
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2.3 of this report for further details.	Completed	March 2022
Undertake audits in line with the Council's health and safety audit programme.	Health and Safety audit were completed for the following services: <ul style="list-style-type: none"> • Communications • Environmental Health • Housing and Community Support • Marine Services • Property Services • Transport Workshop 	Completed	March 2022
Development of a e-learning training courses for staff via the intranet.	Courses developed for the Council's E-learning platform were: <ul style="list-style-type: none"> • Bomb Threats • Display Screen Equipment (DSE) • Risk Assessments • Stress and Mental Health 	Completed	February 2022

Progress Against Action Plan (to March 2022)			
Action	Progress	Status	Target Date
Revision and updating of the Council's Health and Safety Employees Handbook.	Handbook fully revised and updated. Hardcopies produced for staff use with an electronic version available on the Intranet health and safety pages.	Completed.	February 2022
Delivery of the Health Surveillance programme to monitor nominated staff health.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to a total of 69 staff, refer to Section 2.6 for further details.	Completed.	February 2022
Co-ordinate meetings of the Council's Health and Safety Panel.	Quarterly meetings held, refer to section 2.5 of this report for further details.	Completed.	March 2022
Marine Services – participate in the Port Management Group and undertake an annual International Ships and Port Security (ISPS) audit of the Port of Wisbech.	Bi-monthly meetings of the Port Management Group are held, with agenda and minutes produced. ISPS audit assesses security and control measures in place at Port of Wisbech and is undertaken on an annual basis.	Completed.	February 2022
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> • Accident/Near Miss Reporting • Asbestos Management • COSHH • Driving at Work • Display Screen Equipment • Fire Safety • Control of hand, arm & vibration at work (HAVS) • Health Surveillance • Legionella Management • Lone Working • Noise at Work • Security Threats • Violence and Aggression 	Completed.	March 2022

Progress Against Action Plan (to March 2022)			
Action	Progress	Status	Target Date
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