
**Report of Resources Health, Safety and Wellbeing Strategic Group
(HSWSG)**

Report of Kevin Lough, Occupational Health and Safety Manager, Resources.

Electoral division(s) affected:

All electoral divisions.

Purpose of the Report

1. To provide an update on health, safety and wellbeing (HSW) performance for quarter four of 2018/19.

Executive summary

2. There has been a continued drive to improve knowledge, awareness and managerial skills in relation to identifying and supporting colleagues with poor mental health. A significant number of tier four and five managers were trained throughout the quarter and feedback from these sessions has been extremely positive. This was further supported by a range of mental health related activities and campaigns.
3. End of year statistical data indicates a positive reduction in RIDDOR specified injury related accidents, which by nature are the most serious of work related accident types. There were only four reported in 2018/19, compared to ten in the previous year. Taking into account the range of risk based services the council provides this is an extremely positive outcome and the lowest recorded number in any financial year.
4. Other statistical data indicates that figures for all accidents have remained relatively static with only a 1.5% increase this year. Minor injury or no injury remain the main incident categories.
5. Throughout quarter four, a good level of assurance was achieved in terms of fire safety and H&S audits and inspections, with 272 undertaken across a wide range of work activities and locations.
6. An HSE inspector identified non-compliant activity in relation to construction related activities in Horden in March. Further investigations into this have established this is not reflective of working practices and safety procedures and was as a result of individual acts and non-adherence to recognised control measures.

7. County Durham and Darlington Fire and Rescue service also increased fire inspections during this quarter in particular with eight undertaken in total. Whilst there were no major deficiencies identified there were good opportunities to further enhance fire safety standards at two school settings.
8. A number of incidents occurred during this quarter in relation to violence and aggression and required police involvement with perpetrators. A consistent approach was adopted to these incidents and the potentially violent persons register was also utilised in order to control risks. Further work and employee training is planned in 2019/20 to support employees manage violence and aggression related risks.

Recommendation(s)

9. That Audit Committee note the contents of the HSW performance for quarter four 2018/19.

Background

10. The Health, Safety and Wellbeing Strategic Group (HSWSG) has been established to ensure that suitable priority is given to the management of HSW within the council. The group monitors the development, implementation and review of the Corporate H&S Policy to ensure that it is consistently applied throughout the council and that performance standards are achieved. Key reporting topics are detailed below.

Enforcement Body Interventions & Significant Incidents

11. On 1 March 2019 an HSE Inspector identified some unsafe working practices relating to council construction works being undertaken at Horden, Peterlee. A council operative was observed using stihl saw machinery to cut kerb stones without wearing any respiratory protection or using water suppression to control exposure to dust. The Inspector was provided with copies of risk assessments, procedures, records of face-fit testing, training and health surveillance information following the observation. It was also confirmed that operatives involved did have the necessary equipment and training at the time of observation however did not utilise this. Further reminders to employees will be again put in place during various employee forums in quarter one of 2019/20.

Fire Safety - Fire Audits (Internal)

12. There have been 42 internal fire safety audits completed during quarter four. These were undertaken at a range of Council premises including a range of school settings, locality offices, depot, crematorium, and The Empire Theatre.
13. The action plans were issued to respective Head teachers/managers who were tasked with resolving them accordingly. The H&S Team will proactively monitor completion against timescales.

Fire Incidents

14. There were three fire related incidents at Council premises during quarter four. These were at Clayport Library, Thornley Waste Transfer Station and Elemore Hall School.

Clayport Library.

15. On 14 February 2019 at 15:30pm the security guard on duty at the library observed that the waste bin located at the front door was on fire. The security guard poured water on it and extinguished the fire. It is believed that it was caused by discarded smoking materials.

Thornley Waste Transfer Station

16. On 15 March 2019 at 08:30am a small fire occurred in the residual waste whilst the loading shovel was loading a vehicle. The fire was quickly isolated to the hot load bay outside and extinguished. Upon investigating the contents of a sports bag which contained shoes sports equipment and what appeared to be an electronic device which was broken. It is believed that this was the source of ignition for the fire.

Elemore Hall School

17. On 26 March 2019 at 12:40pm, four pupils lit a fire behind the oil tank that feeds the school heating system. The oil tank is located well away from the building surrounded by a boundary brick wall with a 20 foot palisade fence on top of it. The fire itself was one metre away from the wall/fence and consisted of paper/wood materials. A member of staff observed the fire and promptly put it out by stamping on it.

Fire Inspections – County Durham and Darlington Fire and Rescue Service

18. There were eight CDDFRS inspections of Council premises during quarter four. These were at Durham Trinity School, Durham Johnston School, Freemans Quay Leisure centre, Spennymoor Leisure Centre, Meadowfield Depot, Durham Sixth Form Centre and Delves Lane Primary School. The outcome of the inspections at six premises were that they were broadly compliant with current fire safety legislation. The remaining 2 locations, Durham Sixth Form Centre and Delves Lane Primary, were identified as having minor deficiencies in current fire safety legislation.

Occupational Health Service

19. The Occupational Health Service (OHS) launched an online referral process for managers which was available from the end February 2019. This improves administrative efficiency within the OHS, streamlines the referral process and allows managers to have access to live case tracking and immediate report provision.

20. During quarter four, 284 employees participated in clinical consultations with the OHS, following management referral in relation to Long Term Sickness Absence (LTSA), Short Term Sickness Absence (STSA), Management Concerns (Man Con) Reviews, and Re referral appointments.
21. Routine physiotherapy clinics run one day per week in the OHS at County Hall under contract with the OHS. The current waiting time for an initial assessment is five working days.
22. A two-year pilot project continues within Direct Services aimed at early intervention and improving musculoskeletal health and wellbeing whilst reducing associated sickness absence. The primary physiotherapist involved in the project continues to work with front line staff to identify and assess risks associated with work activities and work with managers to identify preventative solutions.

Health and Safety Team Audit and Inspections

23. During quarter four, the H&S team have undertaken a wide range of proactive and reactive activities across the Council as detailed in the table below.

Accident Investigations	Proactive/planned Audits	Reactive Audits/Advice
25	153	94

24. There were also were eight joint inspections undertaken with trade unions employee safety representatives within REAL. Three inspections were undertaken within technical services and five within direct services. Remedial actions were identified, implemented and monitored and discussed at the direct and technical services health and safety forums.

Open Water Safety

25. During quarter four both water safety forums were convened as scheduled which focus on city centre and countywide open water safety related risks.
26. The City Safety Group continues to monitor the various safety related control measures in pace within the City Centre and review their effectiveness. Members of the City Safety Group undertook a site visit to the new River walk development which was hosted by the site manager. The City Safety Group had previously commissioned RoSPA to undertake a desktop review of design and safety features and this visit was to ensure that no outstanding issues remained enable partners to question various aspects of the site from a range of perspectives.

27. From a countywide perspective, planning for the delivery of the 'dying to be cool' water safety campaign continues and allocation of resources to enable this to place are being identified. A comprehensive review of water safety related priorities and risk in terms of locations is currently being undertaken to ensure that the approach and resources in terms of re-assessments is being used as effectively as possible prior to summer 2019.

Employee Mental Health and Wellbeing

28. The council is now progressing with the better health at work gold award status, having been officially awarded with the silver award in March 2019. As part of this award an employee engagement survey was undertaken in June 2019 which will enable an improved level of intelligence in relation to a wide range of factors which affect the health and wellbeing of employees.
29. Mental health first aid at work training also continues to be delivered by wellbeing for life who are contracted by the council to deliver this across county Durham. This training has resulted in approximately 150 mental health first aiders being trained to date and equips employees with skills and knowledge to assist and triage colleagues.
30. Tier four and five managers H&S awareness and mental health awareness training was delivered throughout quarter four. The H&S team delivered the first part of the three hour session and wellbeing for life service delivered the final part of the session. In total 245 managers attended the training sessions which were aimed at improving knowledge of H&S responsibilities, statutory requirements, raising profile, and awareness and improve interventions in relation to mental health and wellbeing.
31. A summary of training evaluation from the managers training is as follows:
- 222 (99.6%) attendees rated the training to excellent or good;
 - 214 (97.3%) attendees rated the course content excellent or good;
 - 210 (97.2%) attendees rated the course excellent or good in terms of relevance to their role;
 - 220 (99.5%) of attendees thought that the training was excellent or good in terms of being able to use in some way.
32. Time to Talk day was promoted on 7 February 2019. Time to Talk day was the largest health promotion campaign attempted for the BHAW award. This had an estimated reach of 5000 staff across 16 sites.

Violence and Aggression – Potentially Violent Persons Register (PVPR)

33. At the close of quarter four 2018/19, there were 95 live entries on the PVPR register. The 12 month rolling figures for PVPR live entries are as follows:

Year	Quarter	PVPR live entries
2018/19	1	92
2018/19	2	88
2018/19	3	97
2018/19	4	95

34. During quarter four there were a number of violence and aggression related incidents involving members of the public and council officers and/or elected members. These incidents have resulted in members of the public not only being added to the potentially violent persons register but also being reported to the police for harassment or violent and aggressive behaviours.

Statistical Information

35. The H&S team in conjunction with service H&S providers continue to record, monitor and review work related accidents, incidents and ill health. This data is captured through internal reporting procedures and the Corporate H&S Accident Recording Database (HASARD). Appendix two provides full statistical data for quarter four 2018/19.

Main implications

Legal

36. Compliance with statutory legislative requirements reduce risks of enforcement action and/or prosecution against the council or individuals. It will also assist in defending civil claims against the council from employees and members of the public, including service users.

Finance

37. Compliance with legislative requirements will reduce increased service delivery costs, financial penalties associated with H&S sentencing guidelines 2016 and successful civil claims against the council. Financial costs may be insured to some degree and uninsured in some cases, with poor outcomes possibly leading to increased insurance premiums. Financial implications also include staff absence associated with physical and mental ill health, staff training, retention, recruitment and productivity.

Staffing

38. In relation to impact on staffing due to employee absence from injury or ill health, attendance management, employee complaints and grievances, recruitment, selection and retention of employees.

Conclusions

39. The quarter four HSWSG report highlights some key proactive activities relating to organisational change and employee development. A significant amount of managerial training has taken place during quarter four in relation to mental health awareness, refresher of managerial health and safety responsibilities and awareness of organisational risks. Feedback from the training delivered to managers was very positive and indicates that the training was both well received and adds value to the roles of managers in terms of supporting employees and identifying mental health related issues at an earlier stage.
40. In addition to this a number of activities associated with time to change employer mental health pledge were undertaken across the council during the quarter. This supports the requirements of the time to change pledge and reduces stigma and discrimination associated with mental health not only in the workforce but in wider society also.
41. There was an increase in the number of violence and aggression related incidents during this quarter requiring police intervention. This related to a range of issues associated with regeneration of the city centre and improvement of transport links. It is important that council officers and elected members continue to report such incidents so that action can be taken to safeguard those involved and others who may be at risk.
42. The end of year statistical data has shown positive outcomes overall and in particular the reduction of RIDDOR reportable specified injuries and a further reduction in cases of work related mental health. Ongoing training and awareness, particularly aimed at managers will further enhance skills, knowledge and early interventions in this area.

Appendix 1: Implications

Legal Implications - Failure to comply with statutory legislative requirements may result in enforcement action and/or prosecution against the council or individuals. There are risks from civil claims against the council from employees and members of the public, including service users.

Finance – Failure to comply with statutory legislative requirements may result in enforcement action, including prosecution against the council or individuals. These enforcement actions may result in increased service delivery costs, financial penalties associated with H&S sentencing guidelines 2016 and successful civil claims against the council. Financial costs may be insured to some degree and uninsured in some cases, with poor outcomes possibly leading to increased insurance premiums.

Consultation - Service Grouping strategic managers and operational management staff have been consulted in the preparation of this report.

Equality and Diversity / Public Sector Equality Duty - Equality Act compliance ensures consistency in what the council and its employees need to do to make their workplaces a fair environment and workplace reasonable adjustments are required.

Human Rights - The right to a safe work environment, enshrined in Article 7 of the International Covenant on Economic, Social and Cultural Rights, links with numerous human rights, including the right to physical and mental health and well-being and the right to life.

Crime and Disorder – If risks are not managed appropriately then there is a potential impact on increased crime and disorder in some communities where children are homed. This may lead to criminal charges being pursued by the police and CPS.

Staffing – Potential impact on staffing levels due to injury and ill health related absence, staff retention and replacement staff.

Accommodation – The report references H&S related risks associated with workplaces some of which may have impact on accommodation design and provision of safety systems and features.

Risk – This report considers physical and psychological risks to employees, service users and members of the public. Risks also relate to the failure to comply with statutory legislative requirements, which may result in civil action being brought against the council and enforcement action, including prosecution against the council or individuals. These enforcement actions may result in financial penalties, loss of reputation and reduction in business continuity.

Procurement – None

**Appendix 2 Quarter 3 2018/19 H&S Statistical Data
Summary**

Section 1 - Work-Related Accidents to Employees

Section 1, Table 1 – shows accidents/incidents to employees by severity for the 3-year reporting period.

Section 1, Table 1 Accidents / Incidents to Employees - Severity								
Note: Figures are for all four quarters of 2016/17, 2017/18 and 2018/19					HSE RIDDOR Reportable			Total
Service	Year	Minor Injury	No Injury	Injury with 7 day or less absence	Over 7 Day injury	Specified Injury	Sub-Total RIDDOR Reportable	Total
Transformation and Partnerships	2016/17	0	1	1	0	0	(0)	2
	2017/18	2	1	0	0	0	(0)	3
	2018/19	3	1	0	0	0	(0)	4
Children and Young People's Services	2016/17	679	131	18	24	11	(35)	863
	2017/18	719	97	13	13	7	(20)	849
	2018/19	689	129	13	19	3	(22)	853
Adult and Health Services	2016/17	92	77	1	5	1	(6)	176
	2017/18	146	54	1	3	1	(4)	205
	2018/19	104	45	2	4	0	(4)	155
Regeneration and Local Services	2016/17	191	146	17	20	4	(24)	378
	2017/18	152	131	20	16	2	(18)	321
	2018/19	165	176	16	24	1	(25)	382
Resources	2016/17	11	25	3	2	0	(2)	41
	2017/18	15	19	0	0	0	(0)	34
	2018/19	6	34	0	0	0	(0)	40
Totals	2016/17	973	380	40	51	16	(67)	1460
	2017/18	1034	302	34	32	10	(42)	1412
	2018/19	967	385	31	47	4	(51)	1434

Section 2 - Employee Work Related Ill Health

Section 2, Table 1 – shows cases of incidents of employee work-related ill health for the 3-year reporting period

The data shown is for incidents of employee work-related physical and psychological ill health recorded on HASARD.

Section 2, Table 1 Cases of Incidents of Ill-health of Employees				
Note: Figures are for all four quarters of 2016/17, 2017/18 and 2018/19				
Service	Year	Physical	Psychological	*RIDDOR Reportable Diseases
Transformation and Partnerships	2016/17	1	0	0
	2017/18	0	3	0
	2018/19	0	0	0
Children and Young People's Services	2016/17	4	175	0
	2017/18	1	110	0
	2018/19	0	92	0
Adult and Health Services	2016/17	0	15	0
	2017/18	2	22	0
	2018/19	0	13	0
Regeneration and Local Services	2016/17	2	26	1
	2017/18	0	26	0
	2018/19	3	29	0
Resources	2016/17	0	11	0
	2017/18	2	13	0
	2018/19	0	7	0
Total	2016/17	7	227	1
	2017/18	5	174	0
	2018/19	3	141	0
NB: Work-related ill-health Psychological is not RIDDOR reportable				

Section 4 - Accident and Incident totals and rates per 1000 employees 2016/17 to quarter 4 2018/19

Total number of accidents / incidents		Total No. of employees	Total No. of FTE's	Total number of accidents / incidents	Accident Rate (per 1000)	Accident Rate (per 1000 FTE)
2016/17		17062	13598	1460	85.57	107.37
2017/18		16487	13313	1412	85.64	106.06
2018/19	Quarter 1	16359	12903	322	19.68	24.96
2018/19	Quarter 2	15731	12771	294	18.69	23.02
2018/19	Quarter 3	16144	12859	423	26.20	32.90
2018/19	Quarter 4	16144	12859	395	24.47	30.72
2018/19	Totals			1434	89.04	111.6

Under 7 Days Absence		Total No. of employees	Total No. of FTE's	Total number of under 7 day absences	Accident Rate (per 1000)	Accident Rate (per 1000 FTE)
2016/17		17062	13598	40	2.34	2.94
2017/18		16487	13313	34	2.06	2.55
2018/19	Quarter 1	16359	12903	4	0.24	0.31
2018/19	Quarter 2	15731	12771	5	0.32	0.39
2018/19	Quarter 3	16144	12859	8	0.50	0.62
2018/19	Quarter 4	16144	12859	14	0.87	1.09
2018/19	Totals			31	1.93	2.41

RIDDOR Over 7 Days Absence		Total No. of employees	Total No. of FTE's	Total number of over 7 day absences	Accident Rate (per 1000)	Accident Rate (per 1000 FTE)
2016/17		17062	13598	51	2.99	3.75
2017/18		16487	13313	32	1.94	2.40
2018/19	Quarter 1	16359	12903	21	1.28	1.63
2018/19	Quarter 2	15731	12771	8	0.51	0.63
2018/19	Quarter 3	16144	12859	9	0.56	0.70
2018/19	Quarter 4	16144	12859	9	0.56	0.70
2018/19 Totals				47	2.91	3.66

RIDDOR Specified Injuries		Total No. of employees	Total No. of FTE's	Total number of specified injuries	Accident Rate (per 1000)	Accident Rate (per 1000 FTE)
2016/17		17062	13598	16	0.94	1.18
2017/18		16487	13313	10	0.61	0.75
2018/19	Quarter 1	16359	12903	0	0.00	0.00
2018/19	Quarter 2	15731	12771	3	0.19	0.23
2018/19	Quarter 3	16144	12859	1	0.06	0.08
2018/19	Quarter 4	16144	12859	0	0.00	0.00
2018/19 Totals				4	0.25	0.31

Section 5 - Work related ill health totals and rates per 1000 employees 2016/17 to quarter 4 2018/19

Work Related Ill Health (Physical)		Total No. of employees	Total No. of FTE's	Total number of incidents	Incident Rate (per 1000)	Incident Rate (per 1000 FTE)
2016/17		17062	13598	7	0.41	0.51
2017/18		16487	13313	5	0.30	0.38
2018/19	Quarter 1	16359	12903	3	0.18	0.23
2018/19	Quarter 2	15731	12771	0	0.00	0.00
2018/19	Quarter 3	16144	12859	0	0.00	0.00
2018/19	Quarter 4	16144	12859	0	0.00	0.00
2018/19 Totals				3	0.18	0.23

Psychological Ill Health (Work Related)		Total No. of employees	Total No. of FTE's	Total number of incidents	Incident Rate (per 1000)	Incident Rate (per 1000 FTE)
2016/17		17062	13598	227	13.30	16.69
2017/18		16487	13313	174	10.55	13.07
2018/19	Quarter 1	16359	12903	32	1.96	2.48
2018/19	Quarter 2	15731	12771	27	1.72	2.11
2018/19	Quarter 3	16144	12859	55	3.41	4.28
2018/19	Quarter 4	16144	12859	27	1.67	2.10
2018/19 Totals				141	8.76	10.97