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For all enquiries relating to this agenda please contact Julie Lloyd
(Tel: 01443 864246 Email: lloydj4@caerphilly.gov.uk)

Date: 8th February 2022

Dear Sir/Madam,

A digital meeting of the **Corporate Health and Safety Committee** will be held via Microsoft Teams on **Monday, 14th February, 2022 at 10.00 am** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working day.

This meeting will be recorded and made available to view via the Council's website, except for discussions involving confidential or exempt items. Therefore the images/audio of those individuals speaking will be publicly available to all via the recording on the Council website at www.caerphilly.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christina Harrhy', enclosed in a large, loopy oval shape.

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrdach



To approve and sign the following minutes:-

- 3 Corporate Health and Safety Committee held on the 15th November 2021. 1 - 4

To receive and consider the following report(s):-

- 4 Health and Safety Update - Verbal Update.
- 5 Health and Safety SLA Update. 5 - 8
- 6 Statutory Maintenance Report - Verbal Update.
- 7 Risk Management Presentation - Verbal Update.

To receive and consider the following information item(s)*:-

- 8 Recent Health and Safety Executive Updates. 9 - 12
- 9 Accident Statistics Report for October - December 2021. 13 - 38

** If a member of the Committee wishes for either of the above information items to be brought forward for discussion at the meeting please contact Julie Lloyd, Tel. 01443 864246 by 10.00 am on Friday 11th February 2022.*

Circulation:

Councillors C.J. Gordon, M.A. Adams, P.J. Bevan, D.T. Hardacre, D. Havard, A.G. Higgs, S. Kent and W. Williams

Trade Union Representatives.

And Appropriate Officers

HOW WE WILL USE YOUR INFORMATION

Those individuals that attend committee meetings to speak/give evidence will be named in the minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. Minutes of Meetings including details of speakers will be publicly available to all via the Council website at www.caerphilly.gov.uk. except for discussions involving confidential or exempt items.

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Agenda Item 3



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON MONDAY, 15TH NOVEMBER 2021 AT 10.00 A.M.

PRESENT:

Councillors:

Councillor D. Havard (Chair)

M. A. Adams, P.J. Bevan, W. Williams

Councillor C. Gordon (Cabinet Member for Corporate Services)

Together with:

L. Donovan (Head of People Services), E. Townsend (Health and Safety Manager), A. Wigley (Principal Health and Safety Officer), D. Beecham (Electoral Services Manager), M. Williams (Interim Head of Property Services), R. Barrett (Committee Services Officer), and J. Lloyd (Committee Services Officer)

Trade Union Representatives: J. Garcia (UNISON) and G. Parr (UNITE)

RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting was being filmed and would be available following the meeting via the Council's website – [Click Here to View](#). Members were advised that voting on decisions would take place via Microsoft Forms.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D.T. Hardacre, A.G Higgs, and S. Kent (Vice Chair), together with L. Dallimore (Unison), N. Funnell (GMB), R. Edmunds (Corporate Director of Education and Corporate Services), S. Richards (Head of Education Planning and Strategy), C. Edwards (Environmental Health Manager), and P. Cryer (Service Manager Children's Services).

Arising from the list of apologies provided, Members asked if the Officers who had given apologies had been asked to send a substitute in their place, and expressed the importance of full participation at these meetings. Miss Lynne Donovan (Head of People Services) confirmed that she was able to cover for Mr Richard Edmunds; however, she confirmed that she would raise the matter with Corporate Management Team and remind them of the importance of Senior Officer attendance at the Corporate Health and Safety meetings on behalf of their respective Directorates and the need for Officers to send a relevant substitute if they cannot attend.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES – 21ST JUNE 2021

It was moved and seconded that the minutes of the Corporate Health and Safety Committee held on 21st June 2021 be approved as a correct record and by way of Microsoft Forms this was unanimously agreed.

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 21st June 2021 be approved as a correct record.

REPORTS OF OFFICERS

Consideration was given to the following reports.

4. HEALTH AND SAFETY OVERVIEW – PRESENTATION

Mrs Emma Townsend (Health and Safety Manager) gave a presentation to the Committee which reflected on the work of the Council's Health and Safety Team and the position going forward.

Members were referred to the challenges faced by the Team and the demands on workloads as a result of the Covid-19 pandemic. The Team continue to respond to routine and non-routine demands. Members were advised that 18 months into the pandemic, Covid still remains a significant health and safety pressure and the Health and Safety Team are facing more challenges as the workplace controls may be different to those in the community. The team is also dealing with numerous risk assessments in line with guidance from Welsh Government and a heavy workload in relation to schools, as the health and safety guidance in relation to Covid is frequently changing.

Members were advised that staff training is ongoing but remains either physically distanced or online. The Health and Safety Team are ensuring that day to day health and safety issues are met. Members were referred to recent health and safety checks which included the inspection of 33 pavilions, highways, civic amenity sites and Tiryberth Depot. A procedure is also in place to record outstanding health and safety tasks. Members were advised of other ongoing work in Health and Safety, including targeted HSE dust inspections and visits to all schools.

Members were informed that new ways were being utilised to deliver Health and Safety training and that a training video is to be produced to support and communicate the updated Accident Reporting and Investigation Policy, which will include information on retaining evidence whilst investigations are ongoing and learning lessons and information sharing. Members were advised that Health and Safety forms part of ongoing Senior Management conversations across all Directorates and ensuring that Health and Safety is considered at an early stage and is integral to decision making across the Authority. It was emphasised that the success of managing Health and Safety depends on everyone across CCBC playing their part. In conclusion, it was emphasised that whilst the Council is heading in the right direction, some considerable challenges around the pandemic still remain.

A Member noted that the attendees at a recent Remembrance Day service had not been able to properly socially distance due to the Covid testing centre in the same area. Officers explained that such events can be mitigated by measures such as the use of face coverings but acknowledged the myriad of challenges in mitigating such risks.

A Member referred to an area of highway in his ward which was covered by overgrown brambles and was affecting residents' ability to walk on the pavement, who were thereby having to walk on part of a busy highway to pass this area. The Member was invited to contact the Health and Safety Manager outside of the Committee meeting so that this matter could be investigated and passed onto the appropriate department or relevant body.

A Trade Union representative requested an update on the testing of air quality in schools and corporate buildings. Members were advised that the CO2 monitors were being supplied by Welsh Government but nothing had been received as of yet. Members were also referred to the HSE and WG guidance on air quality that is reflected in the most recent schools' risk assessments and in the corporate risk assessment.

The Health and Safety Manager was thanked for her presentation and the Chair acknowledged the ongoing work of the Health and Safety team, despite the pressures of Covid.

Following consideration of the presentation the Committee noted its contents.

5. HEALTH AND SAFETY ACTION PLAN UPDATE

The Health and Safety Manager provided Members with an update on the Health and Safety Action Plan and informed Members of any matters that could impact on the management of Health and Safety within the Council. Members were advised that the action plan for the Health and Safety Division allows resources to be prioritised to those areas considered to be an organisational risk. The Committee were updated with regards to the priorities of the Health and Safety Division and the impact of Covid-19 on meeting these objectives.

The Committee were referred to the core workload of the Health and Safety team and they noted the day- to-day activities undertaken. Members were also referred to work that needed to be revisited and work that needed to be progressed. Members were advised that it was also the intention to develop a new plan for 2022-24, which will set out Directorate priorities. Officers suggested that the 2022-24 action plan could be referred to a future meeting of the Corporate Health and Safety Committee and to continue to monitor this against the existing action plan.

Following consideration of the report the Committee noted its contents.

6. ASBESTOS AND FIRE UPDATE – PRESENTATION

The Health and Safety Manager gave a presentation to the Committee which updated Members on Asbestos and Fire Safety. Members were referred to the impact of Covid on the work programme. Members were advised of the difficulties faced by the Health and Safety team in relation to asbestos and fire safety and the reluctance of premises managers to allow access into their buildings during the pandemic.

Members were advised that both Fire Officer Posts within the authority are now core funded for 4 days a week, and are prioritised to determine where they are best required within the Authority. Sleeping risk remains a high priority with all fire risk assessments on residential care homes being completed. Members were advised that work is due to progress on sheltered schemes and flats and that South Wales Fire and Rescue Service visited several

schools over the summer, with the intention that the authority's Fire Officers will re-visit these schools to monitor actions and progress.

Members were advised that all building managers are required to complete an annual fire risk assessment review, which forms part of the Statutory Maintenance Group Monitoring. The Committee were also referred to the increased demand for the Fire Officers to comment on plans and proposals and as a result an additional Fire Officer post has been agreed on a temporary basis for 2 days a week to support the existing Fire Officers.

Members were provided with information on asbestos management, in particular the successful removal of asbestos contained materials from school sites within the county borough. Members were advised of the development of an introduction to duty to manage asbestos training programme which would commence with Head Teachers in schools and then be rolled out to all premises managers. Asbestos condition monitoring will be relaunched with annual monitoring to form part of Statutory Maintenance Group monitoring.

A Member sought clarification on the part-time nature of the Fire Officer posts and it was noted that the current Fire Officers do not work on Fridays. Members were advised that there is a very limited market in terms of competence and experience and so these posts are usually filled by ex-Fire Service Officers, who are very experienced, but as they are retired they do not wish to work a 5-day week. Members were advised that if the post specified a full week or had to include a Friday, it may be difficult to recruit. During the course of discussion, Members also discussed the importance of meaningful fire drills and the need to ensure that these are undertaken on a regular basis.

Following consideration of the presentation the Committee noted its contents.

7-8. INFORMATION ITEMS

The Committee noted the contents of the following information reports which had not been called forward for discussion at the meeting. Full details were included in the Officer's reports.

1. Recent Health and Safety Executive Updates.
2. Accident Statistics Report for April 2021 – September 2021.

The meeting closed at 11.00 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 14th February 2022, they were signed by the Chair.

CHAIR



CORPORATE HEALTH AND SAFETY COMMITTEE – 14TH FEBRUARY 2022

SUBJECT: HEALTH AND SAFETY SLA UPDATE

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Corporate Health and Safety Committee Members on the Health and Safety SLA Service offered to schools.

2. SUMMARY

- 2.1 The report is provided as information for members of the Committee, to ensure that they are kept informed of any matters that could impact on the management of health and safety within the Council. The action plan for the Health and Safety Division allows resources to be prioritised to areas considered to be an organisational risk. Since 2009 a health and safety SLA has been provided to all Caerphilly schools. Following requests from Head Teachers for additional health and safety support a premium SLA service was introduced in 2015. This report provides an overview of the support provided to Caerphilly Schools.

3. RECOMMENDATIONS

- 3.1 That the content of the report is noted.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 For Committee to be updated with regards to the delivery of the Health and Safety SLA (Schools) and the benefits of the service.

5. THE REPORT

- 5.1 All Caerphilly Schools buy into a health and safety SLA which is a fully income funded service providing specific health and safety support to schools. The core SLA provides 5 days of health and safety Officer time of which 3 days per annum are allocated to

mandatory inspections; General Health and Safety Inspection, Fire Risk Assessment and Health and Safety Management Audit. The 2 remaining days can be used by the schools as they see fit to assist them with managing their health and safety risks.

5.1.2 Premium Health and Safety SLA

The Premium Health and Safety SLA Service provide schools with a named Health and Safety Officer who visits the school on a monthly or fortnightly basis. The range of tasks undertaken by the Health and Safety SLA Officer is broad and includes:

- Completion of risk assessments
- Completion of DSE assessments
- Pupil and staff assessments
- Site Inspections
- Updating RAMIS for statutory inspections
- Physical Access Strategy Reviews
- Supporting the School Educational visit Co-ordinator in developing and reviewing risk assessments for offsite visits.
- Accident reporting and investigation
- Delivery of training sessions
- Arranging specialist training e.g. choking, epilepsy
- Legionella Temperature Checks
- Monitoring Asbestos in Situ
- Production of Governors Health and Safety Reports and attending Governors Meetings to report/update on health and safety

Overall responsibility for health and safety compliance remains with the Head Teacher however their Officer works with them to prioritise actions and workload.

Health and Safety training is a significant part of the role and ensures schools comply with their legal obligation to provide staff with information, instruction and training on health and safety matters. During 2021 the following training briefings were provided:-

	Number of Sessions	Number Trained
Fire Awareness / Fire Awareness Refresher*	22	436
Caretaker Induction	1	1
Legionella	1	1

* Where the training briefing was not delivered by the Health and Safety SLA Officer, in most cases the H&S Officer updated the bespoke briefing session for the school to deliver directly.

All schools who buy into the premium SLA have also had a fire risk assessment review and asbestos condition monitoring undertaken during 2021.

Most Primary Schools (68 out of 75 for 2021) bought into the Premium Health and Safety SLA Service. The Learning Centre, Pupil Referral Unit and Trinity Fields School and Resource Centre also opted into the Premium H&S SLA Service.

The service is valued by Head Teachers who appreciate the professionalism, expertise and responsiveness of their Health and Safety SLA Officer.

5.1.3 Secondary Schools

All Secondary School currently receive a Premium Health and Safety SLA. In addition to the SLA, most secondary schools have a Business Manager/Bursar who is trained to NEBOSH National General Certificate level which gives them the skills to undertake health and safety responsibilities for the site.

5.1.4 The Covid-19 pandemic has significantly impacted on the priorities and workload of the SLA Officers. Much routine workload has been re-directed toward covid support. The Health and Safety Officers are now focusing on progressing core priorities with completing general inspections a current priority workstream.

5.2 Conclusion

The Health and Safety SLA service is a well-respected and valuable source of Health and Safety support for school. The tasks undertaken by the team on behalf of the schools and the support provided to them help the Authority to ensure that health and safety risks are minimised and health and safety actions are completed in a timely manner. The service is invaluable in ensuring that CCBC continue to provide safe and compliant schools where education can be prioritised.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 This report is for information only and so an Integrated Impact Assessment is not required.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications.

10. CONSULTATIONS

10.1 All comments from consultees have been included in the report.

11. STATUTORY POWER

11.1 The Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.

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Cllr Gordon, Cabinet Member for Corporate Services,
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CORPORATE HEALTH AND SAFETY COMMITTEE – 14TH FEBRUARY 2022

SUBJECT: RECENT HEALTH AND SAFETY EXECUTIVE UPDATES

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Committee about recent relevant accidents, incidents and prosecutions by the Health and Safety Executive (HSE).

2. SUMMARY

- 2.1 The report is provided as information for members of the Committee, to ensure that they are kept informed of any matters that could impact on the management of health and safety within the Council.

3. RECOMMENDATIONS

- 3.1 That the Committee note the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To keep the Committee up to date on any health and issues that may be relevant or may require further consideration.

5. THE REPORT

5.1 Council prosecuted after member of the public killed by falling tree

- 5.1.1 Staffordshire County Council has been prosecuted for failing to inspect and maintain trees on a public footpath, following the death of a member of the public.

- 5.1.2 North Staffordshire Justice Centre heard how, on 3 October 2019, a man walking his dog on the Isabel Trail in Stafford was struck and killed by part of a falling oak tree. An investigation by the Health and Safety Executive (HSE) found that the tree, a multi-stemmed mature hybrid oak, approximately 12-14 metre high and with a crown radius of between seven and ten metres, had defects from which it was foreseeable that it was likely to fall and cause injury. The tree was located within the boundaries of the Isabel Trail.

- 5.1.3 Local authorities are legally required to suitably and sufficiently manage the risks and hazards posed by the trees within their responsibility remit. Staffordshire County Council had a programme of proactive inspection and maintenance across the county, but the Isabel Trail had been omitted for many years.
- 5.1.4 Staffordshire County Council pleaded guilty to breaching Section 3(1) of the Health and Safety at Work Act 1974. They were fined £300,000 and ordered to pay costs of £13,164.90 and a victim surcharge £181.
- 5.1.5 Caerphilly Council has a Tree Strategy in place, which was agreed by Cabinet in 2017, that sets out how the council manages and inspects trees on council held land. The responsible service area has confirmed that trees are managed and inspected in accordance with that agreed policy.

5.2 School and contractor fined for asbestos disturbance.

- 5.2.1 A school and its maintenance contractor have been fined after workers disturbed asbestos at the school while installing a new heating system.
- 5.2.2 Peterlee Magistrates' Court heard that, in February 2019, T.W. Steam & Heating Services Limited had been contracted by Park View Academy, to install a new heating system in the school building at Park View School, Chester Le Street. In the course of the work, ceiling tiles containing asbestos were disturbed, potentially exposing several people to asbestos fibres.
- 5.2.3 An investigation by the Health and Safety Executive (HSE) found that the contractor and the school both failed to refer to existing asbestos registers and management plans to identify the presence of asbestos within the school building.
- 5.2.4 Park View Academy, of Chester Le Street, pleaded guilty to breaching sections 2(1) and 3(1) of the Health and Safety at Work etc. Act 1974 and was fined £3000 with £4785.37 costs.
- 5.2.5 T.W. Steam & Heating Services Limited, of Durham, pleaded guilty to breaching sections 2(1) and 3(1) of the Health and Safety at Work etc. Act 1974 and was fined £2,000 with £4,710.37 costs.
- 5.2.6 Caerphilly Council has in place a Corporate Asbestos Management Policy and arrangements to ensure that information on asbestos containing materials is passed to contractors and others working on the fabric of the building prior to any work commencing. Technical Officer training on asbestos management has been provided to all technical staff responsible for arranging works. Further mandatory asbestos management training for Head Teachers is due to be rolled out shortly to enhance CCBC asbestos management arrangements. An asbestos management training needs analysis is in the process of being completed and further asbestos management training will be provided as required.

5.3 Change to legislation reading provision of personal protective equipment (PPE)

- 5.3.1 The Personal Protective Equipment at Work Regulations 1992 place a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work. The Personal Protective Equipment at Work (Amendment) Regulations 2022 will come into force on 6th April 2022. These will extend the duty to provide suitable PPE all workers without a contract of employment but a contract to work such as agency workers.
- 5.3.2 These changes do not apply to those who have 'self-employed' status, or those who have a contract of employment with another organisation (e.g. a contractor) as the legal duty will apply to their employer

5.3.3 A Health and Safety bulletin is in draft and will be circulated shortly.

5.4 HSE publish annual health and safety statistics for 2020/21.

5.4.1 The HSE have published their latest statistics on work-related health and safety in Great Britain, including the following key annual figures for the 2020-21 financial year period:-

- 1.7 million working people suffering from work-related ill health
- 93,000 workers suffering from COVID-19 which they believe may have been due to coronavirus exposure at work
- 645,000 workers suffering from a work-related illness caused or made worse by the effect of the pandemic
- 2,369 mesothelioma deaths due to past asbestos exposures (2019)
- 142 workers killed at work
- 441,000 injuries occurred at work according to the Labour Force Survey
- 51,211 injuries to employees reported under RIDDOR.

5.4.2 The HSE have on their detailed commentary on these figures on their Statistics webpages [Link to HSE Website – Statistics](#) a range of information on different types of work-related ill-health and different industry sectors; a comprehensive set of tables, designed to make the data accessible to users, and their annual infographic-style summary booklet.

5.5 Conclusion

Health and Safety remains a key priority for Local Authority consideration. Although the HSE are less pro-active than previously, they will investigate and prosecute if there are health and safety failings. As an Authority we ensure that we keep up to date with knowledge of recent prosecutions or safety notices to enable us to implement any learning from such actions within Local Authority services if applicable. Ensuring that health and safety is considered, and risks assessed and controlled, assists the Authority in meeting its legal obligations, in protecting the health and safety of employees and others.

6. ASSUMPTIONS

6.1 No assumptions have been made regarding the information contained in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 This report is for information only and so an Integrated Impact Assessment is not required

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications

10. CONSULTATIONS

10.1 All comments from consultees have been included in the report.

11. STATUTORY POWER

11.1 The Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.

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CORPORATE HEALTH AND SAFETY COMMITTEE – 14TH FEBRUARY 2022

**SUBJECT: ACCIDENT STATISTICS REPORT FOR OCTOBER – DECEMBER
2021**

**REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE
SERVICES**

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform the Committee of the numbers and types of work-related accidents/incidents that occurred during the period of October - December 2021 (inclusive).

2. SUMMARY

- 2.1 The following report provides accident statistics for October - December 2021 (inclusive). Accident statistics are produced for each quarter and presented to the members of the Health and Safety Committee for information. The appendices are graphs illustrating these statistics, and include for each quarter period for the previous 2 years for comparison.

3. RECOMMENDATIONS

- 3.1 That the Committee note the contents of the report.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To keep the Committee up to date on any health and issues that may be relevant or may require further consideration.

5. THE REPORT

- 5.1.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require accidents which arise as a result of, or in connection with, work to be categorised as follows and reported to the Health and Safety Executive (HSE):

- All deaths to workers and non-workers, except for suicides,
- 'Specified injury' - including a fracture, other than to fingers, thumbs and toes; amputations; any injury likely to lead to permanent loss or reduction of sight; any crush

injury to the head or torso causing damage to the brain or internal organs; serious burns (including scalding) covering more than 10% of the body, or causing significant damage to eyes, respiratory system or other vital organs); scalpings (separation of skin from the head) requiring hospital treatment; loss of consciousness caused by head injury or asphyxia; and any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

- Accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident) as a result of their injury.
- Work-related accidents involving members of the public or people who are not at work (including pupils) if the injured person is taken from the scene of the accident directly to hospital for treatment to that injury.
- Dangerous occurrences are specified near-miss events that do not cause injury or ill health but had potential to do so as defined in RIDDOR, such as failure of collapse of lifting equipment or accidental release of a hazardous substance.
- Work-related causes of ill health – defined as
 - (a) Carpal Tunnel Syndrome, where the person’s work involves regular use of percussive or vibrating tools;
 - (b) cramp in the hand or forearm, where the person’s work involves prolonged periods of repetitive movement of the fingers, hand or arm;
 - (c) occupational dermatitis, where the person’s work involves significant or regular exposure to a known skin sensitizer or irritant;
 - (d) Hand Arm Vibration Syndrome, where the person’s work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;
 - (e) occupational asthma, where the person’s work involves significant or regular exposure to a known respiratory sensitizer; or
 - (f) tendonitis or tenosynovitis in the hand or forearm, where the person’s work is physically demanding and involves frequent, repetitive movements,

5.1.2 The term ‘minor injury’ refers to any accident or incident causing injury that is not included in point 5.1.1 and therefore is not reportable to the Health and Safety Executive. Accidents in this classification need only be reported to the Health and Safety Division if they affect:

- Employees while they are at work.
- Pupils, clients and members of the public who are injured as a result of work activity while they are on Council premises or using the facilities.
- Any persons who are injured as a result of any work activity carried out by or on behalf of the Authority

5.1.3 The term ‘near miss’ refers to any significant work-related incident reported that caused no injury but had potential to cause at least one person to be injured or put at risk of ill-health as a consequence of the incident, but not meeting the legal definition in RIDDOR of a ‘dangerous occurrence.’

5.1.4 Appendix 1 provides details on all of the accidents for the Authority that were reported to the Health and Safety Division between October to December 2021. For comparison,

- Appendix 2 provides details for the period July - September 2021
- Appendix 3 provides details for the period April – June 2021
- Appendix 4 provides details for the period January – March 2021;
- Appendix 5 provides details for the period October – December 2020

These are categorised by accident or incident type, ie reasons as set out in points 5.1.1, 5.1.2 and 5.1.3.

5.1.5 For comparison, tables for the same quarter periods during 2019 and 2020 are provided as Appendices 11-14.

- 5.1.6 Appendix 6 shows the RIDDOR-reportable accidents per directorate between October to December and the injury causation. For comparison,
- Appendix 7 provides details for the period July to September 2021;
 - Appendix 8 provides details for the period April to June 2021
 - Appendix 9 provides details for the period January – March 2021;
 - Appendix 10 provides details for the period October – December 2020
- 5.1.7 For comparison, tables for the same periods during 2020 and 2019 are provided as Appendices 15- 18.
- 5.1.8 There was one RIDDOR-reportable accident in the period October to December 2021 in the Communities Directorate.
- 5.1.9 There was three RIDDOR-reportable accidents in the period October to December 2021 in the Social Services and Housing Directorate.
- 5.1.10 There was one RIDDOR-reportable accident in the period October to December 2021 in the Education and Corporate Services Directorate.
- 5.1.11 For the purposes of reporting, staff who are working for the Authority via an agency are treated as employees. It should also be noted that when making comparisons with earlier years' reports there has been a change in the management structure within the Authority, with certain service areas now falling under different Directorates.
- 5.1.12 All RIDDOR-reportable incidents reported have related to over-7-day injuries.
- 5.1.13 There has been no follow up action from the HSE with regards to any of the above RIDDOR-reportable accidents.
- 5.1.14 There were no common themes or linked accidents in a particular service area.
- 5.1.15 There have been no RIDDOR-reportable diseases or dangerous occurrences throughout 2021.

5.2 Conclusion

- 5.2.1 RIDDOR-reportable incidents remain consistently low. This is encouraging and demonstrates the positive benefits of interventions of Health and Safety Officers regarding audits of workplaces and work activities, and the provision of health and safety related training.
- 5.2.2 Near-miss reporting remains low. The corporate Accident/Incident Reporting and Investigation Policy has been reviewed and includes new arrangements for reporting near miss incidents to improve reporting rates.

6. ASSUMPTIONS

- 6.1 No assumptions have been made regarding the information contained in this report.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 This report is for information only and so an Integrated Impact Assessment is not required

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications.

9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications

10. CONSULTATIONS

10.1 All comments from consultees have been included in the report.

11. STATUTORY POWER

11.1 The Health and Safety at Work etc. Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

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Appendices:

Appendix 1 All accidents by Type for the Authority between October - December 2021
Appendix 2 All accidents by Type for the Authority between July - September 2021
Appendix 3 All accidents by Type for the Authority between April – June 2021
Appendix 4 All accidents by Type for the Authority between January – March 2021
Appendix 5 All accidents by Type for the Authority between October - December 2020

Appendix 6 RIDDOR reportable accidents by Type and Directorate between October - December 2021
Appendix 7 RIDDOR reportable accidents by Type and Directorate between July - September 2021
Appendix 8 RIDDOR reportable accidents by Type and Directorate between April – June 2021
Appendix 9 RIDDOR reportable accidents by Type and Directorate between January – March 2021
Appendix 10 RIDDOR reportable accidents by Type and Directorate between October - December 2020

Appendix 11 All accidents by Type for the Authority between July - September 2020
Appendix 12 All accidents by Type for the Authority between April – June 2020
Appendix 13 All accidents by Type for the Authority between January – March 2020
Appendix 14 All accidents by Type for the Authority between October - December 2019

- Appendix 15 RIDDOR reportable accidents by Type and Directorate between July– September 2020
- Appendix 16 RIDDOR reportable accidents by Type and Directorate between April – June 2020
- Appendix 17 RIDDOR reportable accidents by Type and Directorate between January – March 2020
- Appendix 18 RIDDOR reportable accidents by Type and Directorate between October - December 2019

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**Appendices supporting Accident Statistics Report For Corporate Health and Safety Committee
14th February 2022 For Period October to December 2021.**

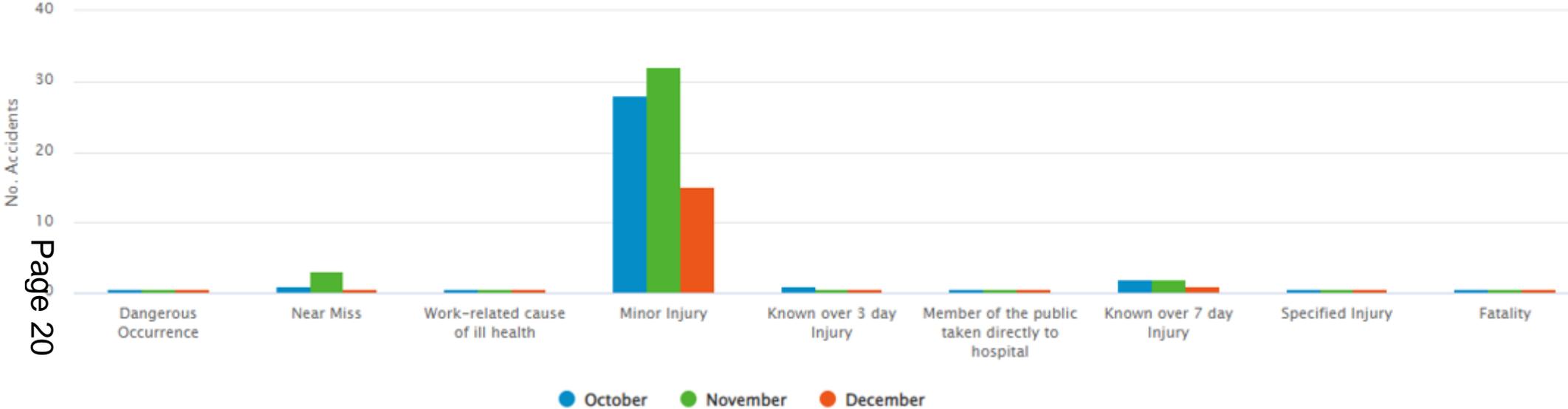
Below are the graphs illustrating the number of recorded incidents for the quarterly period of October to December 2022, and for each specified quarter period over the previous 2 years for comparison.

Unless specified otherwise, the figure of zero should be assumed in all cases.

Appendix 1 - All accidents by Type for the Authority between October to December 2021

All Accidents by Type for the Authority

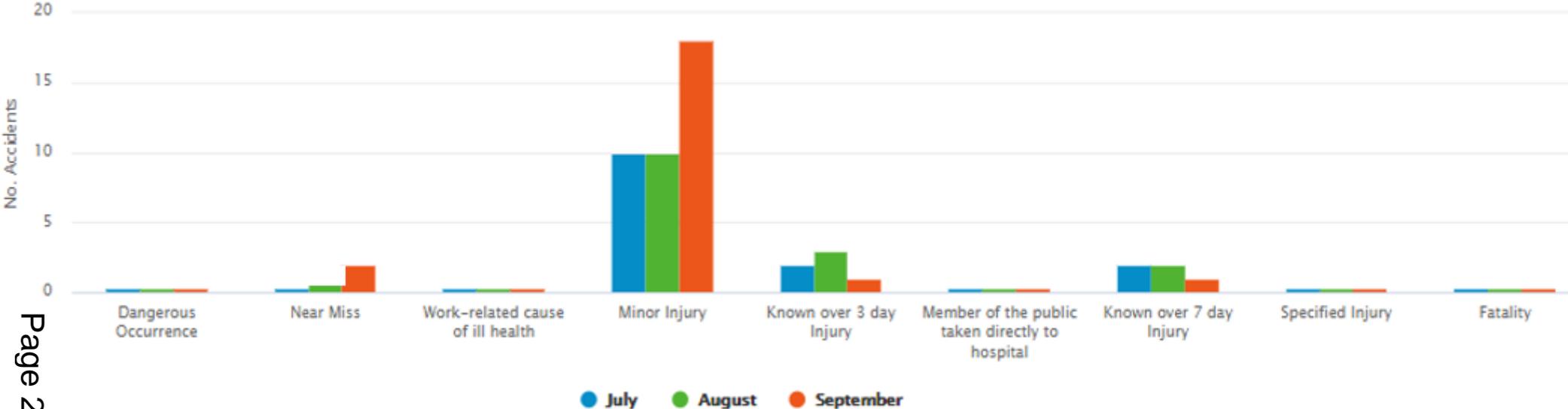
October to December - 2021



Appendix 2 - All accidents by Type for the Authority between July - September 2021

All Accidents by Type for the Authority

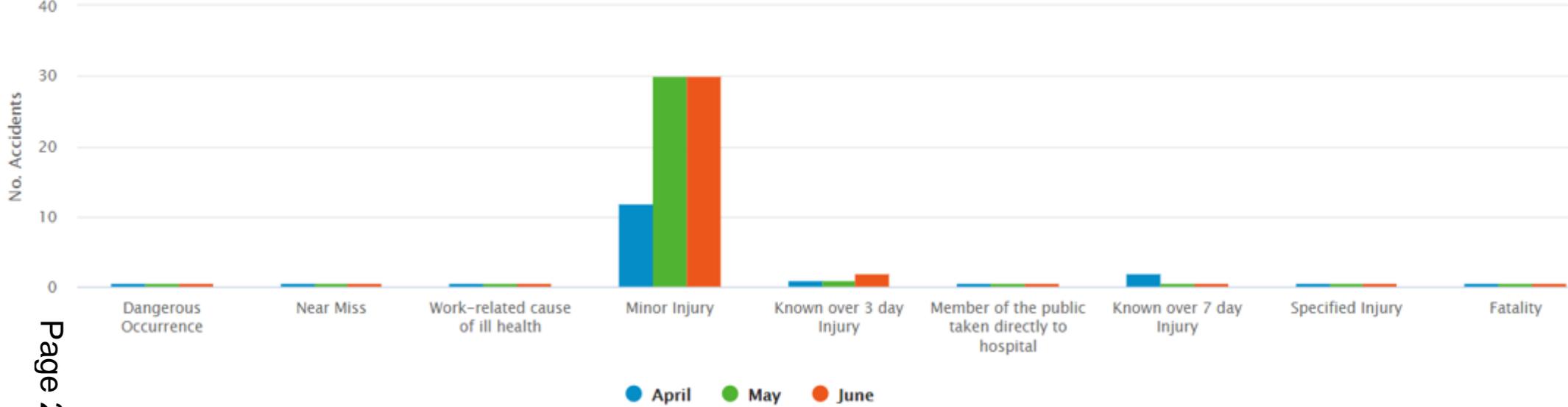
July to September - 2021
With comparison to previous year.



Appendix 3 - All accidents by Type for the Authority between April - June 2021

All Accidents by Type for the Authority

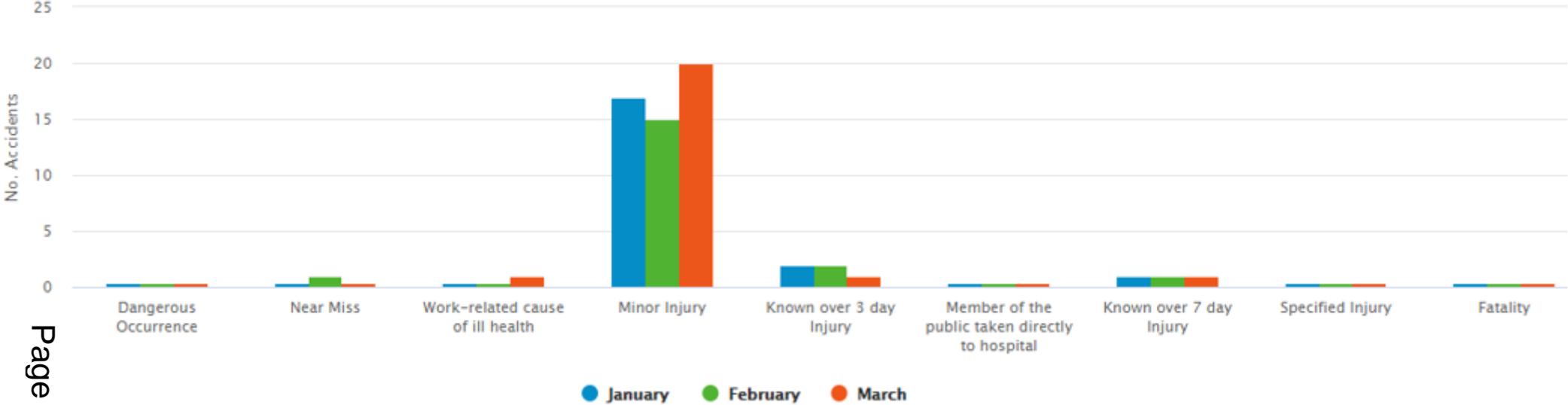
April to June - 2021



Appendix 4 - All accidents by Type for the Authority between January - March 2021

All Accidents by Type for the Authority

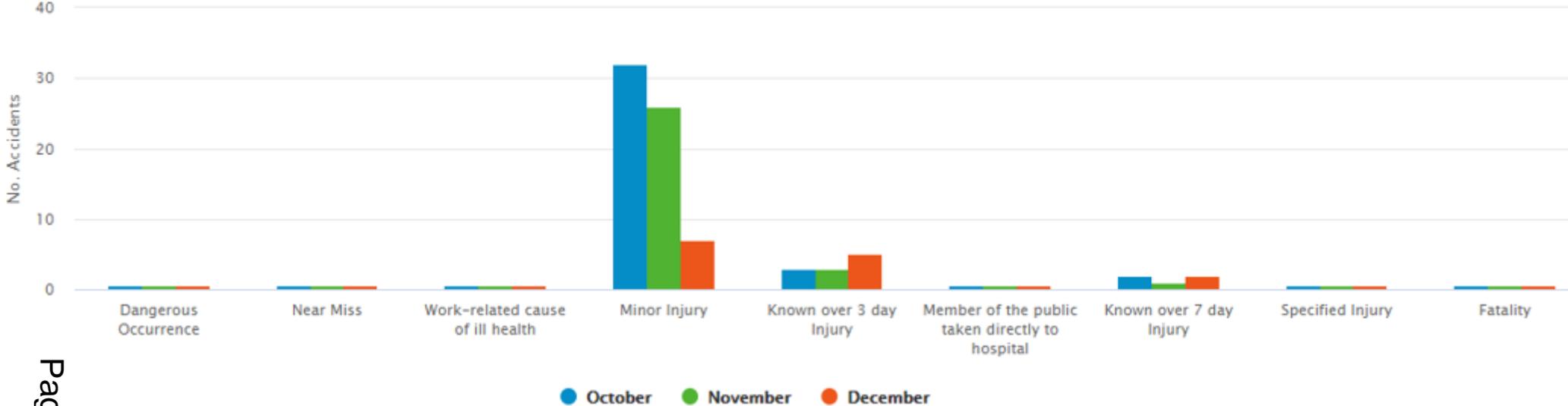
January to March - 2021



Appendix 5 - All accidents by Type for the Authority between October – December 2020

All Accidents by Type for the Authority

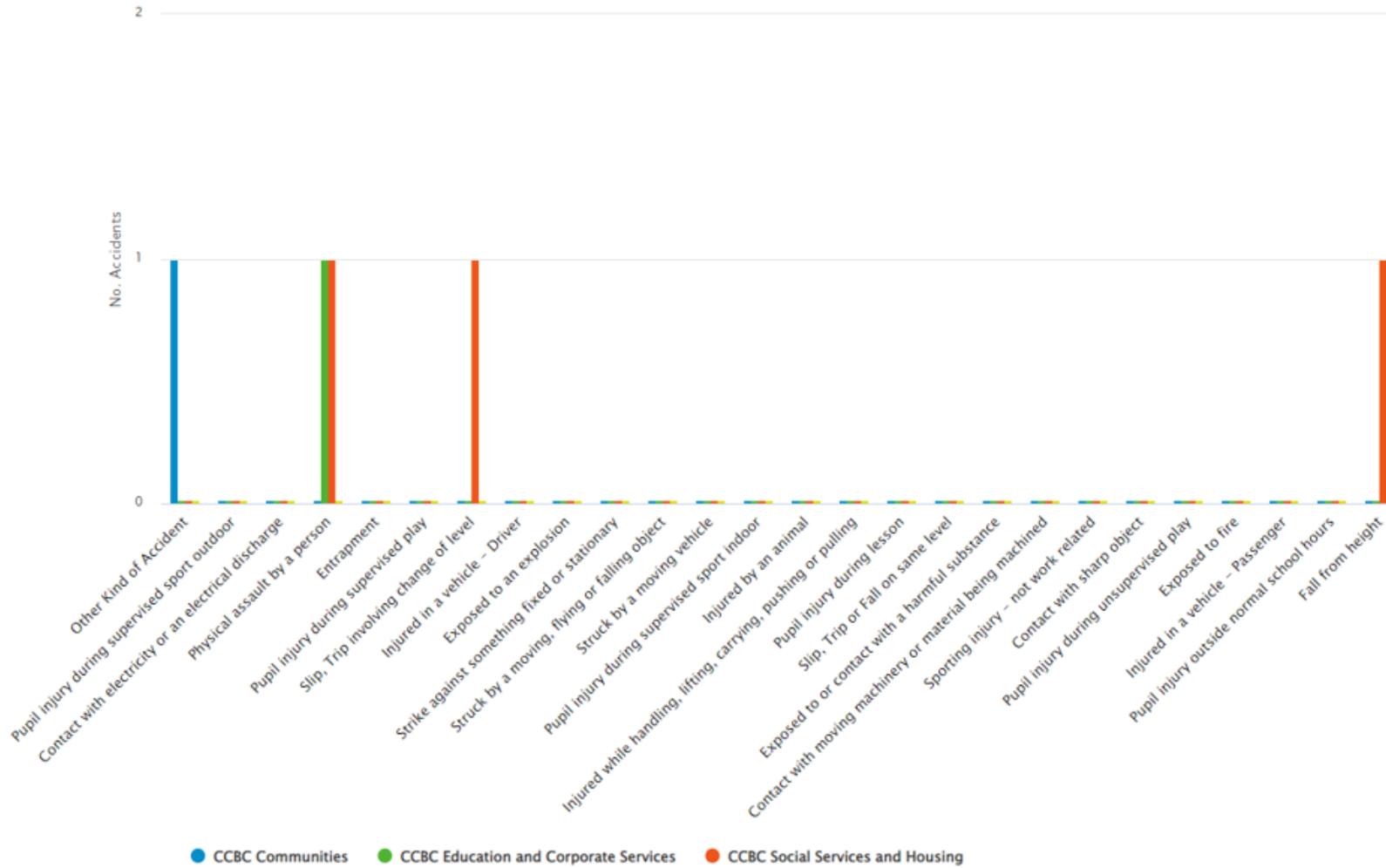
October to December - 2020



Appendix 6 – RIDDOR reportable accidents by Type and Directorate between October - December 2021

RIDDOR Reportable Accidents by Cause and Directorate

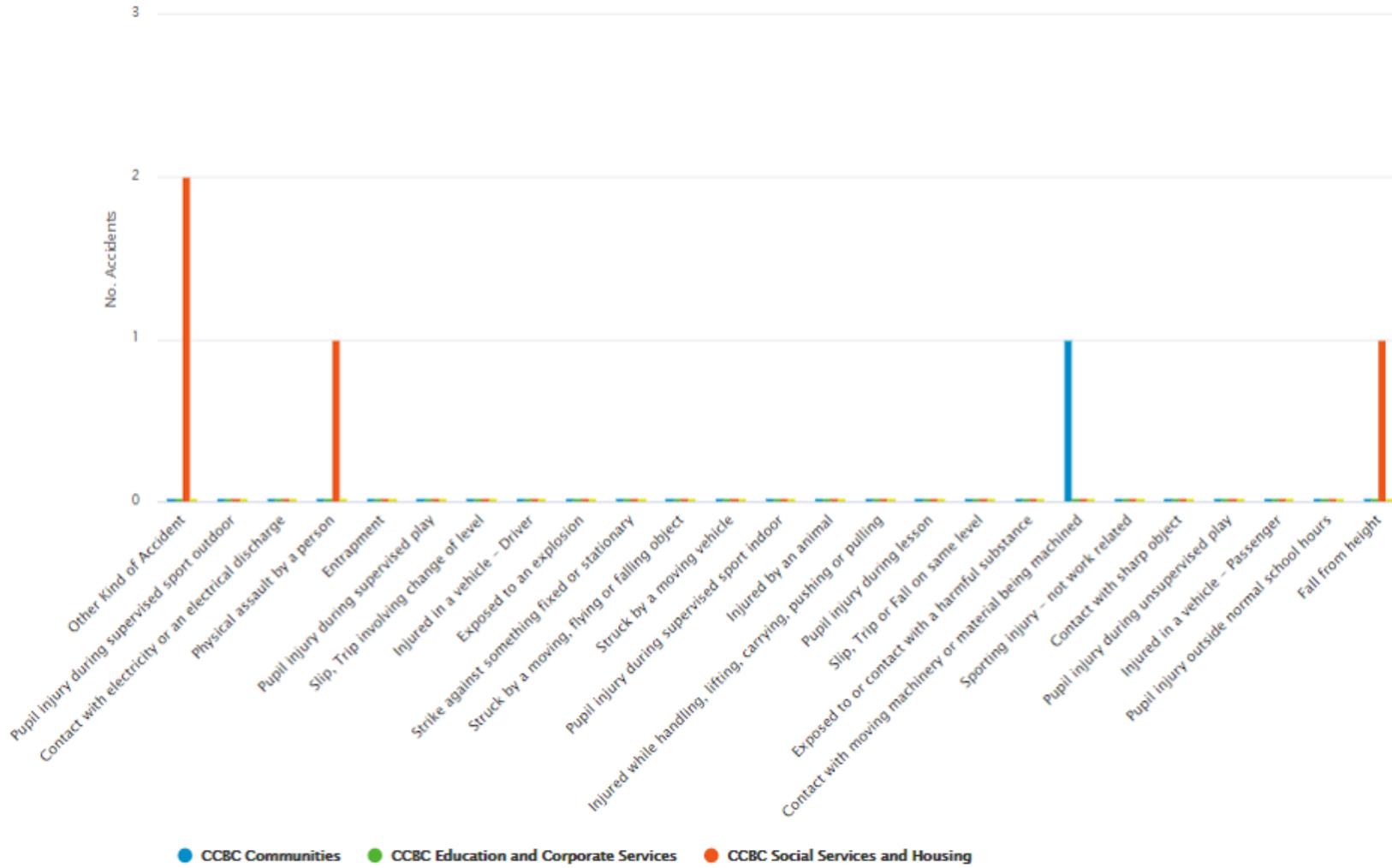
Between 01/10/2021 and 31/12/2021



Appendix 7 – RIDDOR reportable accidents by Type and Directorate between July - September 2021

RIDDOR Reportable Accidents by Cause and Directorate

Between 01/07/2021 and 30/09/2021



Appendix 8 – RIDDOR reportable accidents by Type and Directorate between April - June 2021

RIDDOR Reportable Accidents by Cause and Directorate

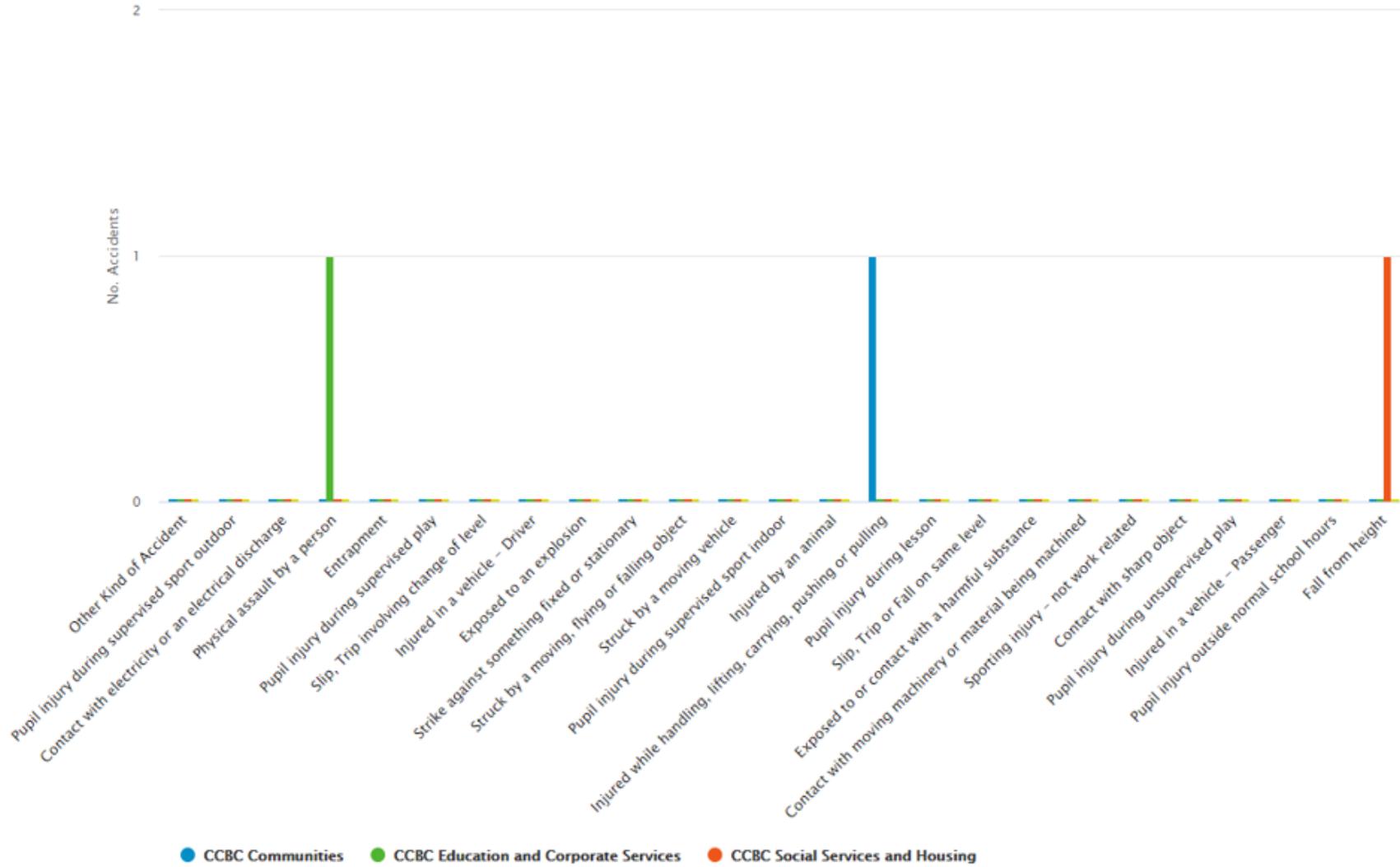
Between 01/04/2021 and 30/06/2021



Appendix 9 – RIDDOR reportable accidents by Type and Directorate between January - March 2021

RIDDOR Reportable Accidents by Cause and Directorate

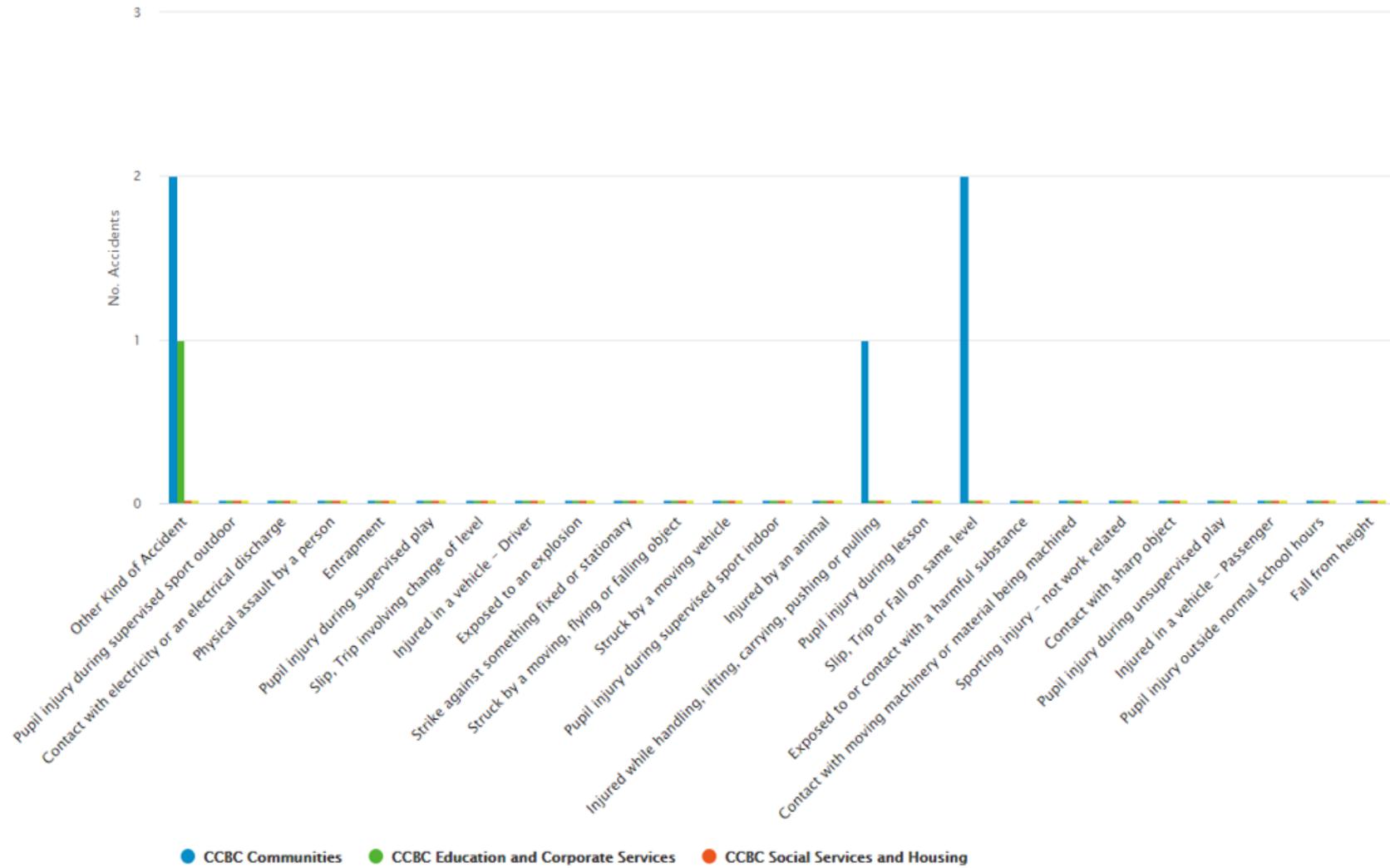
Between 01/01/2021 and 31/03/2021



Appendix 10 – RIDDOR reportable accidents by Type and Directorate between October – December 2020

RIDDOR Reportable Accidents by Cause and Directorate

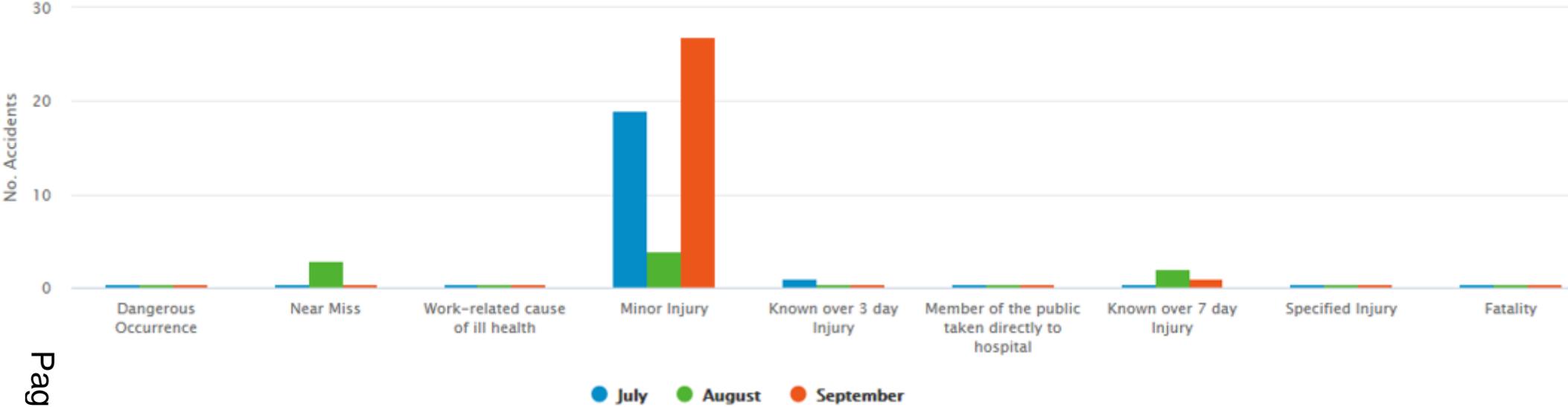
Between 01/10/2020 and 31/12/2020



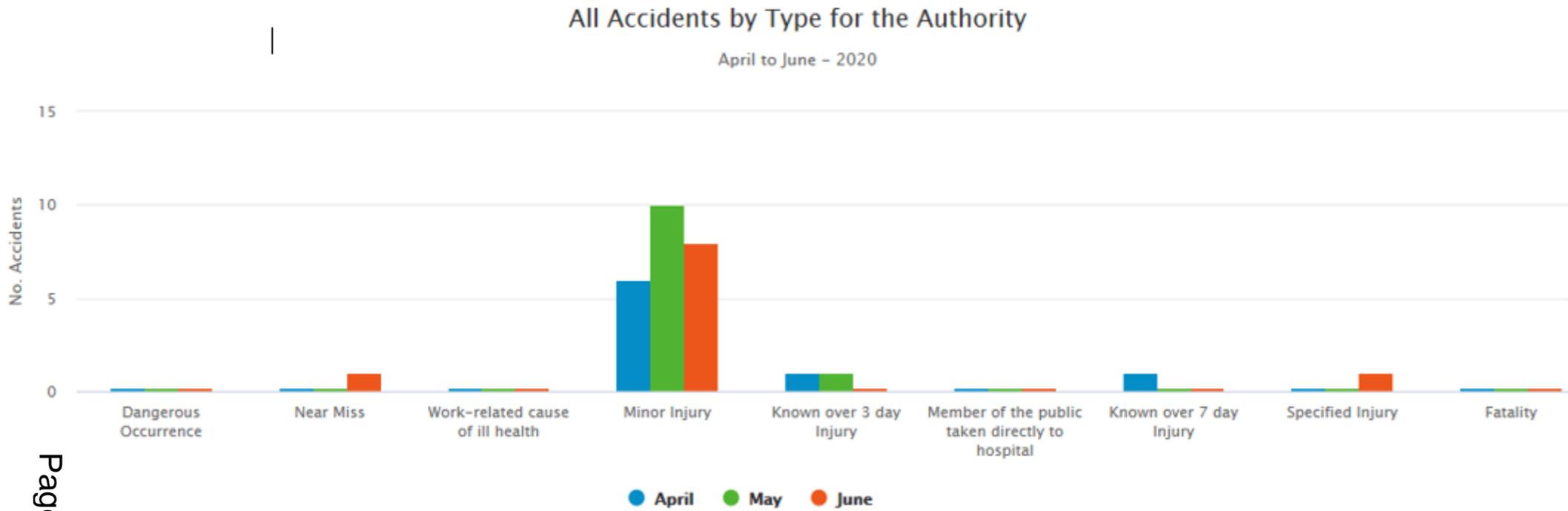
Appendix 11 - All accidents by Type for the Authority between July - September 2020

All Accidents by Type for the Authority

July to September - 2020
With comparison to previous year.



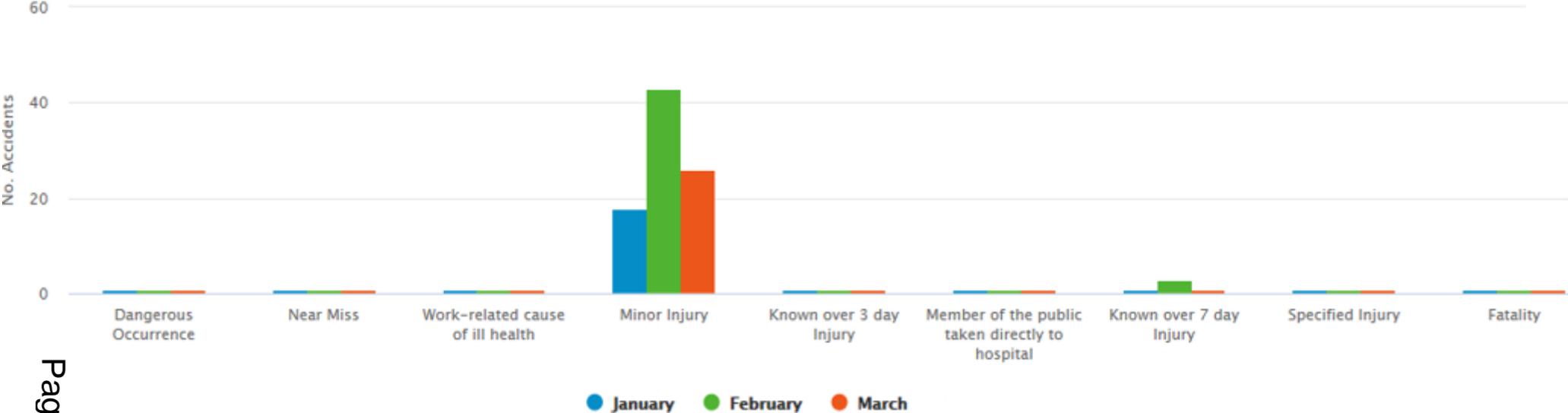
Appendix 12 - All accidents by Type for the Authority between April - June 2020



Appendix 13 - All accidents by Type for the Authority between January – March 2020

All Accidents by Type for the Authority

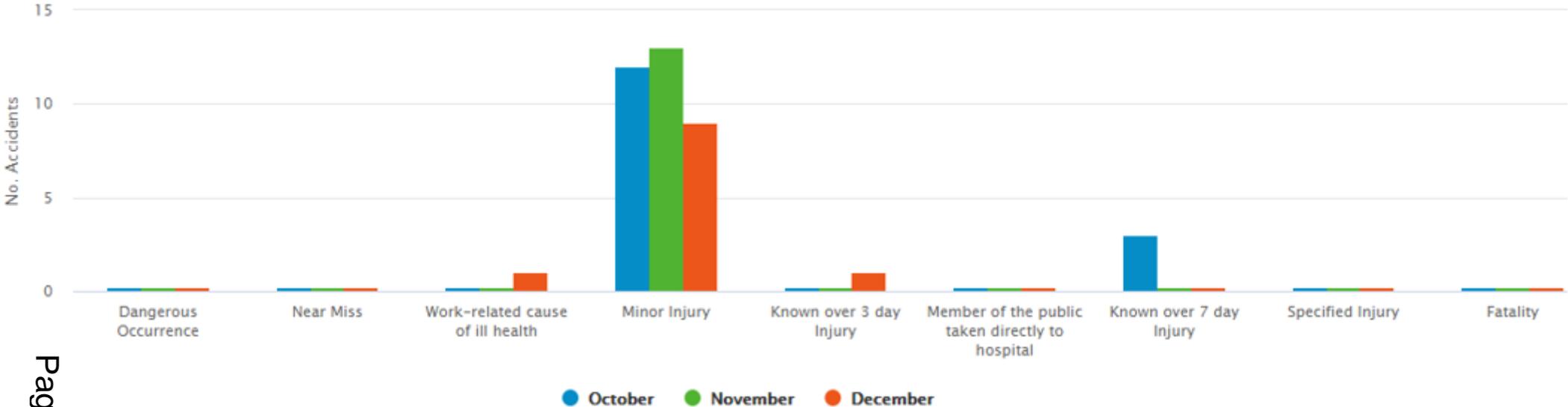
January to March – 2020
With comparison to previous year.



Appendix 14 - All accidents by Type for the Authority between October - December 2019

All Accidents by Type for the Authority

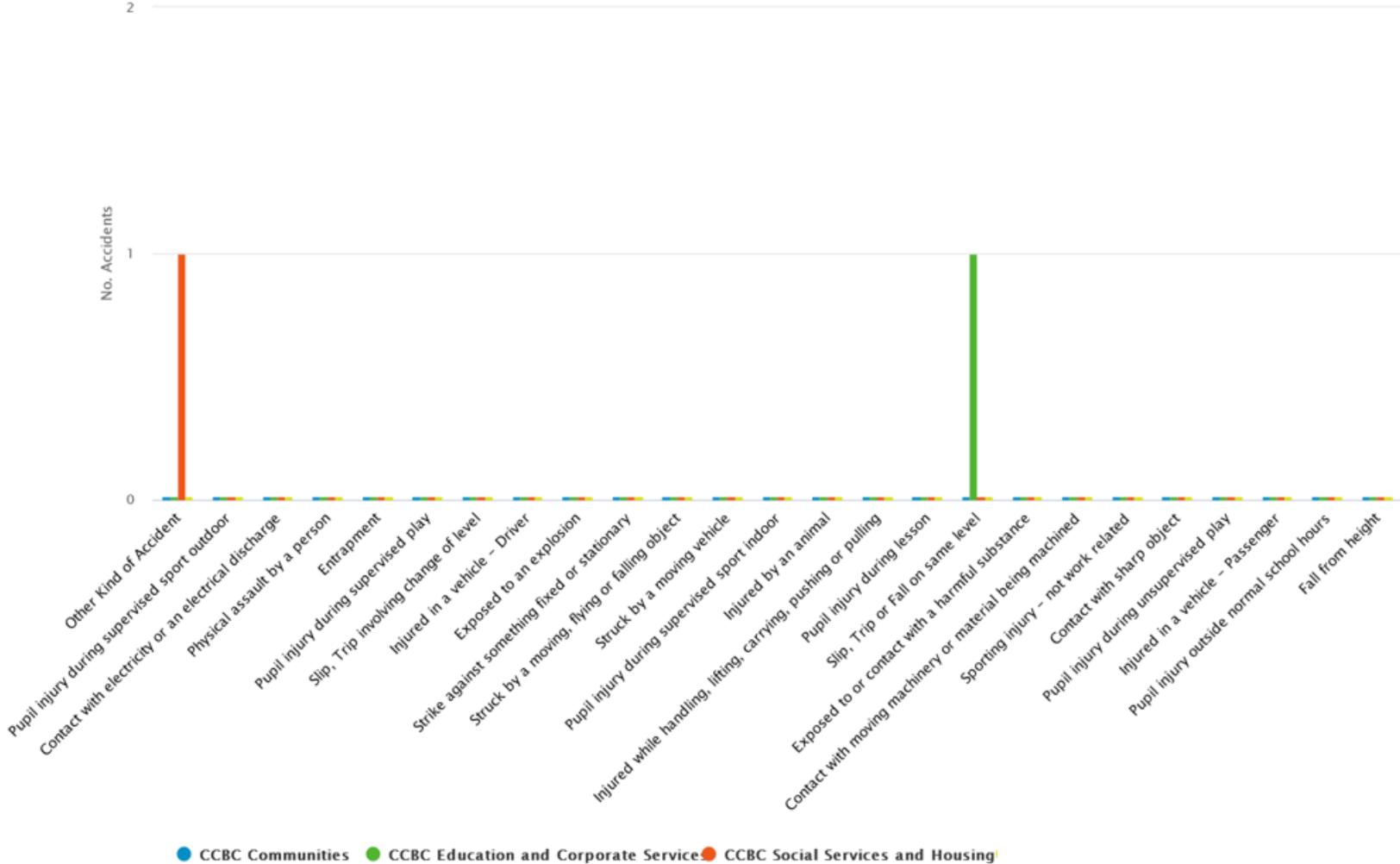
October to December - 2019



Appendix 15 – RIDDOR reportable accidents by Type and Directorate between July - September 2020

RIDDOR Reportable Accidents by Cause and Directorate

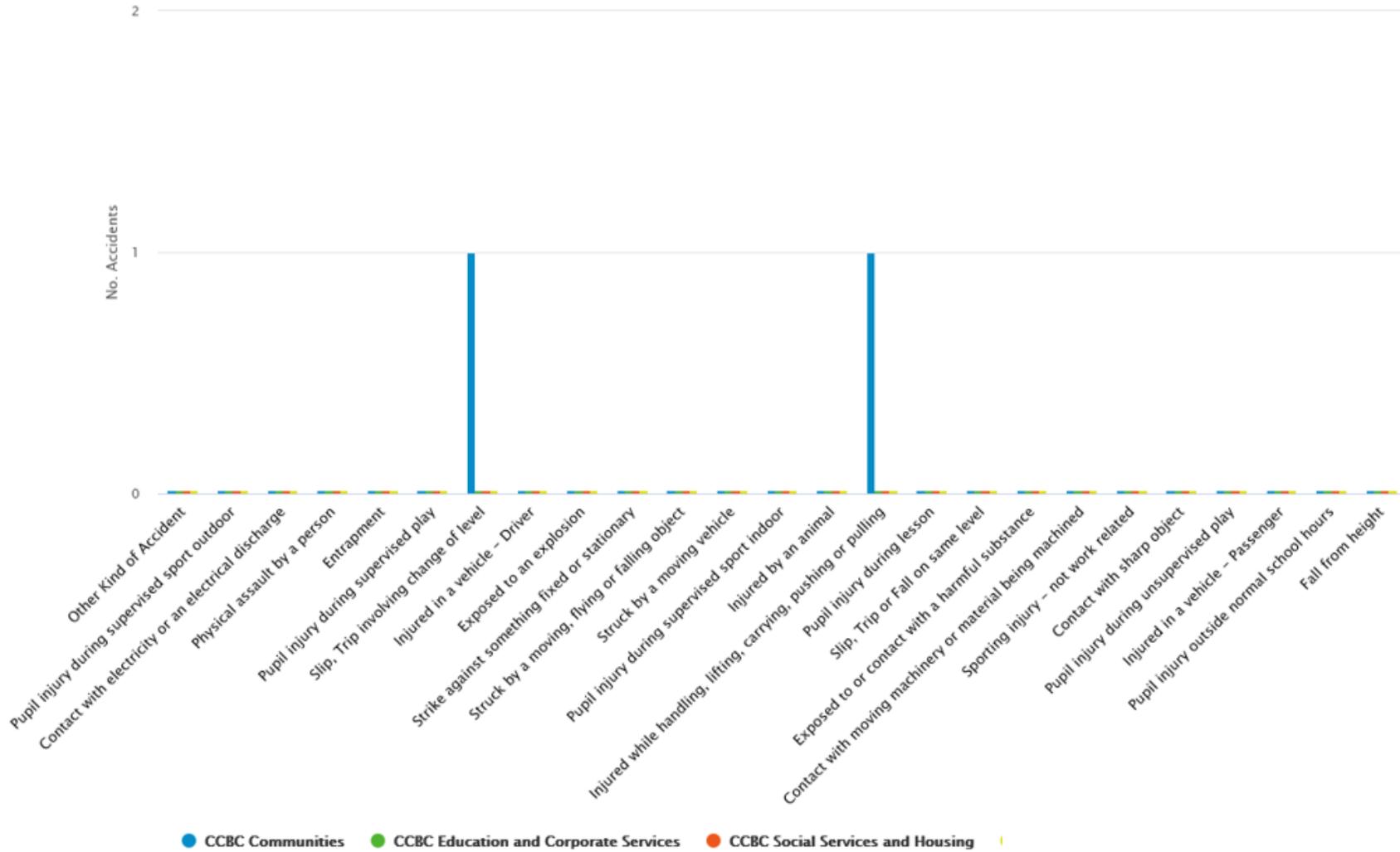
Between 01/07/2020 and 30/09/2020



Appendix 16 – RIDDOR reportable accidents by Type and Directorate between April – June 2020

RIDDOR Reportable Accidents by Cause and Directorate

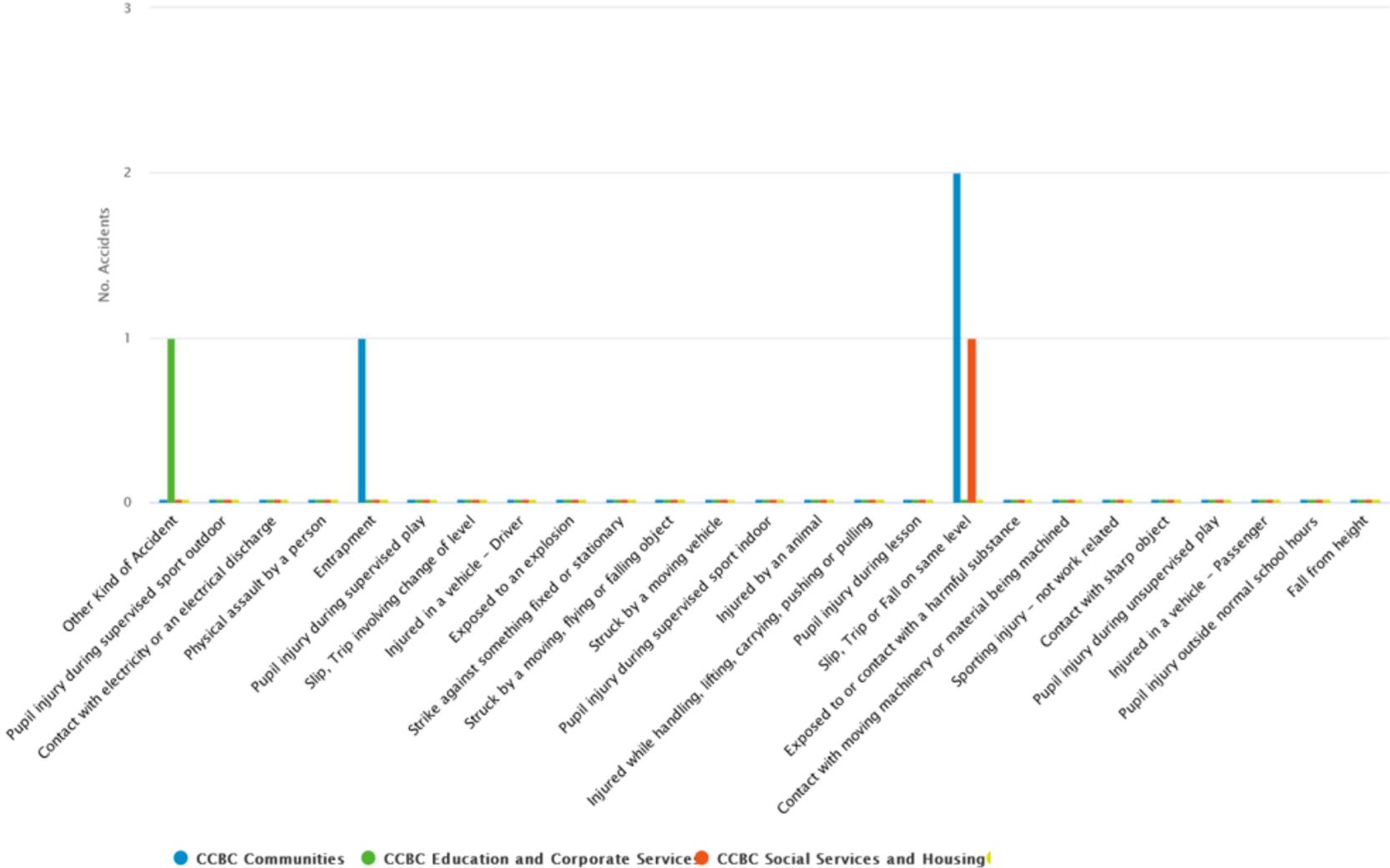
Between 01/04/2020 and 30/06/2020



Appendix 17 – RIDDOR reportable accidents by Type and Directorate between January - March 2020

RIDDOR Reportable Accidents by Cause and Directorate

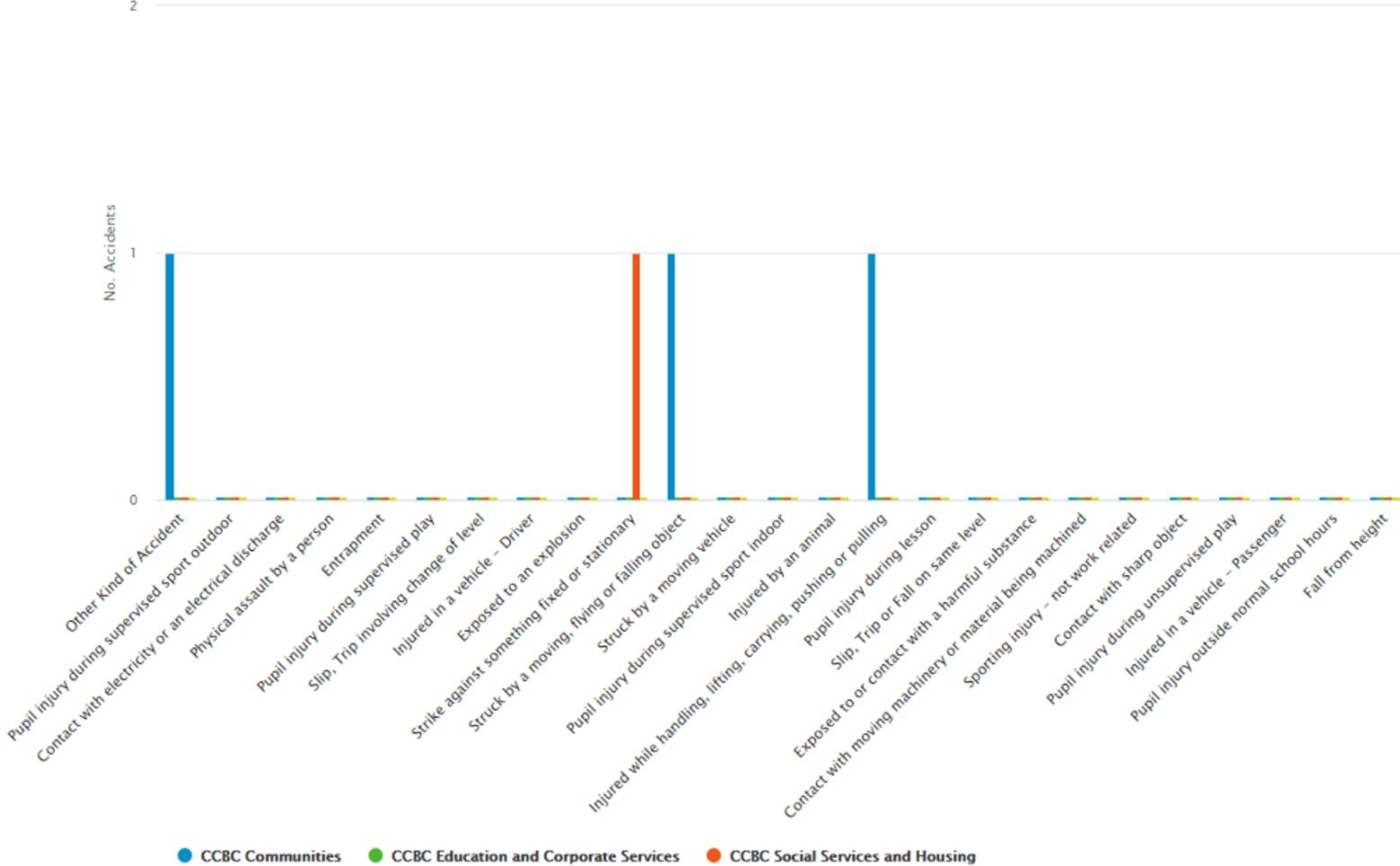
Between 01/01/2020 and 31/03/2020



Appendix 18 – RIDDOR reportable accidents by Type and Directorate between October - December 2019

RIDDOR Reportable Accidents by Cause and Directorate

Between 01/10/2019 and 31/12/2019



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