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

Date: 12th July 2022

To Whom it May Concern,

A multi-locational meeting of the **Corporate Health and Safety Committee** will be held in Penallta House, and via Microsoft Teams on **Monday, 18th July, 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 days. A simultaneous translation will be provided on request.

Members of the public or Press may attend in person at Penallta House or may view the meeting live via the following link: <http://civico.net/caerphilly>

This meeting will be live-streamed and a recording 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 Council's website at www.caerphilly.gov.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy'.

Christina Harrhy
CHIEF EXECUTIVE

AGENDA

- | | Pages |
|--|-------|
| 1 To appoint a Chair for the ensuing year. | |

A greener place Man gwyrddach



2 To appoint a Vice Chair for the ensuing year.

3 To receive apologies for absence.

4 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.

To approve and sign the following minutes:-

5 Corporate Health and Safety Committee held on 14th February 2022. 1 - 6

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

6 Updated Violence at Work Policy. 7 - 44

7 Health and Safety Training Update - Presentation.

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

8 Recent Health and Safety Executive Updates. 45 - 50

9 Accident Statistics Report for January - March 2022. 51 - 76

** 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 15th July 2022.*

Circulation:

Councillors M.A. Adams, M. Chacon-Dawson, R. Chapman, G. Enright, S. Kent, J. Sadler 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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CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE REMOTE MEETING HELD VIA MICROSOFT TEAMS ON MONDAY, 14TH FEBRUARY 2022 AT 10.00 A.M.

PRESENT:

Councillors:

Councillor D. Havard (Chair)

M. A. Adams, P.J. Bevan, A.G. Higgs, S. Kent (Vice Chair), and W. Williams

Councillor C. Gordon (Cabinet Member for Corporate Services)

Together with:

R. Edmunds (Corporate Director of Education and Corporate Services), L. Donovan (Head of People Services), E. Townsend (Health and Safety Manager), P. Cryer (Service Manager Children's Services), S. Richards (Head of Education Planning and Strategy), A. Wigley (Principal Health and Safety Officer), A. Ford (Maintenance Manager – Property Services), T. Minett (Senior Insurance and Risk Manager), R. Barrett (Committee Services Officer), and J. Lloyd (Committee Services Officer)

Trade Union Representatives: J. Garcia (Unison) and N. Funnell (GMB).

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 Councillor D.T. Hardacre, together with L. Dallimore (Unison), G. Parr (Unite), C. Edwards (Environmental Health Manager), D. Beecham (Electoral Services Manager), and M. Williams (Interim Head of Property Services).

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 15TH NOVEMBER 2021

A Member raised concerns following the last meeting, in relation to the level of attendance by officers. Discussion followed regarding the number of senior officers' present in the meeting and the Chair requested that a reminder be sent to officers prior to each meeting, to send a substitute if they were unable to attend. Reference was made to fines, in relation to Health and Safety, received by other local authorities. The Head of People Services confirmed the Corporate Director and senior officers' attendance in the meeting.

The Unison representative referred to page 3 of the minutes and advised Members that the increase in attendance at this meeting was noted at a recent Unison branch meeting. Reference was also made to the authorities' fire wardens, and the need to be aware who is in the building as staff start to return to the offices. Concern was raised in relation to staff who were previously trained first aiders who may require further training prior to all staff returning to the offices. The Health and Safety Manager invited the Unison representative to contact her outside of the meeting with the specific concerns in relation to fire wardens. Members were advised that fire risk assessments were still being carried out on the authorities' buildings and that a guidance document had been circulated to managers regarding the reduced occupancy of the buildings, in relation to the first aiders and fire wardens. Members were also advised that first aid training had continued throughout the pandemic as this was a legal requirement.

It was moved and seconded that the minutes of the Corporate Health and Safety Committee held on 15th November 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 15th November 2021 be approved as a correct record.

REPORTS OF OFFICERS

Consideration was given to the following reports.

4. HEALTH AND SAFETY UPDATE – VERBAL UPDATE.

The Health and Safety Manager gave a verbal update which advised Members of the high level of workload currently being experienced in Health and Safety. Managers are being advised to keep their risk assessments up to date and to notify Health and Safety of any changes. There has been an increase in enquiries received in relation to agile working as staff are beginning to return to the offices. Members were advised that there had been an increase in accident investigations, general inspections, fire safety work and asbestos safety, together with issues on buildings ventilation due to Covid, particularly in schools. Carbon dioxide monitoring has increased in schools following requests from headteachers and guidance notes have been circulated to schools from Health and Safety in relation to ventilation and temperature requirements. There has also been an increase in requests for fire safety inspections.

Members were also informed that Health and Safety are currently in the process of migrating to a new database system. This will include improvements from the current system and will ensure that essential asbestos information is maintained.

Members were advised that an audit was planned for contractual management, to review arrangements and procedures when engaging contractors to ensure their awareness of responsibilities and further training would be provided.

Members were informed that policy reviews were ongoing and the 'violence at work' policy was currently being reviewed. Reviews are ongoing to ensure robust and up to date policies and Members were advised that an update on policy reviews should be available to Members at the next Corporate Health and Safety meeting in June.

A Member queried whether the issue with ventilation in schools would be resolved the same way as it had been in Scotland, whereby the bottom of classroom doors had been removed. Members were advised that this would not be the course of action for schools in Caerphilly County Borough.

Following consideration of the update, the Committee noted the contents.

5. HEALTH AND SAFETY SLA UPDATE

The Principal Health and Safety Officer presented the report which updated members on the Health and Safety SLA Service offered to schools. The report provided 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. The report provided an overview of the support provided to Caerphilly Schools.

Members were advised that the Premium Health and Safety SLA Service provides schools with a named Health and Safety Officer who visits the school on a monthly or fortnightly basis. Members were informed of the broad range of tasks undertaken by the Health and Safety SLA Officer and referred members to the list of tasks contained within the report.

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

The Cabinet Member for Corporate Services requested that the SLA referred to within the report be noted as the Service Level Agreement in future meetings, for the benefit of those viewing the meeting recordings.

Following consideration of the report the Committee noted its contents.

6. STATUTORY MAINTENANCE REPORT – VERBAL UPDATE.

The Maintenance Manager for Property Services gave members a verbal update on the statutory maintenance of the authority and noted a clear understanding of roles and responsibilities of compliance and advised members of the training programme for building managers. Members were advised that the statutory maintenance group meet quarterly to discuss compliance and maintenance figures, and the findings from these meetings are presented to CMT. Members were informed of the reduction in fire risk assessment tasks in schools from 700 to just over 200 in the last 2 years and were working to reduce this number further.

Members were shown a quarterly report that is presented to CMT which gave members information on the compliance testing in operational buildings and schools. Members were advised that figures for outstanding compliance checks had risen during the pandemic due to restricted access into schools but that these figures had now been reduced. Members were provided with information in relation to overdue remedials and were advised that these figures were in relation to the Councils 400 buildings. Information was provided to members in relation to the leased-out buildings and noted very good compliance figures, considering the difficulty contacting clients during the pandemic.

Members were also advised that compliance for floodlights owned and maintained by CCBC and all compliance in relation to sheltered housing were both 100%.

Members were informed that the Councils' 10,000 assets in relation to general housing had very low figures for outstanding remedials, and that external lighting and power had excellent compliance levels.

The Head of People Services advised members that the level of outstanding fire risk assessments is under constant review and as tasks are removed, new tasks will be added. The level of risk assessment tasks is constantly changing; however, members were advised that any priority matters are looked at as urgent matters to minimise the risks across the authority.

A member thanked Health and Safety staff for all their hard work and during the pandemic, and the Unison representative wished to compliment staff on the information and guidance provided on the CCBC website in relation to risk assessments and queried whether staff were encouraged to report 'near misses' and any potential health and safety concerns. Members were advised that there had been an increase in 'near misses' being reported but would wish to see an increase in these figures in the future. Members were informed that a training video for staff is currently being developed.

A member wished to note the good work being done with asbestos. Referred to another authority's fines over asbestos issues and sought clarification on Caerphilly's status and progress. Members were advised that clearly defined roles and responsibilities are confirmed with Health and Safety before any asbestos work is carried out. The ongoing training of contractors has resulted in very few asbestos related issues, and members were informed that asbestos management and procedures are constantly being reviewed with a significant amount of work planned in the future.

The Chair thanked the staff in Statutory Maintenance and wished to note that they had done a fantastic job.

A member sought clarification on the reporting of 'near misses' and queried whether the low number of reports could be due to staff concerns that reporting a 'near miss' could reflect badly on them. Members were advised that some actual incidents where personal injury occurs are not always reported so 'near misses' are reported even less and this is very difficult to monitor. Staff are encouraged to report 'near misses' to help prevent actual incidents in the future.

Following consideration of the update, the Committee noted its contents.

7. RISK MANAGEMENT PRESENTATION – VERBAL UPDATE.

The Senior Insurance and Risk Manager presented members with a verbal update on risk management and provided details of the employer liability claims against the authority within the last 4 years. Members were advised that in 2018/19 there were 7 employee claims, with costs and damages so far of £26,000, in 2019/20 there were also 7 employee claims with £13,500 paid out for costs and damages so far. For 2020/21 there were 3 employee claims with no payments to date and for 2021/22 there were also 3 employee claims which are all still ongoing. Members were advised that these numbers had significantly reduced in the last 10 years due to the robust policies and procedures in place by the authority. Members were also advised that most employee claims are from education and cleansing.

Members were referred to a recent article in 'Wales Online', in relation to a Freedom of Information request regarding employee liability claims within local authorities in Wales. Members were informed that Caerphilly had received lower claims than Cardiff, Newport, Swansea, and Rhondda Cynon Taff and that this was thought to be due to good risk assessment and robust policies. Members were advised that there is always room for improvement and meetings will continue to be held between risk management and health and safety, going forward. Advice is available to all departments within the authority in relation to insurance, risk, health and safety and staff training.

Members were referred to the risk management fund which has covered schools and training programmes. Members were provided with information relating to incidents involving council vehicles driven by council staff and were advised that refresher driving training is provided where incidents occur. Members were informed that £593,000 had been paid out in insurance claims, by Caerphilly in the last 4 years, for incidents where council staff have been at fault.

The Unison representative noted the low level of employee liability claims for Caerphilly, in comparison with other local authorities and advised members that union support is given to employees to ensure that incidents are thoroughly investigated, and a full and accurate report is provided when any claims are made. The GMB representative noted the level of claims from the cleansing department and advised members that this would be expected due to the nature of the job and the risks involved. Everything possible is in place to make sure staff safety is priority.

The Head of People Services noted that it would be beneficial for the Senior Insurance and Risk Manager to attend future Corporate Health and Safety Committee meetings and requested a meeting with the Chair, Vice Chair and Cabinet Member to confirm this attendance going forward.

The Unison representative sought clarification relating to insurance cover for staff driving their own vehicles for work purposes. Members were advised that staff should contact their own insurance provider to check their insurance. Members were also advised that a guidance note in relation to using your own vehicle for work purposes had previously been circulated to all staff.

The Cabinet Member sought clarification on any reductions in employee liability claims during the pandemic. Members were advised that there had been a slight reduction in claims, particularly in relation to motor claims. Members were also advised that no employee claims had been received in relation to home working.

The Chair thanked the Officer for her contribution to the meeting.

Following consideration of the presentation, the Committee noted its contents.

8-9. 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 October – December 2021.

The meeting closed at 11.12 am.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 18th July 2022, they were signed by the Chair.

CHAIR



CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH JULY 2022

SUBJECT: UPDATED VIOLENCE AT WORK POLICY

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

1. PURPOSE OF REPORT

1.1 The purpose of this report is to provide the Health and Safety Committee Members with details of proposed minor updates to Violence at Work Policy and to seek approval to implement the revised draft.

2. SUMMARY

2.1 The Authority has in place a number of policies setting out the Authority's approach to managing key health and safety risks. The Violence at Work Policy has been reviewed as part of the rolling programme of policy reviews.

3. RECOMMENDATIONS

3.1 Members to comment on the report and provide feedback as they deem necessary.

3.2 Any feedback from the Committee will be submitted along with the report to a future CMT.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To ensure that the Authority meets its statutory responsibilities under Health and Safety law.

5. THE REPORT

5.1 The Violence at Work Policy (appendix 1) has been subject to minor wording changes only.

5.1.2 The policy and corporate management arrangement have been amalgamated into one document for ease of use.

5.1.3 The Employee Protection Register Procedure has been subject to minor wording changes only.

5.1.4 The Employee Protection Register Procedure was previously a standalone document however has now been included as an appendix to the policy.

5.2 Conclusion

The updated policy will help to ensure that CCBC is meeting its legal responsibilities under health and safety legislation and will assist in ensuring there is a robust health and safety framework in place to keep employees and others safe.

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.

Author: Emma Townsend, Health and Safety Manager, townsej@caerphilly.gov.uk

Consultees: Christina Harrhy, Chief Executive, harrhc@caerphilly.gov.uk Chief Executive,
Richard Edmunds, Corporate Director for Education & Corporate Services,
edmunre@caerphilly.gov.uk
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Lynne Donovan, Head of People Services, donovl@caerphilly.gov.uk

Appendix 1 The Violence at Work Policy.

CAERPHILLY COUNTY BOROUGH COUNCIL

VIOLENCE AT WORK POLICY

Version:	Version 4
Policy Ratified by:	Health and Safety Division
Date:	July 2022
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2025



GWASANAETHAU POBL
PEOPLE SERVICES



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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

NOTE

Wherever the designation “manager” is used throughout this policy, it is taken to mean Head of Service, Head Teacher, Line Manager, Supervisor and the Officer in charge or anyone who has responsibilities for employees in the course of their work.

1. INTRODUCTION

- 1.1 This policy sets out the arrangements and responsibilities for preventing and managing violence at work within the Authority.

2. POLICY STATEMENT

- 2.1 The Authority recognises that its employees are its most valuable resource and considers any violent or threatening behaviour directed towards employees unacceptable. The Authority will take all reasonable steps to prevent exposing employees, contractors, visitors and others violence within the workplace environment.
- 2.2 The Authority recognises there are inherent risks of violence and threatening behaviour within some work activities and will assess the risks and consider how to eliminate or reduce the risks where these hazards are identified.
- 2.3 The Authority accepts it has specific duties under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.

3. SCOPE

- 3.1 This policy has been agreed with the Trade Unions and applies to all employees.
- 3.2 This policy will be reviewed at least every three years to ensure it is in line with current legislation.
- 3.3 This policy does not deal with incidents of violence and aggression between employees at work. These types of incidences will be dealt with under the HR Policy on Dignity at Work. However, where an employee is acting as a member of the public at the time of the incident this policy will apply.
- 3.4 The effective date of issue 1 of this policy was July 2006. The effective date of issue 4 is July 2022.

4. DEFINITIONS

- 4.1 The Health and Safety Executive (HSE) has defined work-related violence as: **‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.’** This can include verbal abuse or threats as well as physical attacks. This definition is accepted for the purposes of this policy. This applies irrespective of the location where the incident occurs.
- 4.2 For the purposes of this policy ‘the public’ will be deemed to include clients, residents, pupils, parents, contractors and visitors.

- 4.3 For the purposes of this policy a ‘visit’ can be classed as a visit to a member of the public’s home or can be an invitation extended to a member of the public into an Authority, or any other premises.
- 4.4 For the purposes of this policy, violence or threatening behaviour could include the following:
- 4.4.1 Verbal abuse, including shouting and swearing, or threats of physical violence.
- 4.4.2 Physical violence, for example:
- Pushing
 - Poking
 - Punching
 - Slapping
 - Kicking
 - Spitting
 - Head butting
 - Biting
- 4.4.3 Interference or deliberate damage to a person's belongings or property;
- 4.4.4 Actual violence or threats of violence with a weapon for example gun, knife, stick, chair, etc;
- 4.4.5 Harassment including persistent telephone calls that could be upsetting, that could be upsetting, intimidating or malicious;
- 4.4.6 Aggressive or violent behaviour, abusive language, taunts and acts of bullying based on any form of discrimination, as outlined in the Council's Personnel Policies and the Strategic Equality Plan;
- 4.4.7 Inappropriate behaviour, for example of a sexual nature;
- 4.4.8 Threats - A threat is a clear declaration or indication of someone’s intention to inflict punishment or pain. A threat may also manifest itself as a gesture such as an arm with a clenched fist, or a combination of verbal or physical intention.

5. LEGISLATION

- 5.1 This policy along with its supporting procedures is designed to ensure the Authority meets its legal obligations as stated in:
- The Health and Safety at Work etc. Act 1974
 - The Management of Health and Safety at Work Regulations 1999 (as amended)
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - The Data Protection Act 1998
 - The Equality Act 2010

6. RESPONSIBILITIES

All employees have a legal responsibility to comply with health and safety law, law and the provisions of this policy. Failure to do so could result in personal and / or corporate liability.

6.1 The Chief Executive Officer will:

- 6.1.1. Be ultimately responsible for ensuring compliance with this policy within Caerphilly County Borough Council.

6.2 Directors will:

- 6.2.1. Be responsible for ensuring the effective implementation of this policy and any associated arrangements, procedures or guidance within their service areas.
- 6.2.2. Ensure that appropriate resources are made available for the effective operation of the policy, including training.

6.3 Managers with responsibilities for employees will:

- 6.3.1. Identify posts which carry any element of risk of violence and aggression against the post holders.
- 6.3.2. Undertake, or ensure that a risk assessment for all identified posts is carried out in consultation with affected employees; put in place appropriate risk control measures; and communicate the findings of the assessment to the relevant employees. Risk assessments must ensure that they consider how to prevent incidents of violence from occurring and what control measures should be in place to deal with the potential consequences (see Corporate Health and Safety Policy on Risk Assessment for further information on risk assessments).
- 6.3.7. Ensure employees are aware of the Employee Protection Register and how they are able to access the information held on the register.
- 6.3.8. Ensure local arrangements are in place for the checking of the Employee Protection Register before any employee visits are carried out, including out of hours visits where applicable and that where appropriate arrangements are put in place to access the register out of hours. .
- 6.3.9. Ensure employees are aware of the reporting procedure for incidents of violence and aggression and ensure the completion of Violent Incident Report Form and Good Visit Forms where relevant.
- 6.3.10. Ensure a 'Violent Incident Report Form' (See [Appendix 1](#)) is completed when an employee is exposed to any verbal or physical abuse, and sent to the Health and Safety Division. Where the individual sustains an actual physical injury as a result of the violent incident then this should also be reported as detailed within the Accident and Incident Reporting and Investigation policy.
- 6.3.11. Where notification of an individual's entry on the Employee Protection Register to

that person may create a further risk of violence or aggression, a section 29 exemption may be applied. The reasons for the exemption must be stated.

- 6.3.12 Ensure a 'Good Visit Form' (See Appendix 2) is filled out when a visit is completed with a person on the Employee Protection register (appendix 1) without incident. Completed Good Visit Forms must be forwarded to the Health and Safety Division
- 6.3.13 Ensure that employees are supported following an incident of violence or aggression including referring them to Care First for support/professional counselling as required. Communicate to employees the provision for support the Authority has in place if they experience a violent or aggressive incident.
- 6.3.14 Investigate any violent or aggressive incidents as appropriate and ensure that suitable measures are put in place to minimise the likelihood of further incidents.
- 6.3.15 At the request of the Health and Safety Division form part of a review panel to establish whether a person should be added to or retained on the Employee Protection Register. An individual's entry onto the Employee Protection register shall be reviewed every six to twelve months' depending on the severity of the incident.
- 6.3.16 Ensure this policy is communicated to their employees.
- 6.3.17 Ensure their employees comply with this policy, procedures and guidance on managing violence at work.

6.4 Each employee of the Authority will:

- 6.4.1 Comply with any risk assessment, working procedure or precautionary measure introduced to minimise the risk of violence and aggression against them or their colleagues.
- 6.4.2 Where appropriate carry out or request a search on the Employee Protection Register before any visits are carried out. Where a search result is found the recommendations outlined should be followed. Where relevant discuss additional actions to be taken with their line manager and review any risk assessment.
- 6.4.3 Inform their manager or appropriate officer promptly of any incident involving violence and aggression and complete the Violent Incident Report Form.
- 6.4.4 Complete a good visit form following any positive visit involving an individual on the Employee Protection Register.
- 6.4.5 At the request of the Health and Safety Division form part of a review panel to establish whether a person should be added to the Employee Protection Register.

6.5 Health and Safety Division will:

- 6.5.1 Ensure the violence at work policy is reviewed at least every three years to ensure it is in line with current legislation.

- 6.5.2 Act as a system administrator for the Employee Protection Register, including making entries and removals as appropriate.
- 6.5.3 Co-ordinate meetings of the review panel as and when required.
- 6.5.4 Send notifications to individuals placed on the Employee Protection Register unless an exemption has been applied. to whom an exemption has not been applied and send the relevant correspondence to those individuals when they are removed from the register.
- 6.5.5 Direct any 'Freedom of Information' or 'Subject Access' requests to the Information Unit, and act as a central point to provide information and advice relating to the Employee Protection Register.
- 6.5.6 Provide advice and information on legislation or guidance relating to violence and aggression.
- 6.5.7 As required, provide advice and support to managers with regards to carrying out assessments of the risks of violence and aggression.
- 6.5.8 Where appropriate, investigate violence at work incidents together with the relevant manager.
- 6.5.9 Ensure any violent incident, which is reportable under RIDDOR is reported to the HSE within the required timescale as detailed in the Corporate Health and Safety Policy and Accident/Incident Reporting and Investigation Policy. .
- 6.5.10 Monitor the effective implementation of this Policy, and any associated arrangements, procedures or guidance.

6.6 Occupational Health Department will:

- 6.6.1 If required provide advice and support to employees and managers who have been affected by violence and aggression.
- 6.6.2 Where relevant maintain health records of any employees relating to violent or aggressive incidents.

7. MANAGEMENT ARRANGEMENTS

7.1 Risk Assessment

- 7.1.1 Risk assessments must be carried out by those who have responsibility for employees who may be exposed to violent/aggressive incidents while at work. The line manager, or nominated person carrying out assessments must have received suitable risk assessment training. The risk assessments must be carried out in consultation with employees.
- 7.1.2 The risk assessment should identify the potential hazard, who is at risk, and how arrangements are going to be put into place to control the risk. The

findings of the risk assessment should be recorded and communicated to all affected employees.

7.1.3 The risk assessment must be reviewed on a periodic basis, when there is reason to suspect that the assessment is no longer valid, or where there has been a change in the work to which the assessments relate. The revised risk assessment must be communicated to all relevant employees.

7.1.4 Please see 'Risk Assessment Policy' for further information.

7.2 Training

7.2.1 Where identified in the risk assessment, employees who have to deal with situations that may become difficult or present a risk to their personal safety must be trained appropriately. The training must be tailored to the specific needs of the employees and should raise their awareness of situations in which there is a risk to safety. The training should include how to recognise the danger signals, de-escalation techniques, what to do if a violent situation occurs and how to report an incident etc.

7.3 Responding to Violent Incidents

7.3.1 Immediate Response to a Violent Incident

In the event of a violent incident, employees who suffer shock or injury should obtain immediate medical attention. Employees who need practical information and emotional support can obtain this from 'Care First' add in phone number and Intranet link.

7.3.2 Where a criminal offence may have been committed during a violent or aggressive incident it may be appropriate to contact the police.

7.3.3 Wherever possible the wishes of the offended person will be taken into account when reporting any incident to the police, however the Authority has the responsibility to protect its employees and will report a serious assault or threat of assault where the circumstances warrant it. In all cases the Authority will take steps to protect the identity of the .

7.3.4 Anyone who has been the victim of verbal abuse, a violent or aggressive incident or hate crime has every right to report these incidents and to expect help and support in preventing reoccurrence. Caerphilly County Borough Council will liaise with partners such as Gwent Police, The Valleys Regional Equalities Council (VALREC) and Safer Wales to deal with these incidents.

7.3.5 The Line Manager of the offended employee should decide on appropriate future courses of action where employees have been subject to a violent or aggressive incident. These actions will depend on the circumstances, feelings of the victim and if the violent and aggressive behaviour is likely to continue to present an unacceptable risk to employees.

- 7.3.6 If a violent act has been committed by a member of the public then the Authority may, after following its internal procedures, withdraw its services from that person.
- 7.3.7 A Violent Incident Report Form must be completed detailing the incident and any measures to be taken in response to it. This should be sent to the Health and Safety division for inclusion on the EPR where appropriate.
- 7.3.8 In the event of a physical/verbal assault by another Authority employee, the Authority will, in line with HR policies, take appropriate action to prevent further incidents. However where the employee was acting as a member of the public at the time of the incident, this policy will apply.
- 7.3.9 Advice on making an individual claim to the Criminal Injuries Compensation Authority can be obtained from Human Resources, Trade Unions or the Citizens' Advice Bureau.

7.4 The Employee Protection Register (EPR)

- 7.4.1 The Employee Protection Register is a database which includes details of individuals of and/or addresses where it has been identified that they pose a risk to staff. Employees can check the database for the name and/or address of people they are visiting to establish whether there is a known risk.
- 7.4.2 A check on the EPR must be carried out **prior** to any visits or meetings with members of the public where a search result is found. The recommendation on the database should be followed and used to ensure that suitable and sufficient controls are put in place before the visit takes place.
- 7.4.3 Incidents involving violence or aggression including incidents involving animals or premises that may pose a risk, must be reported using the Violent Incident Report form in [Appendix 1](#).
- 7.4.4 Where an incident involves a child (under the age of 16, and not within an education setting), or involves an employee acting as a member of the public, the system administrator must be informed, and a special review panel set up prior to the entry being added.
- 7.4.5 Access to and the use of the Employee Protection Register, including notification to individuals, is detailed within the Employee Protection Register Procedure (appendix 1). Where it is necessary to apply a section 29 exemption on individual notification this must be done in line with the guidance contained within the procedure.
- 7.4.6 Following a visit to an individual who is on the register, if additional problems were encountered then an additional violent incident report form should be completed to ensure a comprehensive history of the risk presented to staff is maintained. If the visit went ahead and no issues occurred, then a good visit form should be completed.

7.4.7 Where a physical injury occurs as a result of a violent incident, the Violence Incident Report form must be accompanied by a completed accident report form, in line with the Accident and Incident Reporting and Investigation Policy.

8. SUPPORTING DOCUMENTATION

8.1 Health and Safety:

8.1.1 Violence at Work – HSE Guidance [INDG69. R8 - Violence at work: a guide for employers \(hse.gov.uk\)](#)

8.1.2 Preventing harassment and Violence at Work - [Preventing Workplace Harassment and Violence \(hse.gov.uk\)](#)

8.1.3 Caerphilly County Borough Council's Policy on Lone Working.

8.1.4 Caerphilly County Borough Council's Policy on Risk Assessment.

8.1.5 Caerphilly County Borough Council's Corporate Health and Safety Policy.

8.1.6 Caerphilly Country Borough Council's Employee Protection Register Procedure – [Appendix 1](#)

8.2 Other CCBC Documents:

8.2.1 CCBC Strategic Equality Plan

APPENDIX 1 – Employer Protection Register Procedure

CAERPHILLY COUNTY BOROUGH COUNCIL

EMPLOYEE PROTECTION REGISTER PROCEDURE

Version:	Version 4
Policy Ratified by:	Health and Safety Division
Date:	July 2022
Area Applicable:	All Council employees, agency staff and volunteers.
Review Year	2025



GWASANAETHAU POBL
PEOPLE SERVICES



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This publication is available in Welsh, other languages or formats on request.

Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithiodd neu fformatau eriall ar gais.

1. INTRODUCTION

- 1.1 Caerphilly County Borough Council (CCBC/the Authority) has a duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of employees and others affected by its undertakings. Part of this responsibility is to implement a safe system of work to ensure the sharing of information across the organisation e.g., such as contractors working on behalf of the Authority about potentially violent and/or abusive individuals, dangerous locations, and animals
- 1.2 The Authority, in recognising its obligation to protect the health and safety of employees and others, has implemented a register of names and addresses of individuals/locations/animals where a risk to its employees' safety or wellbeing has been identified, this system is known as the Employee Protection Register or EPR. This register enables staff to identify such persons and/or addresses and take appropriate precautions whilst carrying out work on behalf of the Authority.
- 1.3 This document must be used in conjunction with relevant Corporate Policies, Management Arrangements and Directorate Arrangements on Violence at Work, Lone Working, Risk Assessment etc.
- 1.4 The Authority is committed to ensuring that this register complies with the provisions of the Data Protection Act 2018.
- 1.5 The administrator of the Employee Protection Register is managed by the Health and Safety Division.
- 1.6 The register consists of two parts – the background database called 'INCHECK' accessed only by the Health and Safety Division and a read only intranet-based search facility.

2. CRITERIA FOR ENTRY ON THE REGISTER

- 2.1 The Health and Safety Executive (HSE) has defined work related violence as: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.'
- 2.2 For the purpose of this procedure the public will be deemed to include clients, pupils, service users, parents, and visitors.
- 2.3 For the purpose of this procedure a 'visit' can be classed as a visit to the home of a member of the public or can be an invitation extended to a member of the public into an Authority premises/third party premises.
- 2.4 The following behaviours or circumstances towards CCBC staff or third parties undertaking work activities on behalf of CCBC may warrant the inclusion of persons, properties, or locations onto the register:
 - Any acts of physical violence towards staff
 - Any behaviour, verbal or non-verbal, such as aggressive gestures, verbal abuse, name calling, aggression, shouting, and abusive or discriminatory language (in person or over the phone), which results in the individual feeling

threatened, or where that individual feels that other employees may have their safety or wellbeing threatened by such behaviour.

- Threatening post on social media against identifiable individual/s that states an intent to physically harm or damage reputation
- Any deliberate damage to property
- Any additional factors such as poor condition of premises, dangerous animal, or aggressive relative/visitor, who may compromise safety
- Inappropriate behaviour, such as unwanted sexual behaviour.
- Any other risks that have been identified and are considered to threaten personal safety or wellbeing e.g., persistent, and unsubstantiated Information from third parties as detailed within section 8.2.

2.5 On the register, each entry is assigned a category dependant on the type of incident. The type of incident will determine the minimum length of time an entry remains on the register. Table 1 (Section 5 below) lists the categories and the minimum length of time the entry will remain on the register.

2.6 Inclusion on the register following a report is not automatic and will be decided on a case-by-case basis (see 'Justification of an Entry' below).

3. JUSTIFICATION OF AN ENTRY

3.1 An entry onto the register shall only be created where there is evidence of an incident suggesting that an individual/premises/animal poses a risk to other Authority employees, members or its contractors. This will usually be in the form of a 'Violent Incident Report Form' or a 'Third Party Information Form' and, where possible, back-up evidence such as a witness statement etc. In some cases, there may be a crime reference number, CCTV evidence, a recorded telephone conversation, a threatening letter, an Anti-Social Behaviour Order (ASBO), Anti-Social Behaviour Injunction (ASBI) or information from additional third parties e.g., Police or another Local Authority involved in the case.

4. EXEMPTIONS AND VARIATIONS TO THE ENTRY PROCEDURE

4.1 The following is a list of exemptions and variations to the entry procedure:

- No child below the age of criminal responsibility (10 years) will be placed onto the register.
- When considering children (under the age of 16) for inclusion on the register the Authority recognises that they should be allowed to make mistakes and should not be unfairly or prematurely labelled. Entry onto the register shall be decided on an individual basis based on professional advice.
- Where an adult with learning difficulties or mental health issues which result in challenging behaviour is considered for entry onto the register, decisions will be made on an individual basis based on professional advice.

- Where an incident involves an employee who was acting as a member of the public at the time e.g., as a service user, a decision regarding entry onto the register will be made on a case-by-case basis.
- 4.2 In the cases detailed above for incidents involving employees entry onto the register will be decided by a special review panel, which will be made up of the Health and Safety Division and where appropriate representatives from, Legal Services, and, as relevant, the Manager, Inclusion Services, Social Services and the reporting officer.
- 4.3 For incidents that take place in an educational setting involving individuals under the minimum school leaving age the Education Senior Management Team will also be consulted prior to the special review panel meeting.
- 4.4 The panel will meet as and when required. All decisions will be documented, and feedback provided to the reporting officer and Manager concerned.

5. REVIEW OF ENTRIES

- 5.1 Data protection legislation requires personal data be kept no longer than necessary. To satisfy this requirement, the Health and Safety Division will arrange a meeting every 6 months, to review records that have been on the system for longer than the minimum retention periods (as specified in table one). Each case will be discussed individually. Entries will be deleted unless it's retention can be justified, due to the severity of the incident, ongoing risk (e.g., continued necessary contact with the individual) or further incidents. The Health and Safety Division can call additional review meetings in exceptional circumstances. For complex cases advice from Legal Services and/or the Information Unit will be sought.
- 5.2 Before review meetings the reporting officer or their representative (e.g., line Manager) will, where possible, be contacted to confirm whether there have been any further incidents, whether the individual is still considered a risk and to express an opinion as to whether the individual should be removed or not. This information will be considered as part of the review.
- 5.3 To satisfy Data Protection legislation, when an entry is removed from the electronic (INCHECK) database it will be permanently deleted and will not be recoverable. All paper records and where practicable, e-mails and notes relating to the entry will also be destroyed.
- 5.4 It should be noted that an entry does not have to be removed just because it has reached its review date.

Table 1

Description	Minimum time on EPR (days)
Weapon	365
Dangerous animal	365
Extreme physical violence	365
Physical violence	365
Feeling of being at risk	180
Threat of violence	180
Verbally abusive	180
Premises hazard	180
Difficult persistent callers	180

Entries can only be deleted by a system administrator either: following a periodic review meeting; when deletion is required in order to update the system e.g., due to a change of address, individual is deceased or individual is in prison; or following a review due to representations of mitigating circumstances / completion of the Authority's complaints process.

6. ARRANGEMENTS

6.1 The Employee Protection Register can be accessed by authorised persons from CCBC's Intranet site by clicking on the EPR (VAW) 'shortcut. Access will only be provided to individuals following receipt of authorisation from their Line Manager. The INCHECK system can be accessed by authorised persons via a programme link on their desktop/start menu. The level of access and the information supplied is as follows:

6.2 TIER ONE – FULL ACCESS – SYSTEM ADMINISTRATOR

6.2.1 System administrators have responsibility for data entry, correction and removal of entries on INCHECK. They will also control access for others, by arranging the installation of the register onto their PC and setting up the profile and privileges of the users. The auditing function on the register is only available to the system administrator.

6.3 TIER Two – DATA INPUT AND READ ONLY – HEALTH AND SAFETY OFFICERS

6.3.1 Health and Safety Officers have access to complete data entry on the INCHECK database, but not deletion of entries. The Health and Safety Officer acts as the point of contact for any queries regarding entries on the register within their Directorate

6.4 TIER THREE – NO DIRECT ACCESS, READ ONLY (INTRANET) – USERS

6.4.1 Approved persons in relevant sections will be able to access information held on the system via the intranet. They will have read only access to the register; they will only be able to enquire whether a name or location matches an entry on the register and access the notes for that entry, in order to use/relay that information to the person who will be visiting the location or individual. Users are reminded of their responsibility regarding confidential use of the system and data. Users are forbidden from checking and using this data for non-work purposes.

6.5 Printing of records by tier three users is strictly forbidden.

7. SELECTION OF TIER THREE USERS

7.1 The number and location of tier three users within sections should be based on the need to provide timely information to staff who may be exposed during their work to risks from members of the public.

7.2 Consideration must also be given to the maturity, responsibility and integrity of individuals selected to access the register due to the sensitivity of the information available to them and the need to restrict the unnecessary passage of confidential information. Users should be reminded of their responsibilities, made aware that all information is strictly confidential and informed that disclosing information for non-work-related purposes could lead to disciplinary action.

- 7.3 The manager of the section is responsible for the selection of users and their ongoing training. Managers must submit a form (see appendix 2) for every user they wish to have access to the system, stating the reasons for access to be granted. Forms will only be accepted in hard copy with the line manager's signature or via e-mail. Managers must inform the Health and Safety Division if an individual has changed jobs and no longer requires access.
- 7.4 The Health and Safety Division will periodically review those who have EPR access to the register ensure the list of authorised users is kept up to date.

8. RECORDING INCIDENTS

8.1 WHEN AN INCIDENT OCCURS

- 8.1.1 Any employee who feels they have experienced an incident warranting inclusion on the register must report the incident(s) verbally, as soon as is reasonably practicable, to their manager or the most senior staff members available at the time.
- 8.1.2 The manager will discuss the incident with the employee, any witnesses etc., and together complete the 'Violent Incident Report Form'. Where the incident results in a physical injury an accident/incident form must also be completed.
- 8.1.3 All parts of the form must be completed including the action to be taken to prevent re-occurrence. The form must be signed and dated by the Manager and employee.
- 8.1.4 When completing the form, a decision must be made whether or not to notify the individual of their entry onto the register. Where it is felt informing the individual would create a risk of further violence, a request for exemption can be made under section 29 of the Data Protection Act. Where such a request is made, the relevant section must be completed on the Violent Incident report form prior to submission by the Manager to the Health and Safety Division. The details will be considered, and further information requested as required. All exemptions will be considered and agreed by the Exemptions Panel. The decision to apply an exemption will not delay the entry of the individual/premise/animal onto the register.
- 8.1.5 If the incident is serious and presents an immediate danger to other employees, the manager should contact the Health and Safety Division for advice.
- 8.1.6 If the incident requires an employee to receive hospital treatment, which could delay the completion of the form, the Manager must obtain advice from the Health and Safety Division.
- 8.1.7 Where a visit is made to a person on the register and another incident occurs, a further Violent Incident Report Form must be completed for the new incident. This allows a history of events to be collated and enables managers to make a full assessment of the risks to their staff when making visits. These entries will also be taken into consideration when conducting periodic reviews of the register.

8.2 INFORMATION FROM THIRD PARTIES

- 8.2.1 Information that is received from third parties such as the Police, Health Authority, MAPPA/MARAC meetings or other Local Authorities, can be added to the register where it is considered that the individual may pose a risk to Authority employees. This information should be provided on a 'Third Party Information Form' and sent to the

Health and Safety Division.

- 8.2.2 The details on the Third-Party Information form should contain the date of the meeting/date information was received, suggested precautions to be taken, details such as the name, rank/position, organisation worked for and/or identification number of the person providing the information and contact details for the CCBC staff member passing on the information. NB whilst the notes of any meeting do not need to be provided with the Third-Party Information form, they may be requested by the exemption panel in relation to a freedom of information or subject access request.
- 8.2.3 Every effort must be made to obtain confirmation from the informant(s) in writing, to supplement the third-party information form.
- 8.2.4 The EPR administrator will discuss the case with other Health and Safety Officers and the reporting officer and take legal advice if needed.

8.3 GOOD VISIT FORMS

- 8.3.1 Where an employee visits a person who is on the register and the visit takes place without an incident, then a 'Good Visit' form must be completed and forwarded to the Health and Safety Division.

The Health and Safety Officers will then retain the form with the existing information for that person and it will be taken into consideration during the review process.

9. DATA ENTRY

- 9.1 On receipt of a completed 'Violent Incident Report Form/Third Party Information form the Health and Safety Officer will decide if further information is required.
- 9.2 If the form is not completed fully, the Health and Safety Officer will contact the Manager to inform him/her of the concerns and send the form back for completion.
- 9.3 If an investigation is required, a Health and Safety Officer will carry out the investigation together with the Manager, employee, any witnesses etc. (All incidents leading to an over 7-day injury arising from a physical injury, but not the psychological reaction to the incident, must be investigated). Where a RIDDOR notification to the HSE is required this will be completed by the Health and Safety Division. The Manager and Health and Safety Officer will communicate the results of the investigation to the employees.
- 9.4 If all parties are in agreement that an entry is required, the Health and Safety Division will then enter the information onto the register. A Violent Incident Report Form cover sheet will be completed to justify objectively the reasons that the entry has been made and save it with the report form
- 9.5 Where e-mails are sent / received they should be deleted from the Health and Safety Officer's file once they have been read and any necessary actions taken. If it is felt that the information contained in the e-mails it needs to be kept it should be saved and a copy kept electronically with the relevant Violent Incident Report form / Third Party Form, and the e-mail then deleted.
- 9.6 If the decision is made not to enter the incident onto the register the Manager and the employee concerned will be informed, in writing, with the reason(s). Copies of the

original VIRF and following correspondence will be kept by the Health and Safety Division for the periods as detailed within section 11. Following this period the records should be destroyed.

- 9.7 In cases where there is a dispute regarding whether an entry should be made legal advice will be sought and a final decision made based on the advice received.
- 9.8 Where it has been indicated on the form that a letter of notification has been sent then this will be noted on the VAW register entry. Likewise, where an exemption has been applied this will also be noted on the entry.
- 9.9 Where the form indicates that the incident took place over the phone and did not include direct threats or swearing/abusive/obscene/discriminatory language, but did result in the person feeling uncomfortable, upset, or intimidated, then subject to the Manager and H&S Officer agreeing that the individual is a risk to other CCBC staff/third parties, the entry shall be added to the register.
- 9.10 Where a Third-Party Information form is received (as per 8.2.1 above) an entry should be made, and the notes will include:
- Any specific advice provided with regards to contact with the individual;
 - Where possible the type of meeting/incident, the date that it was held/occurred and details of the person supplying the information (e.g., name, job title/rank, identification number). Where the information is not appropriate to be placed on the register the details must be available for reference on the Third-Party Information form or associated paperwork.
- 9.11 If the H&S Division has concerns that the information may be based on hearsay, this will be discussed and legal advice sought if necessary.

10. SYSTEM USAGE

10.1 CONDUCTING A SEARCH

- 10.1.1 Any Authority employee who may, as part of their job, be required to have contact with any member of the public, either within Council premises or on a visit to their home/place of work/third party premises, should initiate a search regarding the named individual or address, either themselves or by contacting an agreed user of the register in their section to carry out a search on their behalf.
- 10.1.2 Where the person/address is on the register, the employee should speak to their Manager to discuss alternative/precautionary measures to be taken. Risk assessments should be modified in-line with the controls to be taken and advice from the Health and Safety Division sought where required.
- 10.1.3 Where a visit will be carried out by a contractor or partnership agency on behalf of the Authority, information contained within the register must be passed on to these individuals. Information provided to the third party will include only details of appropriate risk control measures to be considered prior to somebody meeting the individual/visiting the premises concerned. This will include details of the incident(s) that resulted in entry onto the register. It must be made clear however that this information should be reviewed on a job by job basis and that no long-term record should be kept of the details. These individuals should be requested to submit a Third Party Form or good visit forms as appropriate.

10.2 OUT OF HOURS

10.2.1 In the event that a search is required of the ‘Violence at Work’ register out of normal office hours, by someone who does not have access themselves, the control centre room can undertake the search on their behalf, they are located at Tir-Y-Berth can be contacted on 01443 875000. This also applied to contractors working out of normal office hours.

11. DATA PROTECTION

11.1 NOTIFYING INDIVIDUALS OF THEIR INCLUSION ON THE REGISTER

11.1.1 Following the inclusion of an individual (or their premises) on the Employee Protection Register a decision must be made as to whether the individual is to be informed of their inclusion. Under the Data Protection Act there is a requirement to inform individuals of their personal data being held however notification need not be sent where it is itself considered likely to inflame the situation and potentially lead to further instances of violence or aggression from the individual towards council employees, contractors, or partnerships. In these cases, the need for notification can be negated by the use of exemption 29 under the DPA. An exemption must only be used where there is a genuine risk that notifying the individual will escalate the situation and elevate the risk to staff and/or third parties acting on behalf of CCBC. Such information must be confirmed in writing and the exemption agreed by Exemptions Panel.

11.1.2 Contact shall only be made with individuals following their inclusion on the register where appropriate safeguards are in place, the risks have been assessed and any controls implemented.

11.1.3 If the individual is to be notified it must be ensured that the information provided does not allow them to easily identify the Officer who originally reported the incident. Where an exemption is not applied a letter detailing their entry will be sent to the individual.

11.1.4 Where the Reporting Officer and their Line Manager make the decision not to notify the individual in writing, the relevant section of the report form must be completed and signed by the Manager and the offended person. This will be subject to review by Exemption Panel. Where individuals have not been notified then the phrase ‘A section 29 exemption under the Data Protection Act has been applied and [name of individual] **MUST NOT** be notified of his/her inclusion on the Employee Protection Register’ will be entered onto the individual’s record on the register. Where individuals are repeatedly aggressive towards staff and an exemption on notification is not applied, consideration will be given to approaching Legal Services for a letter to be sent on behalf of the Authority.

11.2 RECORD MANAGEMENT

11.2.1 Due to the personal nature of the information held on the Violent Incident Report Forms, Third Party Information forms and Good Visit forms it is important that the records are suitably managed. The Health and Safety Division will keep copies of completed Violent Incident Report, Third Party Information and Good Visit Forms filed in a secure location. The individual reporting officers or their Line Managers should only keep copies of completed forms in accordance with this procedure and the requirements of the Data Protection legislation.

11.2.2 The Health and Safety Division will keep electronic copies of the forms and any associated information for as long as the individual/address is on the register and violent incident report form then for three years and 4 months from the date of the most recent incident involving the individual. After this timescale copies kept by the Health and Safety Division will be destroyed.

12. REPRESENTATIONS

12.1 Where an individual is to be notified of their inclusion on the register, they are given the right to make representations regarding mitigating factors to have the entry removed. These must be in writing and submitted within 14 days of the date the notification letter was sent.

12.2 Full details on how to make these representations are provided to the individual in the notification letter. The submitting of representations does not automatically lead to the removal of the entry and each individual will be dealt with on a case-by-case basis. Representations will be considered by a panel consisting of the Health and Safety Manager (or their representative) the reporting officer, their line manager (where necessary) and any other person considered necessary by the Health and Safety Manager (e.g., Health and Safety Officer, Legal Services representative, Social Worker). The panel need not physically meet – decisions can be made via written correspondence provided an appropriate admin trail is maintained.

12.3 A response will be sent to the individual within 10 working days of receipt of the representation explaining the decision that has been reached and setting out the steps to take if they are still not happy with the decision (follow the Authority's official complaints procedure).

12.4 Where an exemption has been applied under Section 29 of the Data Protection Act the right of the individual to make representations is waived.

13. FREEDOM OF INFORMATION AND SUBJECT ACCESS REQUESTS

13.1 It is foreseeable that the Employee Protection Register will be subject to both Freedom of Information and Subject Access Requests. All such requests MUST be dealt with via the Information Unit and forwarded to the Health and Safety Manager

13.2 Where individuals contact the Authority by phone following receipt of a letter informing them that they have been placed onto the register, the Officer can confirm if an entry has been made onto the system but nothing further. If the person is asking for additional information, they must be advised to submit a formal subject access request via the Information Unit (see 14.2 below). They should also be informed that if they wish to make representations on their own behalf (see 12 above) then they must do so in writing, as per the information in their letter. Where a person contacts the Authority by phone regarding an entry on the register but has not been sent official notification of their inclusion or is phoning on behalf of/about another individual they must not be given any information, **including not confirming whether or not a record has been made**, and told that the individual must submit a subject access request via the Information Unit.

13.3 It is advised that all users of the register attend the Data Protection Act training that is provided by the Information Unit.

13.4 FREEDOM OF INFORMATION (FOI) REQUESTS

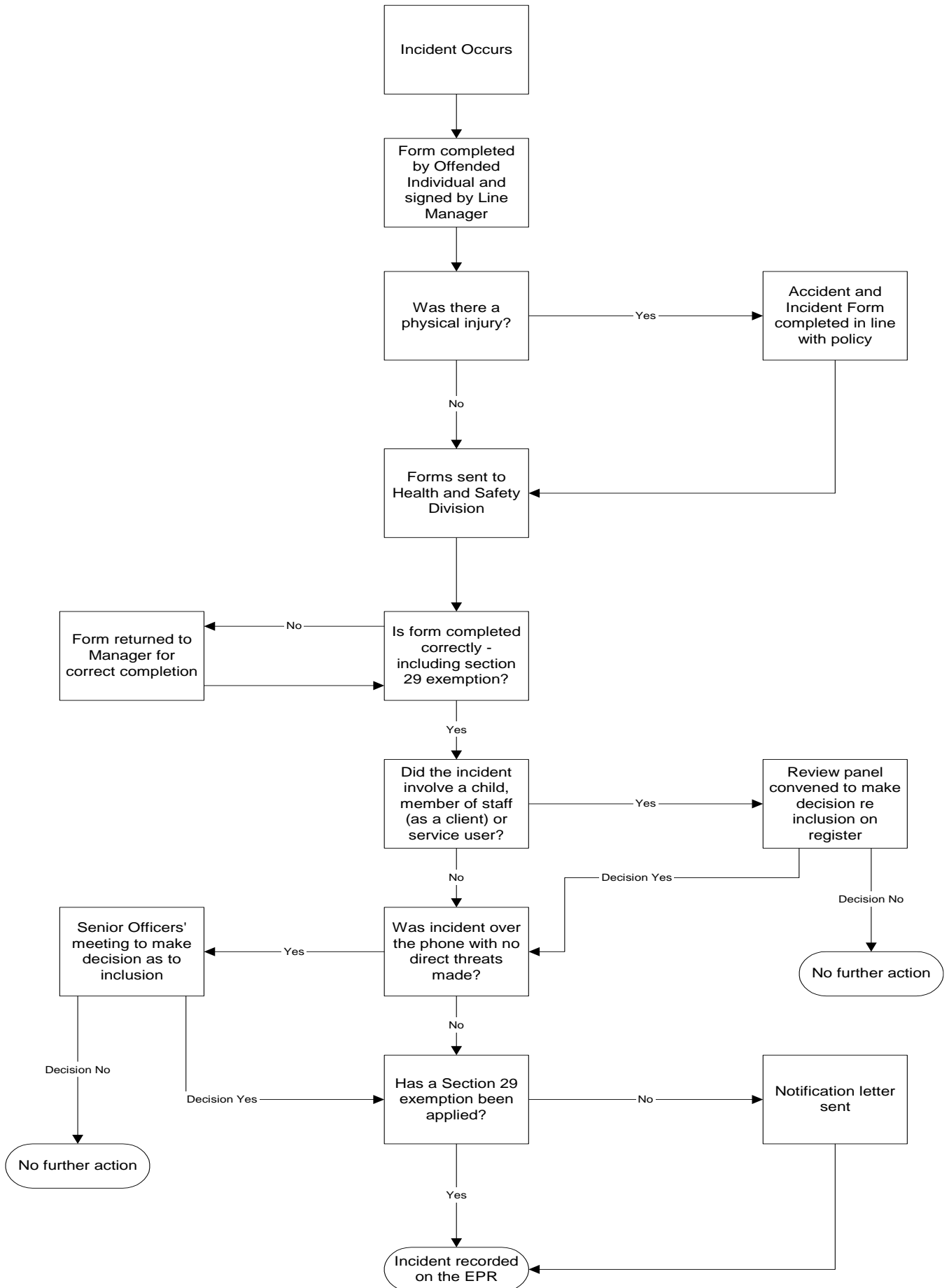
13.4.1 Requests are usually of a general nature asking, for example, the number of entries on the system, number of individuals banned from premises etc. It is envisaged that under normal circumstances these requests will be answered. Where it is felt that the release of this information may place employees at risk, allow an individual to be identified or increase the potential for violence or aggression to occur then the Health and Safety Division will defer the request to the FOI exemption panel and recommend that the information is not provided.

13.5 SUBJECT ACCESS REQUESTS (SAR)

13.5.1 Where Subject Access Requests (SARs) are received relating to the register these will be dealt with on a case-by-case basis. As SARs are personal to an individual, release of the information requested will only occur where there is no likely increase in the potential risk of violence or aggression from the individual concerned.

13.5.2 Where it is felt that releasing the information may result in the information itself contributing to further instances of violence or aggression towards the Authority's staff or third parties working on behalf of the Council, the request will be referred to the Authority's Exemption Panel. Where this occurs the Employee Protection Register Administrator will contact the reporting officer (or their line manager) to allow their input into the recommendations to be submitted to the panel. In responding to a SAR, it must be ensured that the information provided does not allow the individual to easily identify the Officer who originally reported the incident e.g., by redacting information disclosed.

APPENDIX 1 – Process Flow Chart: Entry of an individual or premises on the EPR



APPENDIX 2 – EPR Access Request Form



Health and Safety Division

Access to the Employee Protection Register (Incheck) Request Form

This form must be completed by the line Manager of the individual who requires access to the register.

Details of individual requiring access:

Name

Network ID

(First part of e-mail address)

Job Title

Service Area

Directorate

Does the named person have direct contact with members of the public?

Yes

No

If YES, what sort of contact (tick all that apply)

Meetings at CCBC Offices

Meetings in public areas/at individuals' homes

Reception duties

Phone contact with members of the public

Other (please specify) _____

If NO, why is access to the register required for this individual? _____

Signature
(Line Manger) _____

Date _____

Office Use Only

Request Granted

Request Denied

Date _____

Initials _____

APPENDIX 3 – Template Notification Letters

These may be amended to represent specific circumstances and appropriate context.

Name & Address of Assailant(in case of individuals under the age of 16, address to the Parents/Guardians of)
Health and Safety Division
Contact Number:
Reference:
Date:

Dear _____ ,

**RE: INAPPROPRIATE AND ANTI SOCIAL BEHAVIOUR - LOCATION
VERBAL ABUSE AND THREATENING BEHAVIOUR - LOCATION
VERBAL ABUSE AND PHYSICAL ASSAULT – LOCATION**

Delete as appropriate

It has been reported to the Authority that on the **(insert date of incident)** you **(or name of assailant if under 16)** verbally abused /physically assaulted/ behaved in a threatening manner towards (delete as appropriate), a member of the Authority's staff.

As you will appreciate the safety of our staff is of paramount importance to us, and as an Authority we will not tolerate this type of behaviour towards our staff.

In order to safeguard our employees, the Authority operates an Employee Protection Register, on which we retain details of individuals who have been involved in incidents of violent or aggressive behaviour towards our staff, and who therefore may pose a further risk. Appointed officers within the Authority can access this information in order to ensure the safety of our staff.

Due to the incident detailed above your details have been entered onto the Employee Protection Register detailing appropriate safeguards to be considered when meeting with you. Entries on the register are reviewed periodically and, assuming that no further incidents of this kind are reported to us, the entry will be reviewed within 12 months.

(add in any conditions that may apply e.g., not allowed on premises etc)

From time to time information relating to entries on the register may be shared with individuals working on behalf of or with the Authority.

If you wish you may make representation to the council regarding mitigating factors you feel should be taken into consideration. It must be noted that making representations of this kind will not automatically result in the removal of the entry on the Employee Protection Register, however they will be taken into consideration. Any representation must be made, in writing by **(14 days from date of letter)** to **(insert address)** quoting the reference number above. You will be informed in writing of any decision made regarding the entry.

Yours sincerely,

Health and Safety Manager

Name & Address of Assailant
(in case of a dangerous animal the owner of)

Head of Service
Contact Number:

Reference:
Date:

Dear _____ ,

RE: Chose from:

**DANGEROUS ANIMAL NOTIFICATION- LOCATION
UNSAFE PREMISES NOTIFICATION - LOCATION**

Dangerous Animal insert

It has been reported to the Authority that, whilst visiting your premises on the **(insert date of incident)**, a member of the Authority's staff was subject to injury/ feeling of being at risk **(delete as required)** from your dog **(or insert another animal)**.

Unsafe Premises insert

It has been reported to the Authority that, whilst visiting your premises on the **(insert date of incident)**, a member of the Authority's staff noticed that the condition of your premises caused a concern relating to their health and safety. The cause of the concern was **(insert dangerous condition)**

As you will appreciate, the safety of our staff is of paramount importance to us, and as an Authority we will not tolerate our staff being put at risk. In order to safeguard our employees, the Authority operates a Corporate Employee Protection Register, on which we retain details of properties/animals/individuals who may pose a risk towards our staff.

Due to this incident involving your animal / premises your details have been entered onto the Employee Protection Register together with appropriate safeguards to be considered prior to visiting. Appointed officers within the Authority can access this information in order to ensure the safety of our staff. Entries on the register are reviewed periodically, and when we are aware that the situation has been rectified/animal no longer poses a threat your entry will be removed.

If you wish you may make representation to the council regarding mitigating factors you feel should be taken into consideration. It must be noted that making representations of this kind will not automatically result in the removal of the entry on the Employee Protection Register, however they will be taken into consideration. Any representation must be made, in writing by **(14 days from date of letter)** to **(insert address)** quoting the reference number above. You will be informed in writing of any decision made regarding the entry.

Yours sincerely

System Administrator
On Behalf Of insert Head of Service

APPENDIX 2 – Violent Incident Report Form

VIOLENT INCIDENT REPORT FORM



Please enter details or tick the boxes where appropriate.

DETAILS OF OFFENDED PERSON			
Name:	_____	Job Title:	_____
Service Area:	_____	Location:	_____
Telephone/Extension No:	_____	Directorate:	_____
Status:			
Employee	<input type="checkbox"/>	Staff Number	_____ Other <input type="checkbox"/> Please Specify _____

REPORT OF VIOLENT INCIDENT	
Date of Incident: _____	Time of Incident: _____
Location of Incident: _____	
What were you doing at the time: _____	

DETAILS OF INCIDENT			
(Please complete as comprehensively as possible. If physical injury occurs an Accident/Incident Form must also be completed.)			
Details Of The Assailant(s)			
Name:	_____	DOB:	_____ Male/Female (delete as appropriate)
Address: _____			
Other Details (e.g. description): <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
Type of Incident:			
Damage to Property	<input type="checkbox"/>	Anti-Social Behaviour	<input type="checkbox"/> Verbal Abuse <input type="checkbox"/>
Threat of Physical Assault	<input type="checkbox"/>	Physical Assault No Injury	<input type="checkbox"/> Physical Assault with Injury <input type="checkbox"/>
Brief description of incident, including the relevant events leading up to it, and nature of any injury and damage caused. Be as explicit as you can, including detailing the EXACT language used. Please continue on a separate sheet if necessary:			
Are you requesting that this individual's details be placed on the Employee Protection Register			
Yes		<input type="checkbox"/>	No <input type="checkbox"/>
During the incident did the individual use any language that may be considered to be discriminatory on the following grounds:			
Age Related	<input type="checkbox"/>	Gender Reassignment Related	<input type="checkbox"/> Race Related <input type="checkbox"/>
Disability Related	<input type="checkbox"/>	Marital Status Related	<input type="checkbox"/> Religion Related <input type="checkbox"/>
Gender/Sex Related	<input type="checkbox"/>	Pregnancy Related	<input type="checkbox"/> Sexual Orientation Related <input type="checkbox"/>
Please be specific in the description above about the exact language used			
Details Of Witness(es)			
I confirm that I actually saw the incident detailed above, and that the details are correct.			
Name:	_____	DOB:	_____ Staff No: _____
Address: _____			
Signed: _____			Date: _____
Please attach any relevant witness statements			

ACTION TAKEN							
Medical treatment	<input type="checkbox"/>	Police involved	<input type="checkbox"/>	Accident report form completed	<input type="checkbox"/>	Legal services consulted	<input type="checkbox"/>
Injured Employee given time off work	<input type="checkbox"/>	Senior management informed	<input type="checkbox"/>	Counselling offered	<input type="checkbox"/>	Referral to another dept or organisation	<input type="checkbox"/>

Please provide details of any action taken at the time of or since the incident:

ADDITIONAL INFORMATION

Please add here any other comment you wish to make (feel free to continue on a separate sheet):

DECLARATION: “I certify that, to the best of my knowledge, these details are correct”

Signature of Offended Person: _____ Date: _____

FOR COMPLETION BY HEAD OF SERVICE/HEADTEACHER/ MANAGER

Action taken, including action to be taken to prevent a recurrence:

Signature:
Head of Service/Headteacher/Manager _____ Date: _____

Print Name: _____

Notification of Employee Protection Register entry to Assailants

The Data Protection Act requires us to notify assailants when they are placed onto the Authority’s Employee Protection Register. There is an exemption to this requirement **where the notification is likely to lead to further instances of violence or aggression**. If, for this reason, you do not wish for the assailant detailed above to be notified, please provide details of your reasons and then sign and date your statement below. If this section is not completed then it will be assumed that you are willing for notification to be provided to the individual and an entry will be completed to show this on the register.

“I feel that notification or correspondence with the assailant on this matter would likely lead to further instances of violence or aggression because...”

Please provide additional notes for justification of use of the exemption:

Signed: _____ **Print Name:** _____ **Date:** _____
(Line Manager)

Signed: _____ **Print Name:** _____ **Date:** _____
(Offended Person)

This form must be completed promptly and returned to the Health and Safety Division
Completion of this form does not automatically mean an entry will be made on the Employee Protection Register

0APPENDIX 3 – Good Visit Form

GOOD VISIT FORM



To be completed when a visit to a person on the employee protection register is undertaken and concludes without incident

Visit Location			
Person/Address Visited		Date of Visit	
Name of Officer Making Visit		Time of Visit	
Directorate/Service Area			

Reason on the Employee Protection Register			
Damage to Property	<input type="checkbox"/>	Anti-Social Behaviour	<input type="checkbox"/>
		Verbal Abuse	<input type="checkbox"/>
Threat of Physical Assault	<input type="checkbox"/>	Physical Assault No Injury	<input type="checkbox"/>
		Physical Assault with Injury	<input type="checkbox"/>

Visit Details	
Purpose/detail of this visit	
Individual's attitude/demeanour during the visit	
Any Recommended Future Action	

Signature of Reporting Officer:	Date:
---------------------------------	-------

PLEASE RETURN COMPLETED FORM TO THE HEALTH AND SAFETY DIVISION add in e-mail address

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CORPORATE HEALTH AND SAFETY COMMITTEE – 18TH JULY 2022

SUBJECT: RECENT HEALTH AND SAFETY EXECUTIVE UPDATES

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE SERVICES

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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 Change to legislation regarding provision of personal protective equipment (PPE) now in force

- 5.1.1 The Personal Protective Equipment at Work (Amendment) Regulations 2022 came into force on 6th April 2022. These extend the duty on employers to provide suitable PPE all workers, including those without a contract of employment but a contract to work, such as agency workers. The 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 applies to their employer.

- 5.1.2 PPE is defined in the Regulations as “*all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person’s health or safety, and any*

addition or accessory designed to meet that objective.”

- 5.1.3 Service managers utilising agency workers should check whether the agency provides workers with appropriate PPE. Service managers may provide and charge the agency or contractor for the provision of appropriate PPE, but may not charge individual workers with a contract to work.

5.2 Gateshead school fined for field trip which ended in mountain rescue

- 5.2.1 A school has been fined £30,000 for taking a group of teenage pupils on a dangerous mountain hike.
- 5.2.2 Staff from Gateshead Cheder, an Orthodox Jewish school, led 13 boys up Helvellyn in the Lake District in March 2020 amid ice and snow. A mountain rescue team eventually found the group in darkness and led them to safety after one boy slipped on ice and another had become separated.
- 5.2.3 The group of Year 10 pupils, aged 14 and 15, were on an organised trip led by a teacher and a teaching assistant. Some of the boys were wearing their school shoes or trainers. Before setting off, supervisors reviewed the Lake District weather report, which stressed the dangers of ascending above the snow line, but decided to press ahead, the court heard.
- 5.2.4 The supervising adults had no formal qualifications in mountain leadership or experience in wintery conditions and were relying on a smartphone app for guidance.
- 5.2.5 During the ascent, at least two members of the public warned the teaching staff to turn back, but they carried on and reached the 3,117ft (950m) summit. However, as they made their descent they lost their way and ended up on steep terrain which included vertical rock faces with drops of 20 metres. One of the boys fell several metres on ice and sustained minor cuts. Another teenager "panicked", ran off and was eventually guided down by a member of the public.
- 5.2.6 The group was eventually found after dark by the Keswick Mountain Rescue Team who cut steps in the snow to get them back to the path.
- 5.2.7 The school, admitted health and safety breaches and was fined £30,000 following a prosecution by the Health and Safety Executive (HSE), and also ordered to pay a victim surcharge of £181 and pay costs of £4,547.
- 5.2.8 Within CCBC, all off-site educational visits require approval by the school's Head Teacher or nominated authoriser following a risk assessment approved by the school's designated Educational Visits' Co-ordinator and details being entered onto the Evolve database. Such risk assessments should demonstrate that planned visits are in line with the Outdoor Education Advisers Panel National Guidance (OEAPNG) for educational visits that sets out a framework and good practice guidelines by which schools and teachers can demonstrate that they fulfil these requirements. In addition, for all residential trips or involving adventurous activities, prior approval is also required from the Outdoor Education Adviser from the Central South Consortium of Joint Education Service.

5.3 School prosecuted after Teaching Assistant falls through ceiling

- 5.3.1 A school in Yorkshire has been sentenced for a breach of the Health and Safety at Work Act after an employee fell through the ceiling of the school hall, causing a major injury.
- 5.3.2 Bradford Magistrates' Court heard that on 18 September 2019, a Teaching Assistant had accessed the loft space in the school, and as they entered, they fell around four metres

through the fragile ceiling which resulted in a broken back.

- 5.3.3 An investigation by the HSE found that when the Teaching Assistant was searching for a spare desk in the loft space, she fell due to the area being only partially boarded, meaning that the fragile ceiling gave way. This incident resulted in the victim suffering a broken back that left her in hospital for three weeks.
- 5.3.4 Todmorden Church of England Junior Infants and Nursery School pleaded guilty to breaching Section 6 (3) of the Work at Height Regulations 2005. The school was fined £4,000 and ordered to pay a surcharge of £181 and £747.80 costs.

5.4 Council worker killed by falling tree in Storm Eunice.

- 5.4.1 A Council worker from Republic of Ireland died after being hit by a falling tree during Storm Eunice in February 2022.
- 5.4.2 The 59-year-old was clearing debris from a road close to his home in Co Wexford when a freak gust of wind toppled a tree near to the one he had been working to remove. He had been employed by Wexford County Council as part of its road crew for around six years.
- 5.4.3 The An Garda Síochána (national police service of the Republic of Ireland) and the Health and Safety Authority (equivalent to the HSE for republic of Ireland) have been informed.

5.5 Council prosecution for vibration exposure management failings

- 5.5.1 Lancashire County Council has been fined after 15 employees working in the highways department developed Hand-Arm Vibration Syndrome (HAVS) as a result of failing to control exposure to vibration.
- 5.5.2 The HSE was initially notified about a case of HAVS in February 2019 by receipt of a notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). A HM Inspector of Health and Safety of the HSE met council employees responsible for managing the roadworking teams, and spoke with the worker diagnosed with HAVS to get a feel for the activities and circumstances leading to the RIDDOR report. This identified that there were breaches of the Control of Vibration at Work Regulations 2005 and an Improvement Notice requiring the council to control the risk of exposure to vibration was served. However, more cases of hand-arm vibration syndrome then came to light.
- 5.5.3 The council reviewed all of their health surveillance records and found earlier cases they had not reported under RIDDOR. Some of the cases they subsequently reported dated back a year or more. In total, a further 10 cases of vibration-related ill-health unrelated to the initial RIDDOR report were uncovered and reported late. Four more reports were also filed, but these were on time.
- 5.5.4 The HSE investigation found that there had been insufficient supervision and monitoring by the council to ensure that operatives accurately recorded their levels of exposure to vibration. In addition, health surveillance records had not been acted upon promptly to reduce or stop exposure levels when symptoms were reported. Also, risk assessments were not adequate for controlling the amount of exposure of operatives, and practices had not been implemented to prevent overexposure.
- 5.5.5. On 5 May 2022 at Manchester Magistrates' Court, Lancashire County Council pleaded guilty to breaches of section 2(1) and 3(1) of the Health and Safety at Work Act and Regulation 8 of the RIDDOR Regulations 2013; and was fined £50,000 and ordered to pay costs of £10,366.

5.5.6 Within CCBC, all employees identified by Human Resources as being in occupations that involves the use of vibratory tools are subject to health surveillance conducted by Occupational Health, the reports of which are sent to the respective line manager. A copy of the report is also sent to the Health and Safety Division to identify whether any recommendations requiring further support or any new diagnosis of work related HAVS or carpal tunnel syndrome that correlates to an employee's exposure to vibration while at work requiring notification in accordance with RIDDOR, which a Health and Safety Officer would complete following further enquiries to confirm reportability. Employees regularly exposed to vibration levels that, due to the duration of exposure, puts them at risk are required to record their exposures to enable monitoring in accordance with the organisations' Control Of Hand Arm Vibration Exposure At Work Policy.

5.6 Conclusion

5.6.1 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 – 18TH JULY 2022

SUBJECT: ACCIDENT STATISTICS REPORT FOR JANUARY – MARCH 2022

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 January – March 2022 (inclusive).

2. SUMMARY

- 2.1 The following report provides accident statistics for January – March 2022 (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 January to March 2022. For comparison,

- Appendix 2 provides details for the period October to December 2021
- Appendix 3 provides details for the period July - September 2021
- Appendix 4 provides details for the period April – June 2021

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 2020 and 2021 are provided as Appendices 9 to 13.

- 5.1.6 Appendix 5 shows the RIDDOR-reportable accidents per directorate between January to March 2022 and the injury causation. For comparison,
- Appendix 6 provides details for the period October to December 2021
 - Appendix 7 provides details for the period July to September 2021;
 - Appendix 8 provides details for the period April to June 2021
- 5.1.7 For comparison, tables for the same periods during 2020 and 2021 are provided as Appendices 14 to 18.
- 5.1.8 There was no RIDDOR-reportable accident in the period January to March 2022 in the Communities Directorate.
- 5.1.9 There was two RIDDOR-reportable accidents in the period January to March 2022 in the Social Services and Housing Directorate.
- 5.1.10 There was one RIDDOR-reportable accident in the period January to March 2022 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 Two RIDDOR-reportable incidents reported related to injuries causing more than 7 consecutive days incapacitation. One incident related to a school pupil taken directly to hospital for medical treatment
- 5.1.13 There has been no follow up action from the HSE with regards to any of these 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 this period.
- 5.1.16 Four near-miss incidents were recorded during the period. Three related to schools:-
- Pupil gained access to and ate a Alka Selter tablet stored in an unlocked cupboard.
 - Staffordshire Bull terrier dog entered school grounds at start of pupil arrival time and became energetic and excitable in the school yard.
 - External panel to radiator became loose in SRB classroom near sensory play area when pupil hit it.
- In addition, a Highways Operative lost control of a fully loaded vehicle when it slipped on a muddy unsurfaced track

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 January – March 2022
- Appendix 2 All accidents by Type for the Authority between October - December 2021
- Appendix 3 All accidents by Type for the Authority between July - September 2021
- Appendix 4 All accidents by Type for the Authority between April – June 2021

- Appendix 5 RIDDOR reportable accidents by Type and Directorate between January – March 2022
- 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 All accidents by Type for the Authority between January – March 2021
- Appendix 10 All accidents by Type for the Authority 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 RIDDOR reportable accidents by Type and Directorate between January – March 2021
- Appendix 15 RIDDOR reportable accidents by Type and Directorate between October - December 2020
- Appendix 16 RIDDOR reportable accidents by Type and Directorate between July– September 2020
- Appendix 17 RIDDOR reportable accidents by Type and Directorate between April – June 2020
- Appendix 18 RIDDOR reportable accidents by Type and Directorate between January – March 2020

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**Appendices supporting Accident Statistics Report For Corporate Health and Safety Committee
27th June 2022 For Period January to March 2022.**

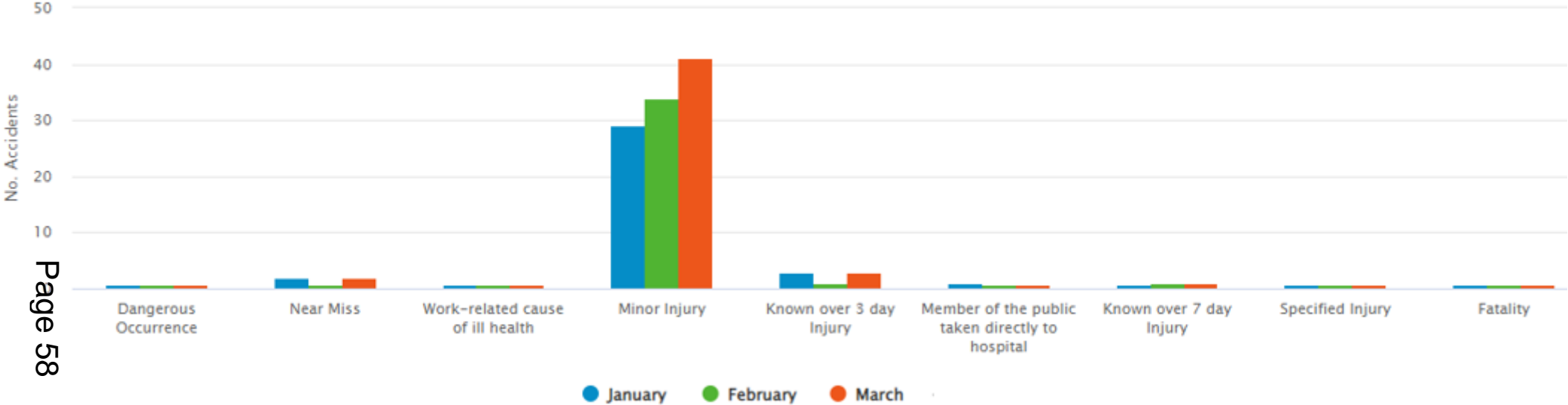
Below are the graphs illustrating the number of recorded incidents for the quarterly period of January to March 2022, and for each specified quarter period over the previous 2 years for comparison.

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

Appendix 1 – All accidents by Type for the Authority between January to March 2022

All Accidents by Type for the Authority

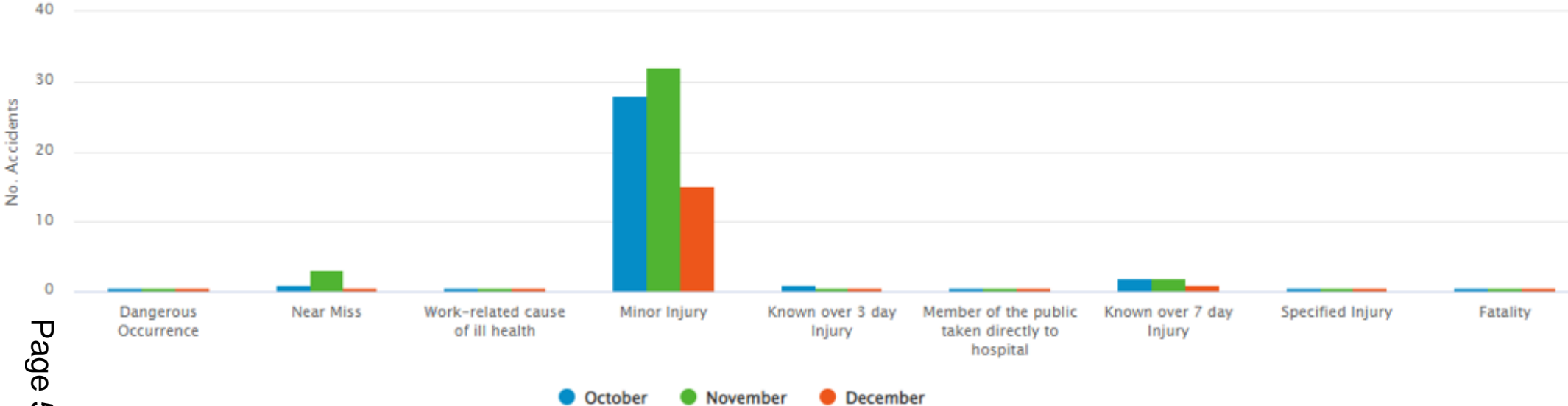
January to March – 2022



Appendix 2 - All accidents by Type for the Authority between October to December 2021

All Accidents by Type for the Authority

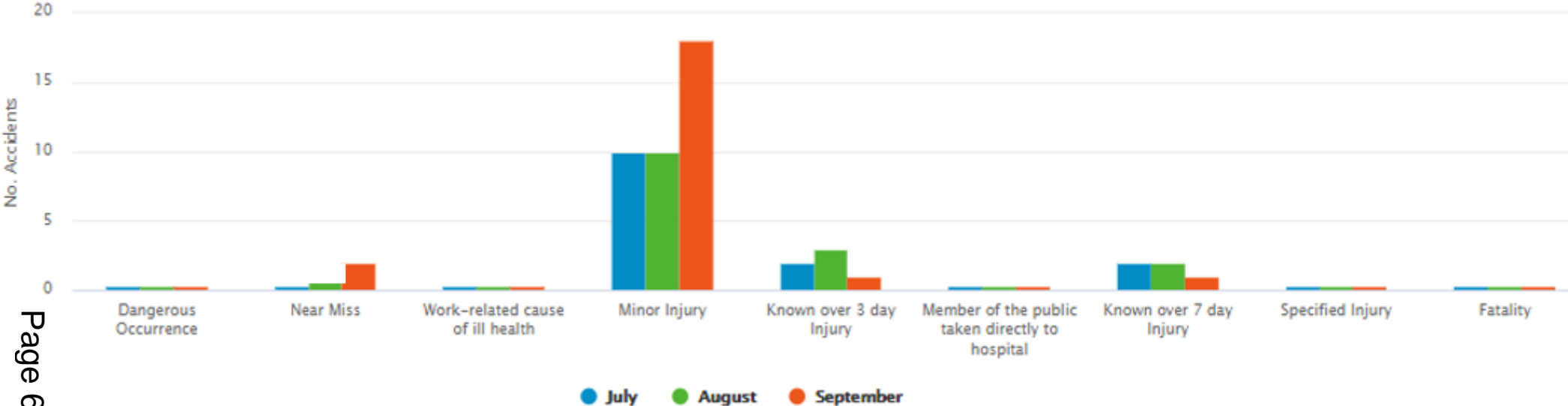
October to December - 2021



Appendix 3 - All accidents by Type for the Authority between July - September 2021

All Accidents by Type for the Authority

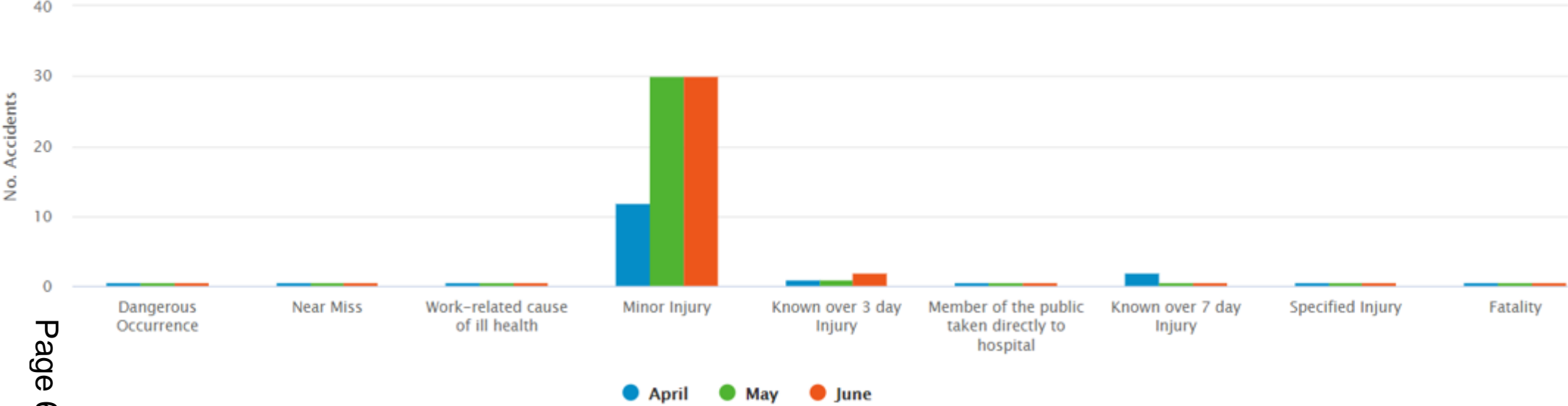
July to September - 2021
With comparison to previous year.



Appendix 4 - All accidents by Type for the Authority between April - June 2021

All Accidents by Type for the Authority

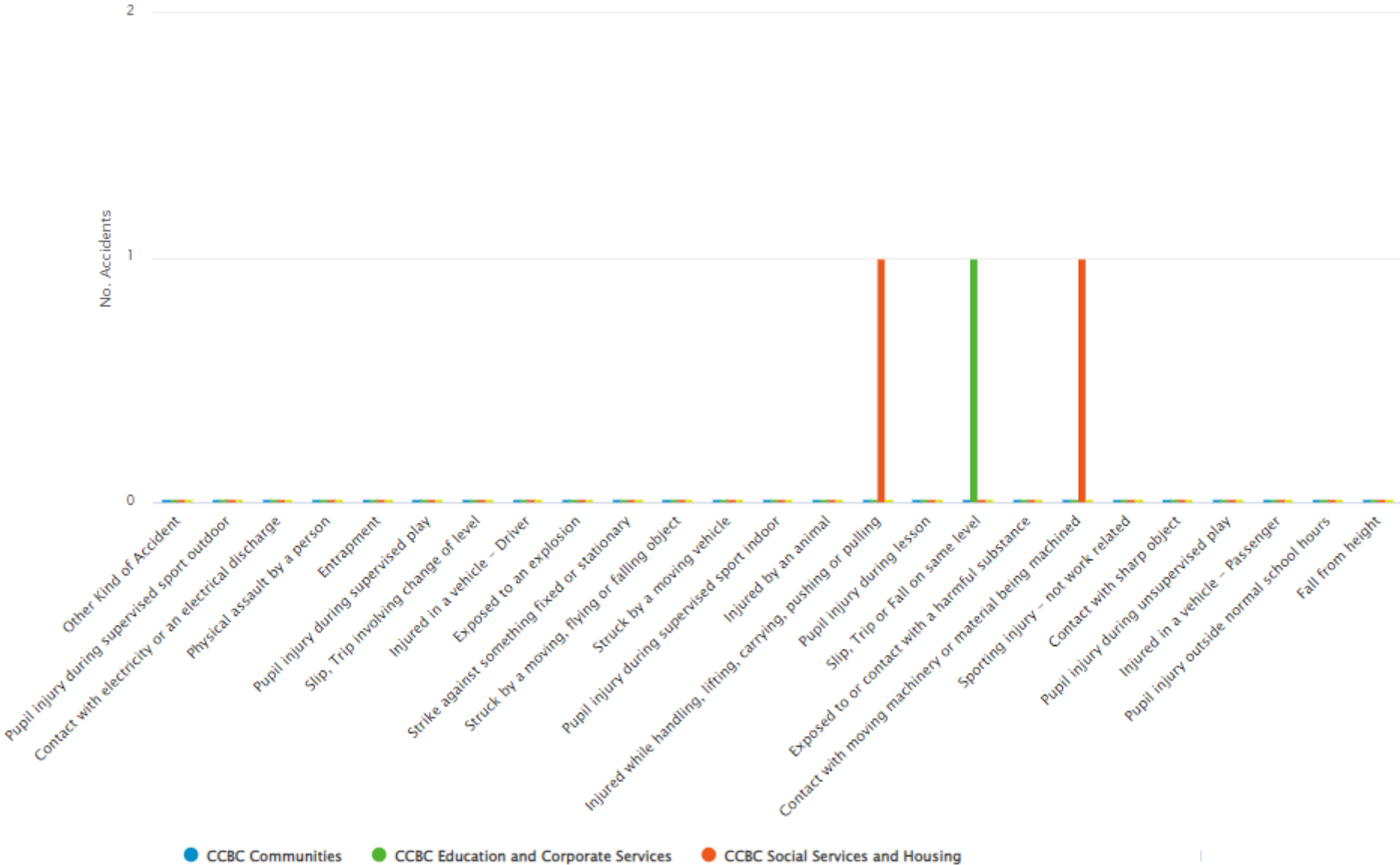
April to June - 2021



Appendix 5 – RIDDOR reportable accidents by Type and Directorate between January - March 2022

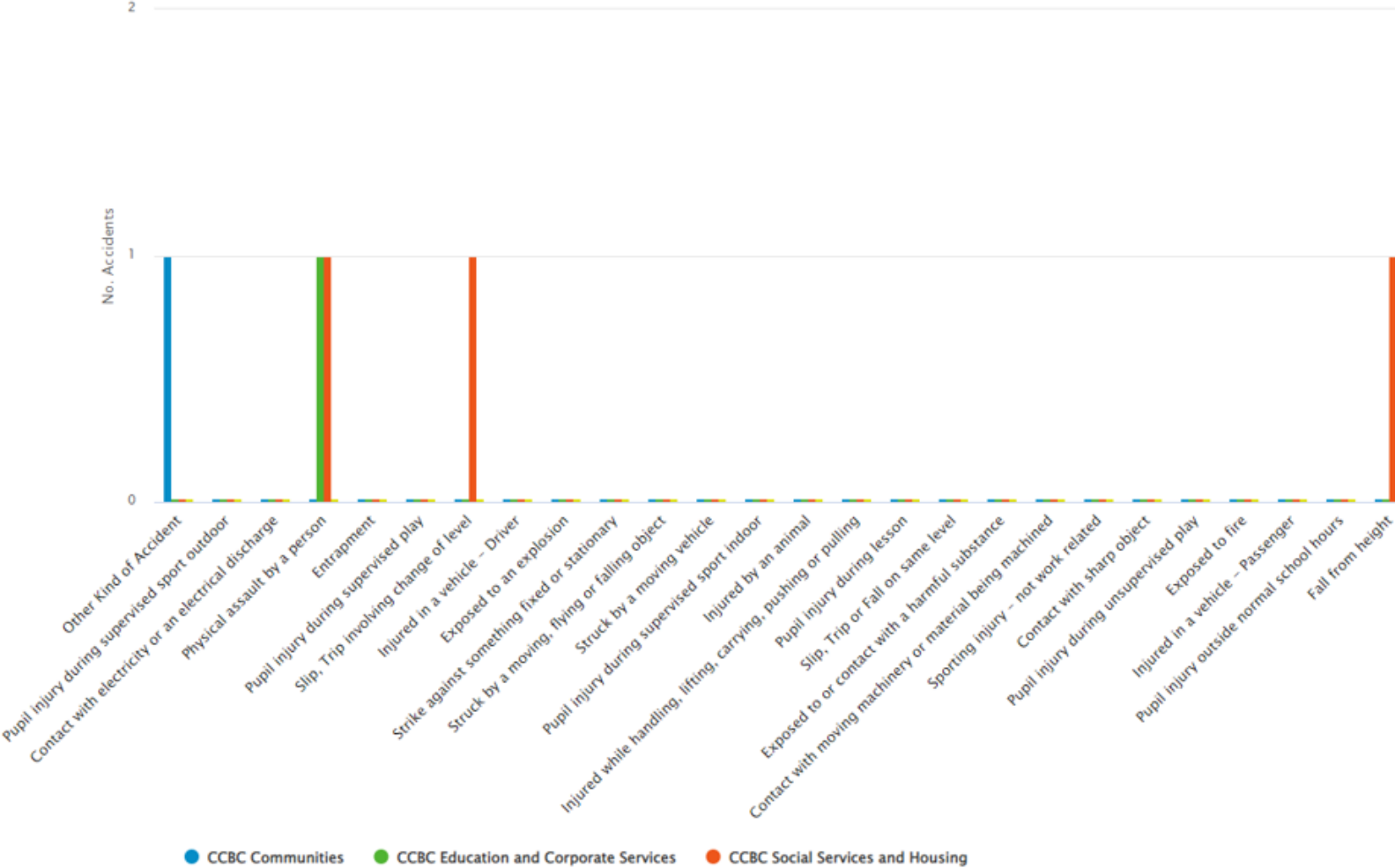
RIDDOR Reportable Accidents by Cause and Directorate

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

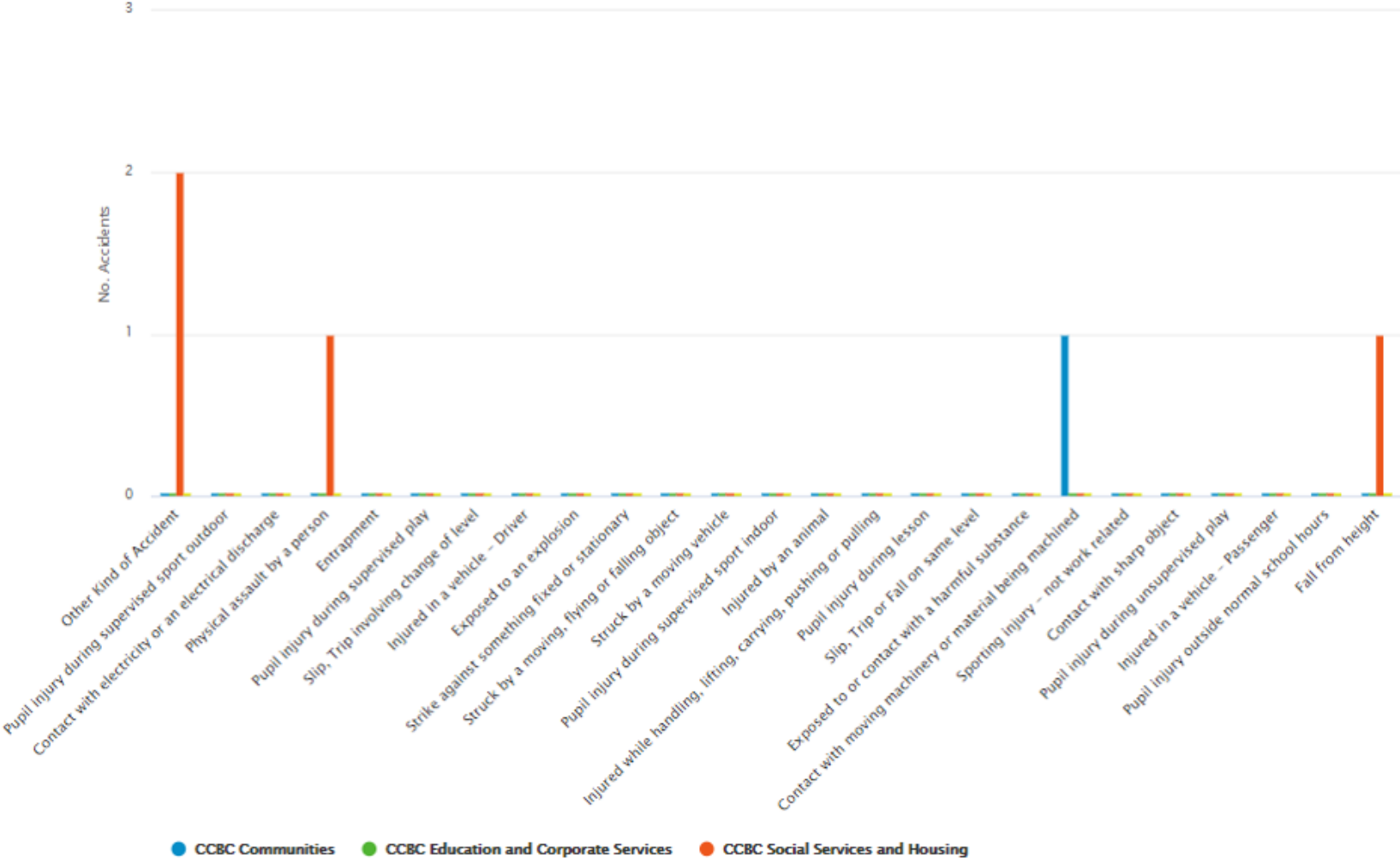
RIDDOR Reportable Accidents by Cause and Directorate
Between 01/10/2021 and 31/12/2021



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

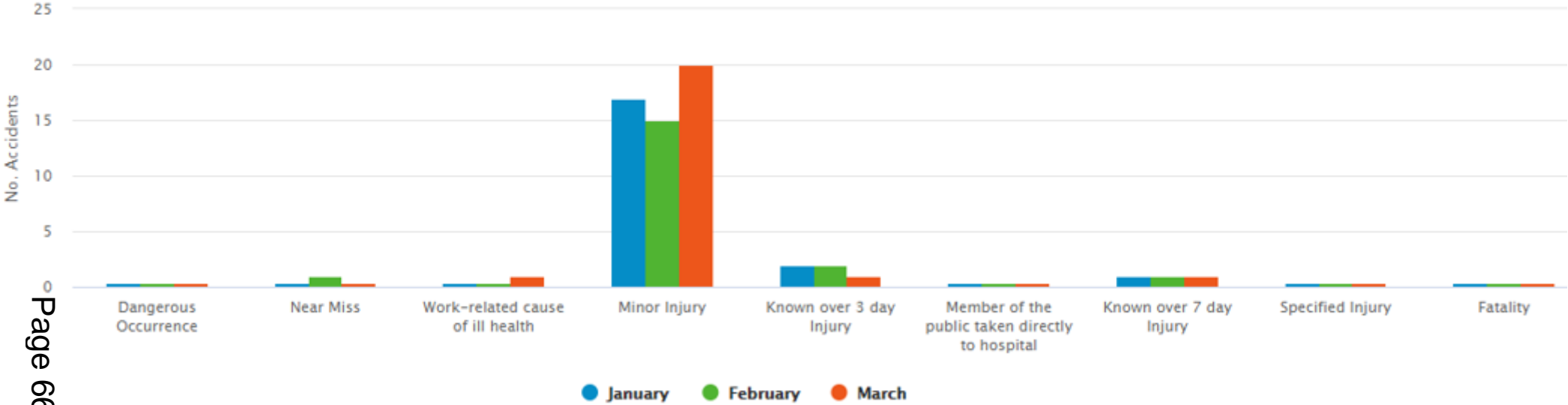
Between 01/04/2021 and 30/06/2021



Appendix 9 - All accidents by Type for the Authority between January - March 2021

All Accidents by Type for the Authority

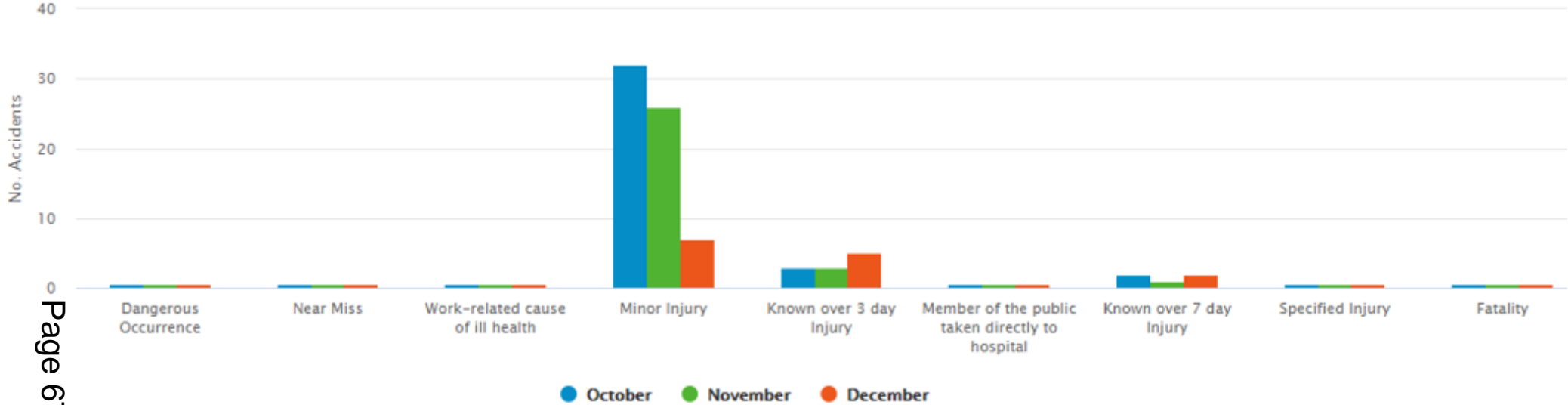
January to March - 2021



Appendix 10 - All accidents by Type for the Authority between October – December 2020

All Accidents by Type for the Authority

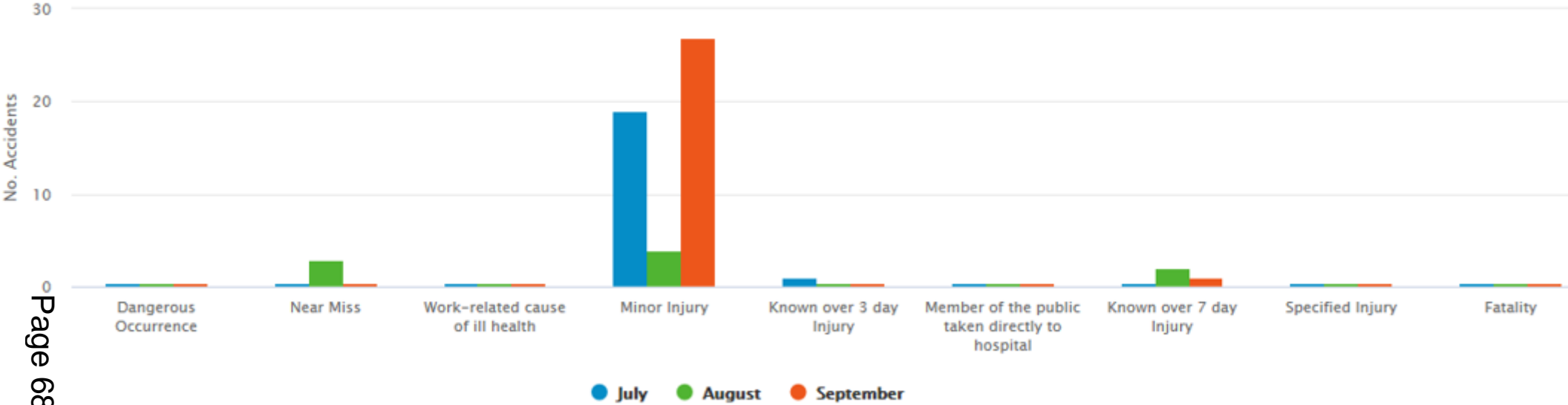
October to December – 2020



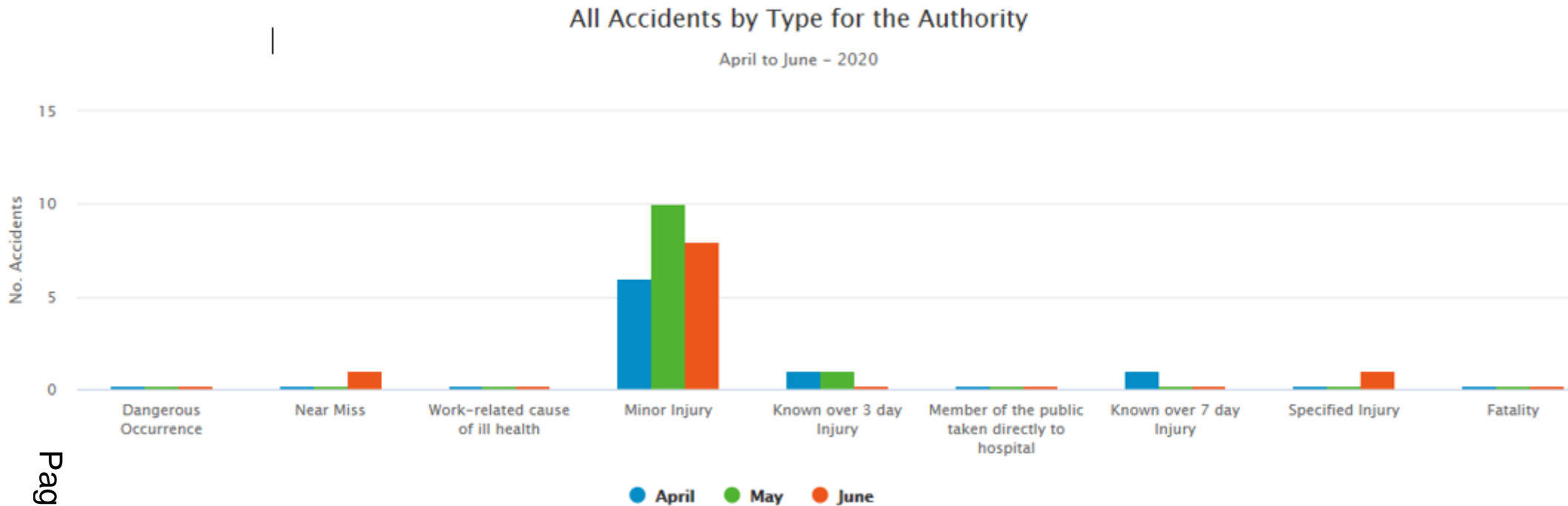
Appendix 11 - All accidents by Type for the Authority between July - September 2020

All Accidents by Type for the Authority

July to September - 2020
With comparison to previous year.



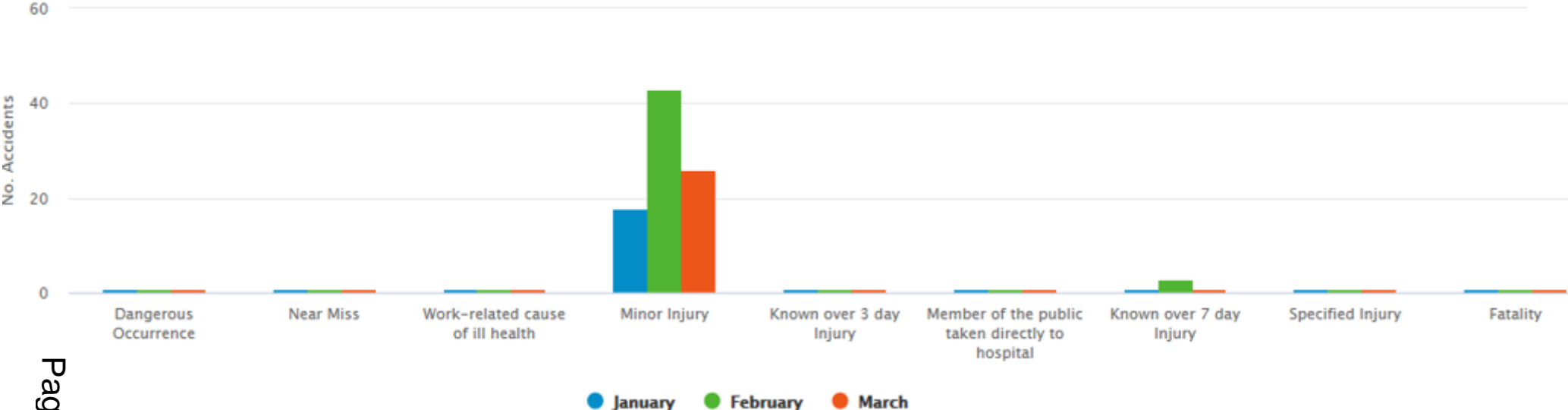
Appendix 12 - All accidents by Type for the Authority between April - June 2020



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

All Accidents by Type for the Authority

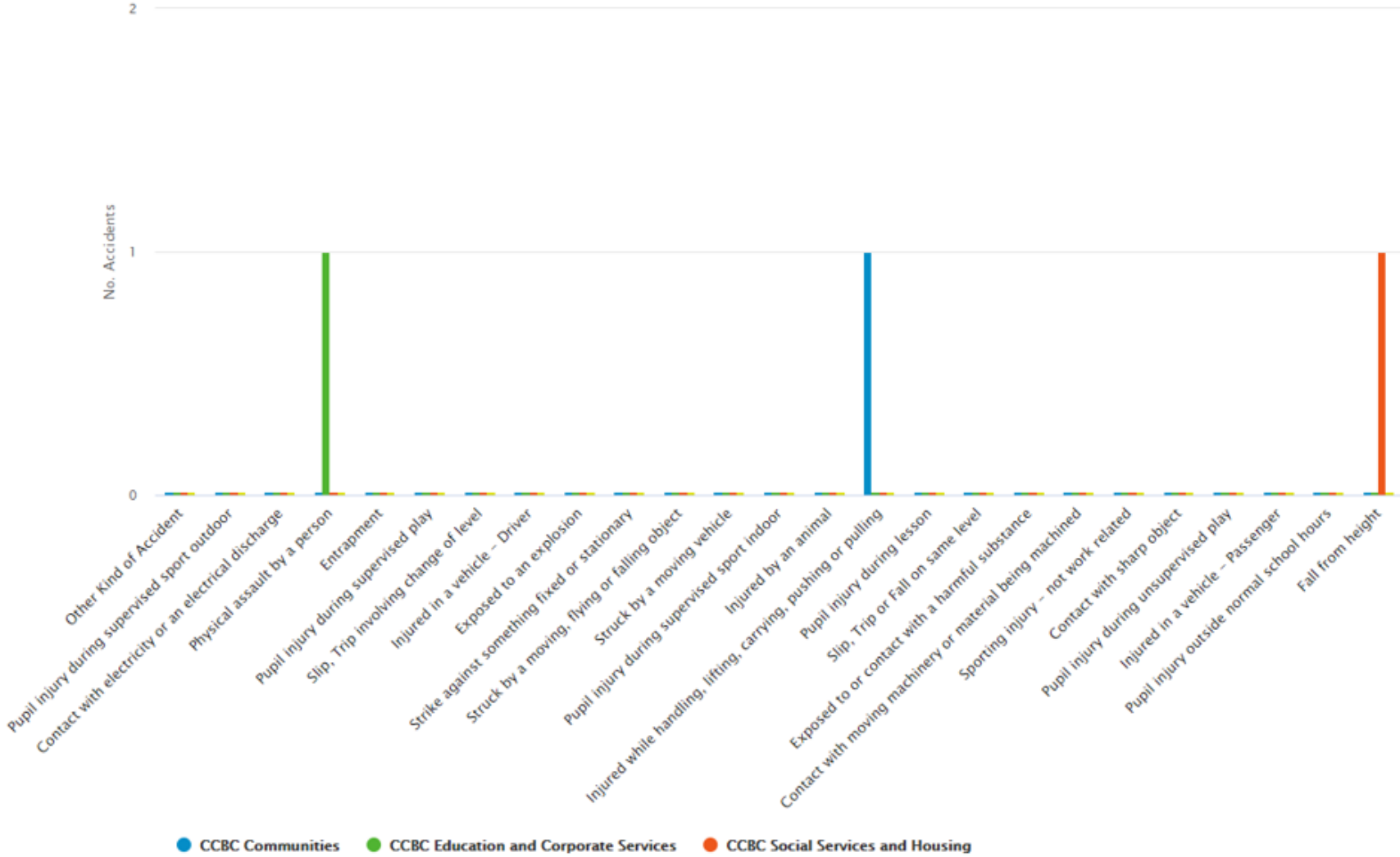
January to March – 2020
With comparison to previous year.



Appendix 14 – RIDDOR reportable accidents by Type and Directorate between January - March 2021

RIDDOR Reportable Accidents by Cause and Directorate

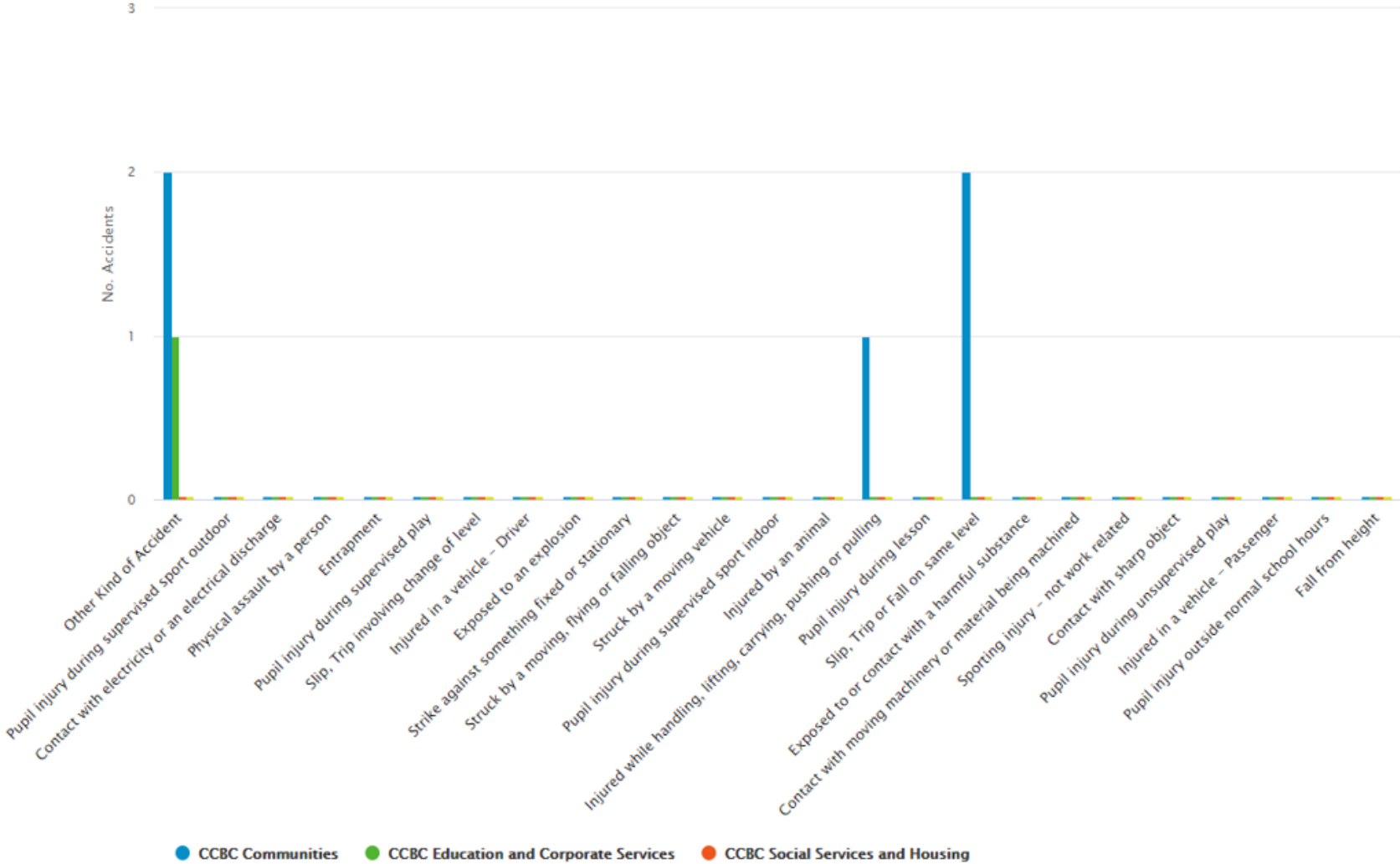
Between 01/01/2021 and 31/03/2021



Appendix 15 – RIDDOR reportable accidents by Type and Directorate between October – December 2020

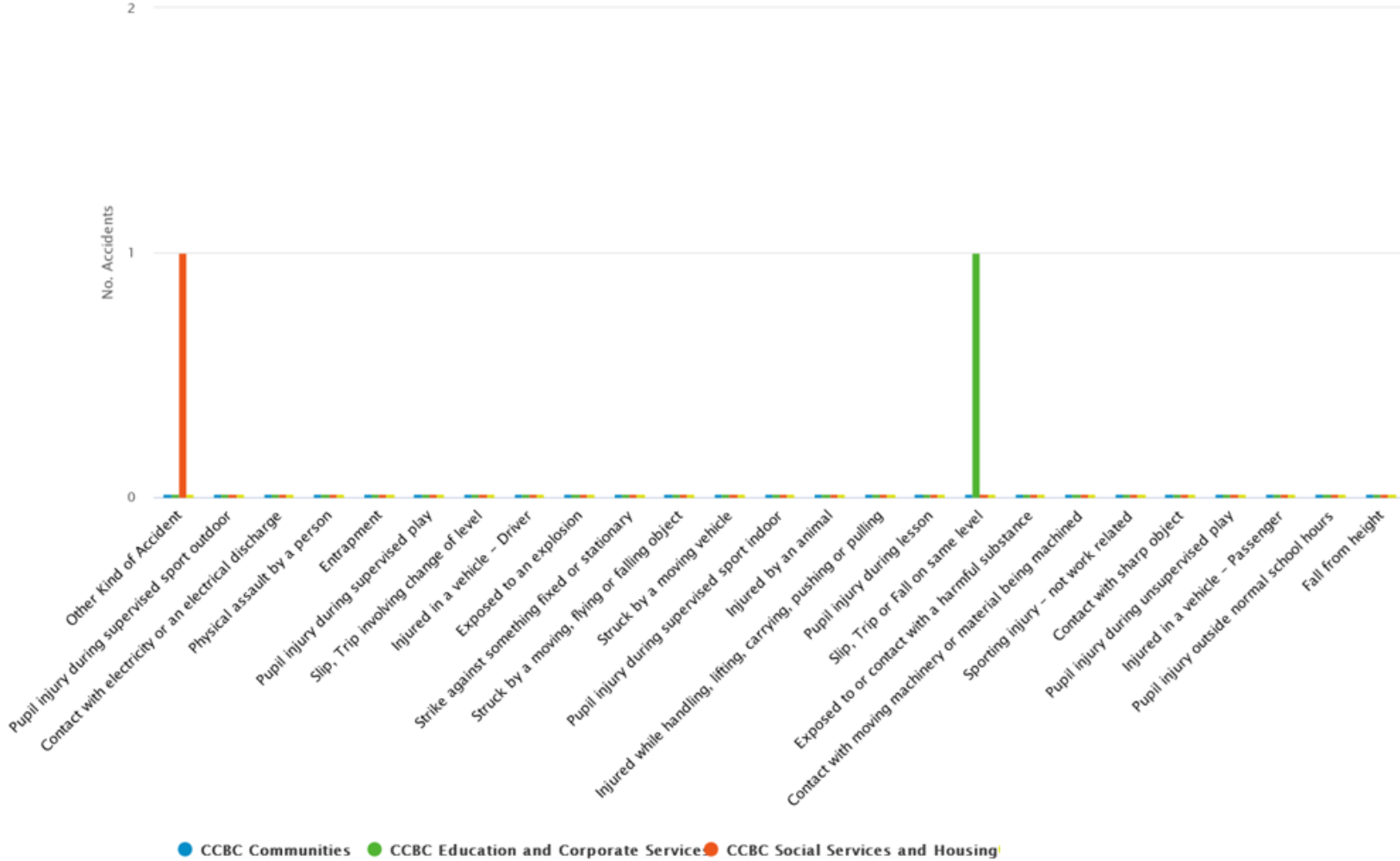
RIDDOR Reportable Accidents by Cause and Directorate

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



Appendix 16 – RIDDOR reportable accidents by Type and Directorate between July - September 2020

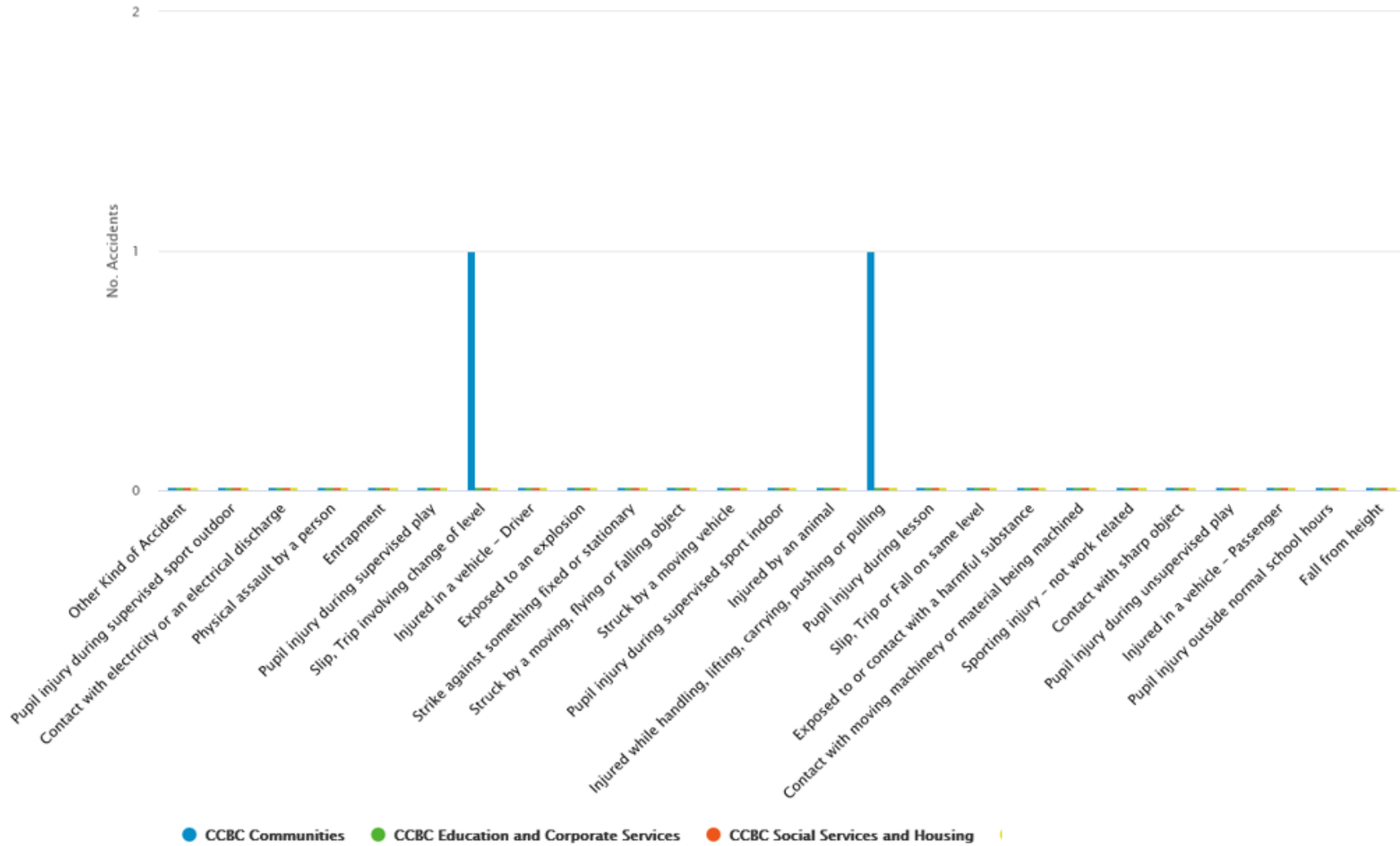
RIDDOR Reportable Accidents by Cause and Directorate
Between 01/07/2020 and 30/09/2020



Appendix 17 – RIDDOR reportable accidents by Type and Directorate between April – June 2020

RIDDOR Reportable Accidents by Cause and Directorate

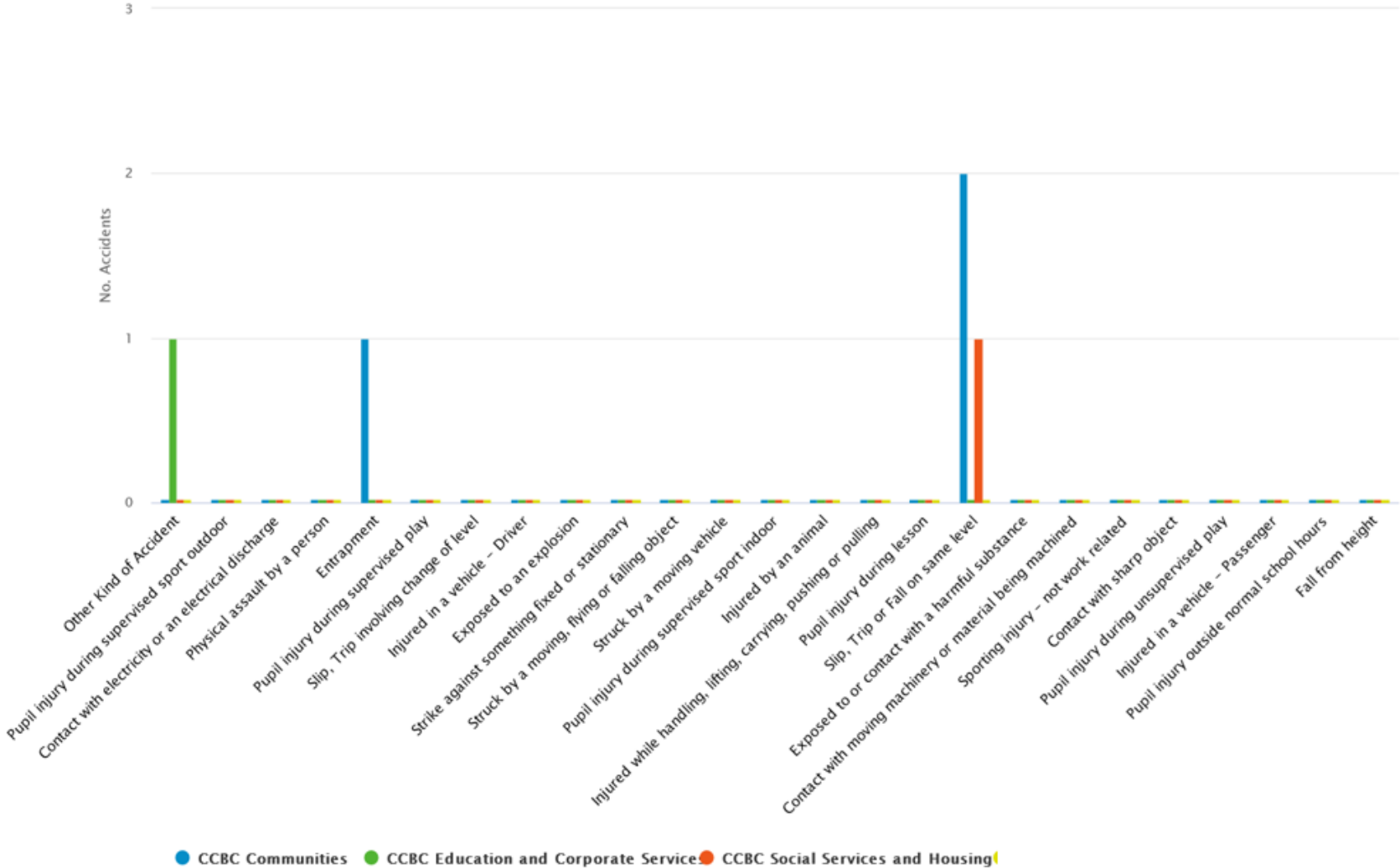
Between 01/04/2020 and 30/06/2020



Appendix 18 – 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



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