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**HEALTH AND SAFETY ANNUAL REPORT 2020/21**

Committee: Finance & Assets Committee

Date: 5 October 2021

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[W75]

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1.0 ISSUE

1.1 To provide Members with the Health & Safety Annual Report for 2020/21.

2.0 RECOMMENDATION

2.1 Members are requested to note the Health and Safety Annual Report 2020/21 as set out in Appendix 1.

3.0 BACKGROUND

3.1 The Health and Safety Annual Report 2020/21 (Appendix 1) provides a summary of East Cambridgeshire District Council (Council), East Cambs Trading Company (ECTC) and East Cambs Street Scene (ECSS) health and safety performance to the end of the financial year 2020/21 and sets out the commitments relating to health and safety for the year 2021/22.

3.2 The annual report demonstrates that the Council, ECTC and ECSS show strong commitment to the health and safety for their workforce and others who may be affected by their activities.

3.3 The Council employs 188 employees (full, part-time and casual) which equates to 158 full time equivalent employees in varied roles and exposed to similarly varied risks. ECTC employs 23 full/part-time staff which equates to 19.95 full time equivalent employees. ECSS employs 66 full-time staff.

3.4 The annual report includes details on the following:

- Analysis of accidents statistics by:
  - Accident totals by kind
  - Accident totals Service/Public
  - Reportable Accidents
- Key activities undertaken
- Training courses delivered
- Health and safety emergency arrangements
- Progress against health and safety actions for 2020/21
- Summary of the health and safety actions for 2021/22

3.5 Please note that the Council does not take responsibility for Health & Safety matters relating to ECTC and ECSS. Each organisation is responsible for their own health and safety obligations.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT/CARBON IMPACT ASSESSMENT

4.1 There are no financial implications arising from this report.

4.2 An Equality Impact Assessment is not required.

4.3 A Carbon Impact Assessment is not required.

5.0 APPENDICES

5.1 Appendix 1- Health and Safety Annual Report 2020/21.

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<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
None	Room 106 The Grange, Ely	Spencer Clark Open Spaces & Facilities Manager (01353) 665555 E-mail: <a href="mailto:spencer.clark@eastcambs.gov.uk">spencer.clark@eastcambs.gov.uk</a>

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# Health and Safety Annual Report

**2020/2021**



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL



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# Corporate Health and Safety Annual Report

## 2020/2021

### 1. EXECUTIVE SUMMARY

This combined report is a statement of East Cambridgeshire District Council, East Cambs Trading Company Ltd (ECTC) and East Cambs Street Scene Ltd (ECSS) health and safety performance to the end of the financial year 2020/21 and of the intentions with regard to health and safety for the year 2021/22. It demonstrates the three organisations strong commitment to the health and safety of its workforce and to others who may be affected by their activities.

The Council (ECDC) employs 188 employees (full, part-time and casual) which equates to 158 full time equivalent employees in varied roles and exposed to similarly varied risks.

East Cambs Trading Company (ECTC) employs 23 full/part-time staff which equates to 19.95 full time equivalent employees.

East Cambs Street Scene (ECSS) employs 66 full-time staff.

Each organisation is responsible for their own Health and Safety obligations.

#### 1.1 Progress against the Health and Safety Action Plan 2020/21

The Coronavirus Pandemic has had a significant impact on the planned objectives for the year e.g. training of staff, conducting inspections etc. However, good progress has still been made over the last 12 months to deliver the objectives as set out in the health and safety action plan for 2020/21, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- Corporate buildings were made 'COVID Secure' for staff and visitors.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 4.5 compared to 5.46 for the previous year.
- Health and Safety training was delivered to a total of 53 staff.
- A summary of actions planned for 2021/22 is listed in Section 5 of this report.

### 2. KEY ACTIVITIES

#### 2.1 Coronavirus COVID-19 Pandemic

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

The Government published guidance in May 2020 for various types of workplaces which employers were required to implement to ensure their workplaces and employees were safe. The guidance relating to Council buildings is: [Working Safely during Coronavirus - Offices and Contact Centres](#).

In summary this has involved the following measures:

- Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19. This included assessing the safe capacity for each building, office/room.
- Implementing social distancing requirements (2m or 1m with additional control measures). Removing from use workstations where this distance could not be achieved, restricting capacities to offices, meeting rooms and kitchens etc.
- Introducing enhanced cleaning regimes (employment of additional cleaners, providing anti-bacterial cleaning materials for staff to clean down their workstations etc).
- Ensuring adequate ventilation is provided within buildings to dissipate any COVID-19 virus circulating in the air, by keeping open windows, switching off air conditioning systems where fresh air is not introduced within the system.
- Putting in place Test and Trace requirements for recording who was in the buildings during the past 21 days for staff, contractors and visitors.
- Identifying 'vulnerable' staff and putting in place suitable controls to ensure their safety e.g. working from home.
- Considering the mental health and well-being of all staff and providing support mechanisms to assist anyone requiring support through the Pandemic.

## 2.2 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

- Accident/Near Miss Reporting COP
- Asbestos Management COP
- Contractor Management COP
- Display Screen Equipment COP
- Control of Hand Arm and Vibration at Work COP
- Security Threats COP

## 2.3 Training

Health and safety training needs are identified in a number of ways including regular one to ones, team meetings and through the Council's Health and Safety Working Group. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees.

Due to the COVID-19 Pandemic, planned health and safety training was significantly impacted, however, as the national lockdown is eased further training will be arranged during 2021/22.

The following health and safety training courses were delivered during the year:

<b>Course Type</b>	<b>Numbers Trained</b>	<b>Comment</b>
Display Screen Equipment (DSE) Assessor	16	Knowledge and skills to undertake workstation assessments.
Health and Safety in Offices E-learning	29	All new staff who are office based are required to complete this course.
First Aid at Work (3 Days)	1	Qualification to become competent as a qualified First Aider.
Emergency First Aid at Work (1 Day)	7	Qualification to become competent in administering emergency first aid.
<b>Total:</b>	<b>53</b>	

Training is also supported by on the job training within all service areas, but in particular at the higher risk sites such as Portley Hill Depot (ECSS and ECTC). Training at the Depot is delivered in a number of ways including 'Tool Box Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver Certificate of Professional Confidence (CPC) training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

## **2.4 Health and Safety Emergencies**

### **2.4.1 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained as Fire Wardens. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

With reduced staff working at the Grange during the COVID pandemic, the role of the Fire Warden has been revised so that all staff can potentially undertake this role and 'sweep' their work area to confirm cleared.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

### **2.4.2 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At the Grange, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Depot and Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years.

### Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Grange	4	1
Portley Hill Depot	-	3
E-Space North & South	1	-

### 2.4.3 Mental Health First Aiders

Eight staff from across the Council have been trained and accredited by Mental Health First Aid England to assist staff/people who are experiencing mental health issues.

Mental Health First Aiders are trained to be able to:

- Understand the important factors affecting mental health;
- Identify the signs and symptoms for a range of mental health conditions;
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan;
- Signpost people to professional help.

### 2.5 Health and Safety Working Group

The Council has a Health and Safety Working Group to ensure that there is a corporate approach to relevant issues. The group meets on a quarterly basis with representation across the Council/ECSS/ECTC including a Corporate Director, Human Resources, Health and Safety and Trade Union representatives.

The Group reviews and comments on codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council's priorities in health and safety.

### 2.6 Occupational Health

The external Occupational Health provider has continued to meet the organisation's requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style check.

The programme of health surveillance checks in 2020 was impacted by the COVID-19 Pandemic but will commence again once national lockdown measures are eased.



The services that are part of the health surveillance checks are as follows:

- ECDC Facilities/Maintenance
- East Cambs Street Scene (ECSS)
- East Cambs Trading Company (ECTC)

### 3. PERFORMANCE

#### 3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Kind	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Benchmark Fenland 2020/21	Benchmark Cambs City 2020/21
Contact with machinery	0	0	0	0	0	1
Struck by moving object	2	1	0	1	0	2
Struck by moving vehicle	0	0	0	1(1*)	0	1
Strike against Fixed object	3	0	5	0	4(2*)	0
Slip, trip, fall same level	3	2	4	0	9(3*)	9(2*)
Lifting & handling injuries	0	4	0	2	1(1*)	4
Injured by an animal	1	0	1	0	1	0
Fall from height	1	0	1(1*)	0	1	0
Physical Assault	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0
Burns/scalds	0	0	1	0	0	0
Contact with hazardous substance	0	0	0	0	0	1
All other kinds & unspecified	6	6	4	7	5	1
<b>Total</b>	<b>16</b>	<b>13</b>	<b>16(1*)</b>	<b>11(1*)</b>	<b>21(6*)</b>	<b>19(2*)</b>
<b>Incident Rate per 100 FTE employees</b>	5.46	4.43	5.46	4.5	7.55	<i>Data not available for 2020/21</i>

\*RIDDORS (reportable injuries)

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

- The total number of accidents has remained low over the past year with a total of 11 accidents recorded. The largest cause of accidents was “Other Kind/Unspecified” with 7 recorded, followed by “Lifting and Handling” injuries with 2 recorded.
- The Incident Rate gives a more accurate benchmark of accident statistics, and is calculated based on the accident rate per 100 employees (full time equivalent), and shows a slight decrease to 4.5 compared with 5.46 from the previous year.

### 3.2 Accident Totals by Organisation / Public

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

Organisation	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21
ECDC	3	2	5	2
ECTC (Parks Team)	10	6	6	4
ECSS (Street Scene)	N/a	5	2	5
Public	3	0	3	0
<b>Total</b>	<b>16</b>	<b>13</b>	<b>16</b>	<b>11</b>

The largest number of accidents occurred within East Cambs Street Scene (ECSS) with five reported during the past year. The number of accidents with East Cambs Trading Company (ECTC) was slightly down compared to the three previous years.

Injuries involving members of the public have remained low over the past few years, with none recorded during 2020/21. Where these have occurred, they predominately involve slips/trips occurring on Council properties or sites. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

### 3.3 Reportable RIDDOR Injuries, Illnesses and Dangerous Occurrences Involving Council/ECSS/ECTC Employees

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

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). There was one accident (road traffic accident) involving an ECSS refuse vehicle that was reportable to the HSE (*off work for more seven days*).

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

### 3.4 Number of Employee Lost Working Days

Type	Annual Total 2017/18	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21
Number of work - related days lost	0	1	0	60

There were a total of 60 days lost due to work-related accidents during 2020/21. This was for six employees and a breakdown of these lost working days are shown in the following table.

#### Details of Lost Working Days

Accident Kind	Organisation / Team	Incident Details	Number of Lost Working Days
Road Traffic Accident	East Cambs Street Scene	Refuse vehicle with crew of three collided head on with articulated vehicle travelling in opposite direction. Driver of other vehicle died from his injuries. ECSS crew suffered shock but no physical injuries.	32 (total for two staff)
Sharps Injury	East Cambs Street Scene	Collecting refuse sacks and received sharps injury to hand from cut plastic sheet. Cut required hospital treatment.	23
Manual Handling	East Cambs Street Scene	Lifting refuse sacks and pulled muscle in right shoulder.	03
Manual Handling	East Cambs Street Scene	Lifting refuse sacks into vehicle and suffered pain in lower back from muscle strain.	01
Other Kind	East Cambs Trading Company	Cut fingers while cutting hedge with saw. Attended A & E for treatment.	01

### 3.5 Work Related Ill-Health Days Lost

Lost working time statistics through ill-health are gathered and produced separately via the Human Resources team.

### 3.6 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the tables for the past three years. 'Other Kind / Unspecified', and 'Manual Handling Injuries' are the biggest contributors to the accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident data but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

#### **4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2021**

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2020/21 and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

#### **5. HEALTH AND SAFETY ACTIONS FOR 2021/22**




In 2021/22 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with Fenland District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2021/22 is provided below:

- Revision of the Codes of Practice as required under the three yearly revision programme.
- Development of an Employee Health and Safety Handbook.
- Delivery of a corporate health and safety training programme.
- Co-ordinate meetings of the Council's Health and Safety Working Group
- Undertake inspections of individual services/teams/buildings as required.
- Update intranet-based health and safety information for staff use.

## Appendix 1 - Health and Safety Action Plan for 2020/21

### KEY - RAG indicator

	No action yet taken
	Action progressing towards completion
	Action completed

Progress Against Action Plan (to March 2021)			
Action	Progress	Status	Target Date
Conducting COVID-19 risk assessments for each of our occupied buildings to identify the various risks and required control measures for COVID-19 as required under Government issued guidance.	Risks assessments undertaken and continually updated in line with national issued guidance. Various control measures introduced to ensure safety of staff and other persons. Refer to Section 2.1 of report for more detailed information.	All corporate buildings are 'COVID Secure'.	Ongoing
Undertake a programme of health and safety audits/inspections of buildings and services.	Programme of building inspections (Grange, Portley Hill Depot, E-Space North/South) undertaken. External fire risk assessments also completed for these buildings as required under statutory requirements.	Completed.	March 2021
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2 of this report for further details.	Completed	Completed
Co-ordinate the delivery of the Health Surveillance programme across the Council in conjunction with the Occupational Health Advisor.	Delivery of a face-to-face health surveillance programme by the Council's occupational health provider was suspended due to the COVID pandemic, but will re-commence as the national control measures are eased.	In progress	Ongoing
Review and update the Council's Accident / Near Miss Reporting code of practice.	Revised Accident / Near Miss code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2020
Review and update the Council's code of practice on Asbestos Management.	Revised Asbestos Management code of practice guidance introduced to comply with legislation requirements.	Completed.	January 2021

<b>Progress Against Action Plan (to March 2021)</b>			
<b>Action</b>	<b>Progress</b>	<b>Status</b>	<b>Target Date</b>
Review and update the Council's Contractor Management code of practice and procedures.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	April 2020
Review and update the Council's code of practice on Display Screen Equipment.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	January 2021
Review and update the Council's code of practice on Control of Hand Arm and Vibration.	Revised code of practice guidance introduced to comply with legislation requirements for the control of hand arm vibration.	Completed.	January 2021
Review and update the Council's code of practice on Security Threats.	Revised code of practice guidance introduced to comply with legislation requirements.	Completed.	February 2021
Co-ordinate meetings of the Council's Health and Safety Working Group	Meetings held on a quarterly basis to set priorities and co-ordinate work programmes for the Council.	Ongoing	Ongoing
Update and improve intranet-based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing