

Health & Safety Annual Report

1st April 2022 – 31st March 2023



ORGANISATIONAL DEVELOPMENT DIVISION

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1. Report Summary

The summary of the report for 2022/2023 is as follows:

- The number of employee accidents/incidents has **decreased** from 171 in 2021/2022 to 162 in 2022/2023
- The number of non-employee accidents has **decreased** from 326 in 2021/2022 to 325 in 2022/2023
- The number of employee accidents/incidents and diseases reportable to the HSE has **decreased** from 24 in 2021/2022 to 9 in 2022/2023
- The number of non-employee accidents/incidents reportable to HSE has **increased** marginally from 8 in 2021/22 to 9 in 2022/2023
- There were 4 interventions by the Fire Authority and 0 interventions by the HSE.
- 20 health and safety inspections were carried out between 1.4.22 and 31.3.23.
- 40 statutory Fire Risk Assessments were carried out between 1.4.22 and 31.3.23.
- 46 Health and Safety training sessions were held between 1.4.22 and 31.3.23 with 443 staff trained.
- Staff absence has decreased from last year however is still above target.
- There were no cases of reportable diseases or dangerous occurrences.
- The Health and Safety Advisors investigated 59 accidents/incidents.
- 1 referral from the Occupational Health Department was made to the Health and Safety Advisors. Recommendations were provided to the managers of the referred persons by the Health and Safety Advisors on reasonable adjustments for the affected individuals.
- There were 5 cases investigated following insurance claims being made.
- The specific legislation and guidance on covid 19 was phased out during 2022/2023.
- The departmental referrals to the Occupational Health service fell from 656 to 456.

Key Issues/Risks

- Sickness absence which impacts on the Authority's ability to deliver services
- Training in health and safety which may have been missed due to the pandemic
- Lack of response to Fire Risk Assessments by some responsible persons
- The transfer of silent valley waste services has significantly increased health and safety at work risks for BGCBC as the employer. The waste industry is statistically (fatalities and workplace injuries) one of the highest risk UK industries and this is particularly the case with Waste Transfer Stations and Household Waste Recovery Centres.

2. Introduction

The Health and Safety Executive believe that it is essential that public bodies summarise their health, safety and welfare at work performance (as Employers not Regulators) in the form of an annual report in order to develop a continuing improvement approach to health and safety.

This report details statistics on proactive and reactive health and safety activities that have been undertaken. Proactive indicators include inspections and training. Reactive indicators include accident reporting and investigations.

This report is a summary of Blaenau Gwent County Borough Council's Health and Safety and Fire Safety proactive activities and the incidents and accidents that have occurred between April 1st 2022 and March 31st 2023.

During the year the specific legislation and guidance on Covid 19 was phased out which shifted the priorities for the Health and Safety Team enabling more time/resources for proactive work.

3. Responsibilities

3.1 The Cabinet and the Chief Executive

The Chief Executive and the Authority's Cabinet has responsibilities as defined in the Health and Safety at Work Act 1974 and in the Regulatory Reform (Fire Safety) Order 2005. The corporate body of the Council is the Employer and the Chief Executive is the individual with the ultimate responsibility for ensuring work related Health, Safety and Welfare and Fire Safety is managed in the Authority.

Health and safety guidance recommends that an individual Cabinet member be given the responsibility for leading on health and safety performance and in BGCBC this role sits with the Leader of the Council.

N.B. the responsibilities of the Cabinet, lead Cabinet member, Chief Executive and all other levels of management are outlined in detail in the Authority's Corporate Health and Safety Policy.

3.2 Corporate Leadership Team

The Corporate Leadership Team (CLT) consists of the Chief Executive, Corporate Directors, Chief Officer–Resources and the Chief Officer–Commercial. CLT are the driving force for leading and the Management of Health and Safety and Fire Safety at work in the Authority. Whilst the Chief Executive has ultimate responsibility all other members of the CLT have key responsibilities in the organisation's Health and Safety Management structure.

3.3 Departmental Management Teams

Each Directorate has Departmental Management Teams where the various Heads of Service report on a variety of issues. Health and Safety issues regularly form part of the agenda at Departmental Management Team meetings and it is clear that Heads of Service are key to the Health and Safety Management Structure.

3.4 Corporate Health and Safety Advisors

The Authority employs two full time equivalent Corporate Health and Safety Advisors who report to the OD Manager Payroll and Health and Safety. The advisors are the Authority's competent persons as defined in the Management of Health and Safety at work Regulations and the Regulatory Reform (Fire Safety) Order.

The advisors guide the whole Authority (including school Governing Bodies who have a Service Level Agreement with the Corporate Health and Safety Advisors) on all aspects of occupational health, safety, welfare and fire safety. The advisors have excellent relationships with key partners such as the Fire Authority and insurers. In particular, the advisors liaise with the Health and Safety Executive (HSE) on a wide range of issues, including HSE Inspections and accident investigations that are relevant to BGCBC. This relationship has proved invaluable, particularly when the Authority has required advice and guidance from HSE.

The advisors also work closely with Organisational Development/Human Resources colleagues, particularly with regard to Occupational Health issues. There is also a close liaison with the Insurance/Risk Management team on liability issues.

Through the period under consideration the Advisors priorities have shifted from focussing on the pandemic and back to health and safety and fire safety management as the Authority has moved to business as usual.

3.5 Service Level Agreement with Aneurin Leisure Trust

The corporate Health and Safety advisers also support the Aneurin Leisure Trust(ALT) through a Service Level Agreement. This includes:

- Health and Safety advice
- Reporting ALT accidents and incidents under RIDDOR
- Undertaking investigations
- Undertaking health and safety inspections
- Undertaking Fire Risks assessments
- Providing training including Hand Arm Vibration, Manual Handling, Managing Violence and Aggression.

The Service Level Agreement covers all Libraries and Learning Action Centres in the Borough, Leisure Centres, Bryn Bach Park and Bedwellty House. The data for the work by the Health and Safety Advisors for the trust is not included in this report.

3.6 Silent Valley

During the year covered by this report the advisors have been involved with the discussions on the transfer of Silent Valley into the Authority and carried out preliminary proactive work.

3.7 Occupational Health

The Authority uses a contracted service for its Occupational Health Service. An Occupational Health Nurse provides a 2 day per month clinic service for medical referrals, pre-employment screening and health surveillance. An Occupational Health Practitioner provides a 2 day per month clinic service and is also able to provide appointments at alternative locations as and when required.

The breakdown of the departmental referrals to the Occupational Health service can be seen in Table 3.1. The number of referrals has fallen significantly in all departments over the period.

Directorate	Referrals 21/22	Referrals 22/23
Corporate Services	59	34
Education	46	31
Regeneration & Community Services	157	98
School Based	163	127
Social Services	225	166
Total	656	456

Table 3.1: Employee Referrals to Occupational Health 2021/2023

3.8 Safety Committees and Safety Representatives

The various Trade Unions representing employees of the Authority and Schools have accredited Health and Safety Representatives.

The Head of Organisational Development has regular meetings with the various Trade Unions and Health and Safety issues are discussed. A Corporate Health and Safety Group made up of trade unions and senior managers with specific terms of reference meets quarterly.

4. Accident/Incident Statistics

All Services and schools report all accidents and incidents to the Health and Safety Advisors. It is a legal requirement that all incidents and accidents are recorded and that they are reviewed with consideration of action that would reduce the risk of a recurrence.

The Advisors record all these accidents/incidents and then evaluate what needs to be reported to the Health and Safety Enforcing Authority under the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Briefly, accidents/incidents are reportable to the Enforcing Authority where:

- an employee has a major injury such as broken bones (not fingers)
- is absent or unfit for their normal work for more than 7 days due to an accident at work, or
- a non-employee requires immediate medical treatment at a hospital following a work related accident.

For detailed information please see [Appendix 1](#) which contains the data relating to the incidents and accidents for the Authority.

59 accidents/incidents were further investigated by the Health and Safety Advisors to ensure that details were correct and/or any required mitigations were carried out.

4.1 Employee Accidents

The 3 year trend for accidents in the Authority by department is shown in Figure 4.1.

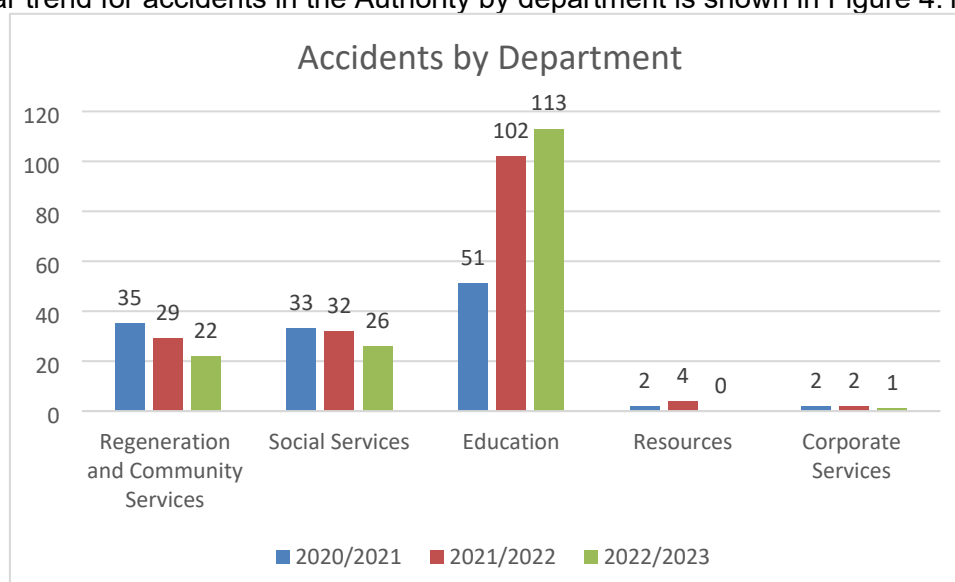


Figure 4.1: Accident by Department – 3 Year Trend

The total number of employee accidents/incidents has decreased from 171 in 2021/2022 to 162 in 2022/23. All departments have had decreasing accident numbers apart from Education where the numbers have increased from slightly from 102 in 2021/22 to 113 in 2022/23.

4.2 Employee Accidents Reportable to HSE

Figure 4.2 shows employee accidents that were reportable to HSE. There was an decrease in employee reportable accidents from 24 in 2021/22 and to 9 in 2022/23. Reportable injuries to employees are similar in all departments in 2022/2023 to those in 2021/2022 apart from those in the Regeneration and Community Services Department where there was a large decrease from 14 to 4.

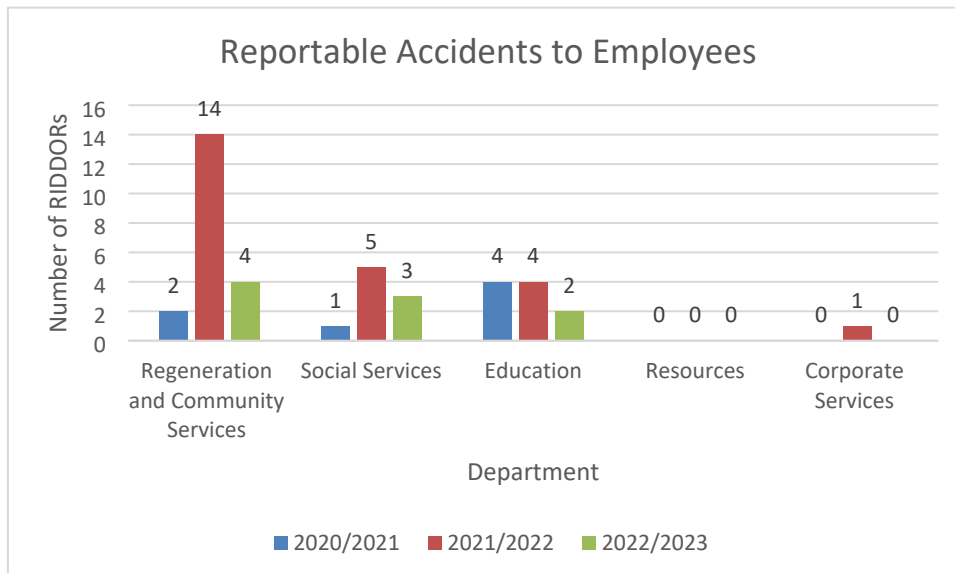


Figure 4.2: Employee Reportable Accidents – 3 Year Trend

4.3 Accidents to Non employees

Figure 4.3 shows the number of accidents to non-employees between 1.4.22 and 31.3.23.

The overall number of accidents is almost identical with 326 accidents in 21/22 and 325 in 22/23. The number of the accidents to non employees have fallen in two of the categories. The significant rise in accidents to pupils in 2022/2023 compared to those in 2020/21 can be attributed to the closure of schools during 2020/2021 however the number of accidents to pupils compared to last year has fallen by almost 17%.

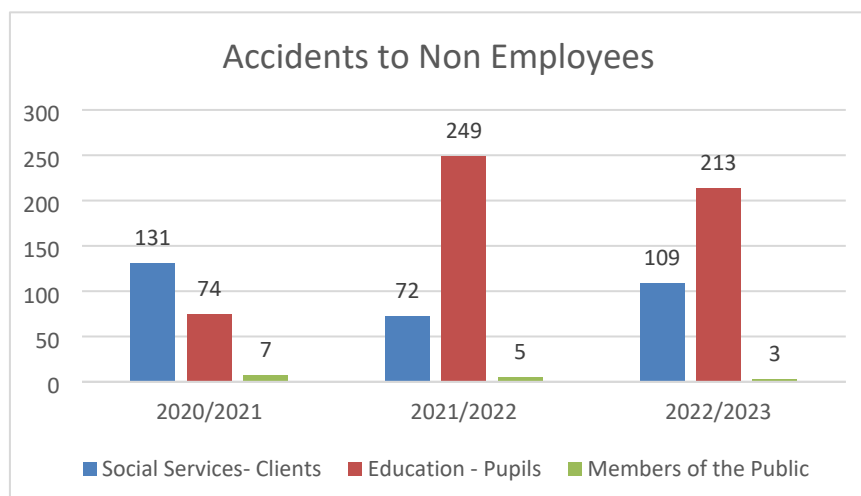


Figure 4.3: Accident by Category for Non employees – 3 Year Trend

It should be noted that there is inconsistency in the reporting of pupil accidents/incidents by schools. For example, some schools of similar size have very different number of accidents/incidents reported and there is a possibility that there may be both under-reporting (not reporting what procedures require) and over-reporting (relatively trivial incidents being reported).

The number of accidents to the clients of social services has risen however the majority of the 109 accidents to clients of the social services can be attributed to clients in care homes and this related to the health of individuals .

4.4 Accidents to Non employees reportable to HSE

Figure 4.4 shows non-employee accidents that were reportable to the HSE.

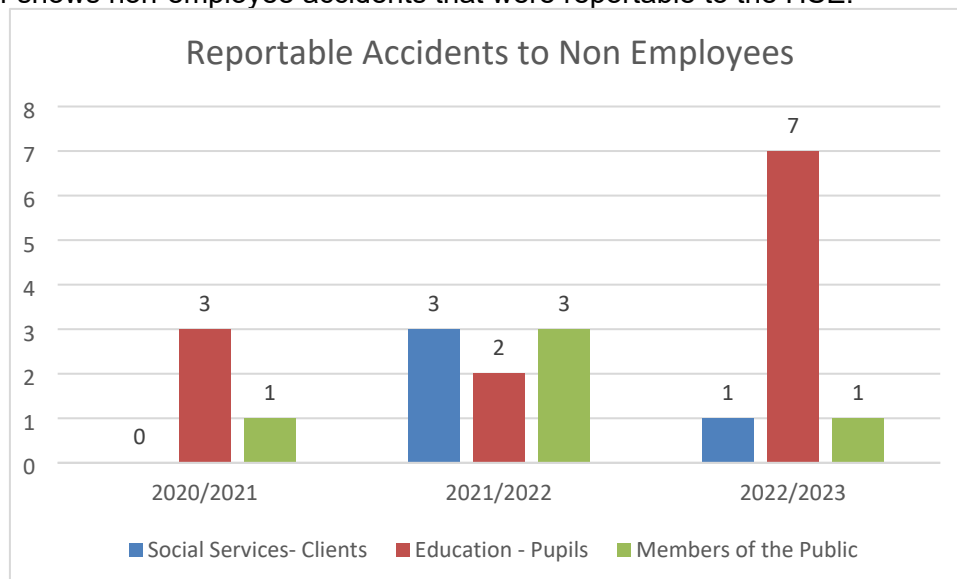


Figure 4.4: Reportable accidents to Members of the Public

The total number of reportable accidents to non employees has increased from 8 to 9. The number of incident to school pupils has seen an increase from 2 to 7. The majority of the reportable incidents to school pupils were falls which resulted in broken bones.

4.5 Reportable diseases and dangerous occurrences

Certain diseases (e.g. hand arm vibration syndrome and occupational dermatitis) and dangerous occurrences (e.g. failure of lifting equipment, exposure to Asbestos Containing Material) are reportable under RIDDOR. There were no reportable diseases in 2022/2023.

During 2021/2022 there were 4 reportable incidents of disease which was Covid 19. The evolution of the guidance from the Welsh Government through 2021/22 concerning the reporting of work related COVID 19 cases the Authority did not report further incidents through RIDDOR 2015 in 2022/2023.

4.6 Covid 19 Cases

Covid 19 cases that were recorded in 2021/22 and 2022/23 are shown in Table 4.1. There were a total of 970 recorded staff absences (confirmed positive or self-isolation as contacts) due to Covid 19. This has increased from 824 employee absences due to Covid 19 during 2021/2022. This represented 27.8% of the workforce.

There were 426 cases of Covid 19 recorded in 2021/22 for school based staff which increased slightly in 2022/23 to 443. This represented 34.23% of the school based staff which represents a less than 1% increase from 21/22 to 22/23.

Service	Number of cases 21/22	Percentage of workforce 21/22	Number of cases 22/23	Percentage of workforce 22/23
Employees in total	824	27.8%	970	30.6%
School based employees	426	33.3%	443	34.23%

Table 4.1: Reported Employee Covid Cases in the Authority 2021/22 and 2022/23

4.7 Cost of Accidents/Incidents

There are no current methods of calculating the cost of accidents within the Authority. However, the Authority will be affected by an invisible cost (in terms of lost wages and basic on-costs such as superannuation and National Insurance) of reportable (over 7 day injury) accidents or any other time lost accidents.

There has to be a significant financial pressure on the Authority as in addition to lost wages the following costs may apply:

- Cost of temporary/seconded employees to cover absences.
- Overtime payments to cover absent employees.
- Administrative costs.
- Insurance costs.
- Possible loss of services/production.
- Investigation costs.

4.8 Incidents of Violence and Aggression

Figure 4.8 shows the numbers of incidents of violence and aggression in 2021/22 and 2022/23.

All of these incidents occurred in two settings which were schools and care homes. The majority of these incidents occurred in educational settings such as special needs schools and resource bases in mainstream schools.

There was an increase in the number of incidents in violence and aggression to employees from 78 to 98.

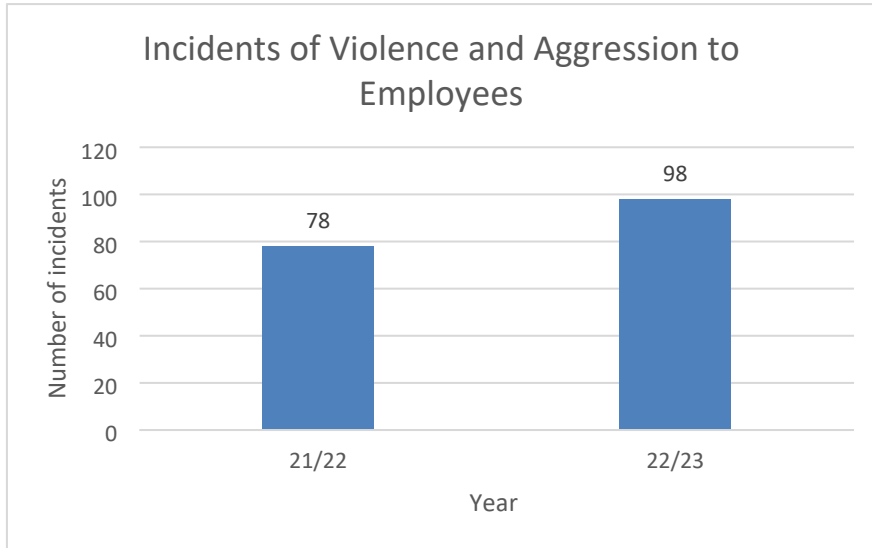


Figure 4.8: Incidents of Violence and Aggression to Employees

5. Specific Issues

5.1 Attendance Management

Improving staff attendance remains a key priority for the Council. The outturn figure for 2022/2023 was 15.45 (which includes Covid cases) which is an improvement on the 2021/2022 value of 16.74 (which is including Covid cases). The outturn figures not including Covid cases are 13.71 in 2022/23 and 10.34 in 2021/22. This is above the annual target which is 10 days.

It should be noted that from 2023/24 onwards absences will no longer be recorded without Covid cases.

These figures give a year on year improvement of 1.29 days.

Table 5.1 shows the top 5 reasons for sickness absence in 2022/2023. The main cause of total days lost was due to psychiatric/mental health illnesses as shown in table 5.1.

30.99% of sickness absence was due to psychiatric/mental health illnesses which was the main cause of sickness absence in the previous year however this figure has risen by 2.98% from 2021/2022.

The other reasons were musculoskeletal issues and injuries, Covid 19 and gastro-intestinal problems. These were similar to last year.

The number of absences due to musculoskeletal issues and injuries has risen from 21.46% to 23.08%.

Rank 2022/23	Category	% sickness			Rank 2020/21	Rank 2021/22
		2020/21	2021/22	2022/23		
1	Psychiatric / Mental Health	38.0%	28.01%	30.99%	1	1
2	Musculoskeletal Issues and Injuries	16.9%	21.46%	23.08%	2	2
3	COVID 19	14.4%	12.75%	9.9%	3	3
4	Gastro-intestinal	5.47%	6.99%	6.37%	5	4
5	Gynaecological, obstetric, pregnancy	-	4.74%	-	-	-

Table 5.1: Percentage Reasons for Employee Absence 2022/2023

5.2 Management of Work Related Stress

It is the expectation that managers refer all employee absences caused by stress to Occupational Health. Departments have been reminded of the need to carry out risk assessments (using a stress management toolkit) and manage work related stress during these challenging times.

The Council has an employee assistance programme and information on resources is published to the workforce on a weekly basis via a Wellbeing Wednesday email. The Workforce Strategy will continue the focus on the wellbeing of the workforce.

With Agile Working it is important that Managers maintain regular contact with staff to ensure that employee mental health is monitored and acted upon. A review of Agile working started last autumn engaging the workforce on views and areas for improvement.

5.3 Updated Legislation

Through the period under consideration the specific Covid 19 related Regulations and guidance provided by the UK and Welsh Government and the HSE were phased out with the last specific guidance (testing care and SEN workers and workforce toolkit) withdrawn in April 2023.

5.4 Review of Policies and Guidelines

The current suite of Policies and guidelines are shown in Table 4. The policies and guidelines that were reviewed in 2022/23 are highlighted in red. New policies are seen in Table 5.2 in Green.

POLICIES:	
Health & Safety Policies <ul style="list-style-type: none"> Asbestos Policy Display Screen Equipment Policy Driving at Work Fire Safety at Work Lone Working Policy Smoke Free Policy Statement of Safety Policy 	<ul style="list-style-type: none"> Policy on Contractors working on Council Properties & Services Violence & Aggression Policy Work Related Stress Policy OD Policies <ul style="list-style-type: none"> Alcohol and Drugs Attendance Management
HEALTH AND SAFETY GUIDELINES:	
<ul style="list-style-type: none"> Construction (Design & Management) Regulations Control of Substances Hazardous to Health Control of Contractors Control of Legionella Bacteria in Water Systems Criteria for Eye Protection Fire Safety and Displays First Aid at Work Glazing Gritting of Council Work Places Guidance for Children not yet Toilet Trained Provision and use of Work Equipment Regulations (PUWER) 1998 Permits to Work Responsible Person 	<ul style="list-style-type: none"> Use of Voluntary Workers Working Time Regulations Lifting Operations and Lifting Equipment Regulations (LOLER) Managing the Risk of Ice and Snow in Workplaces Risk Assessment Guidelines Young People at Work Immunisations Hand/arm vibration Noise School caretakers Preventing Finger Entrapment Personal Protective Equipment (PPE) Prevention of Arson in Schools New and Expectant Mothers at Work Special Educational Needs (SEN) Working at Heights Workplace Health, Safety and Welfare
PROCEDURES:	
<ul style="list-style-type: none"> Accident/incident Reporting 	<ul style="list-style-type: none"> Generic Fire Drill (to be adapted by each premises Responsible Person)

Table 5.2: Policies and Guidelines

5.5 Interventions by Enforcing Authorities

Health and Safety Executive (HSE)

There were no visits to Blaenau Gwent premises during 2022/2023 by the Health and Safety Executive.

South Wales Fire and Rescue Service(SWFRS)

There were 4 interventions in the form of audits in Blaenau Gwent care premises by the South Wales Fire and Rescue Service (SWFRS) in 2022/2023. Any issues raised were all very minor and the Authority responded and complied

Premises audited by SWFRS:

- Ty-lelog supported living
- Ty Rhosyn supported living
- Augusta House
- Cwrt Mytton

5.6 Fire Risk Assessments

The Corporate Health and Safety Advisors carried out 40 statutory Fire Risk Assessments (FRA) in 2022/2023. There were 31 replies to the FRAs and the outstanding responses were from:

- Augusta House Respite Centre
- Bert Denning Centre
- Tredegar Day Centre – The Promenade
- Unit 28 - BG Community Meals (was Pond Road Day Services - Ceramics)
- Ebbw Vale Family Resource Centre (HUGS)
- Energy Centre (Works Site)
- Beechwood House
- Weighbridge
- Silent Valley Canteen/Welfare Building

5.7 Health and Safety Inspections

The Corporate Health and Safety Advisors carried out 20 inspections in 2022/2023. Written replies were received to all of these inspections.

5.8 Health and Safety Training

The need for health and safety/fire safety training is a legal requirement and is identified in the risk assessment process, and as and when refresher training is required (generally at a minimum of 3 year intervals).

All Services are committed to ensuring training is provided to comply with legislation and individual training needs. Examples of the training provided to BGCBC staff from all sources are:

- Risk assessment
- General health and safety
- Fire safety
- First aid
- Manual handling
- Evacuation chair
- Ladder safety
- Managing violence/restrictive intervention
- Banksman training
- Responsible person
- Asbestos awareness
- Hand/arm vibration and noise
- Stress awareness
- Legionella

The ability to provide training during the pandemic was enormously impacted by alteration of service delivery, physical distancing requirements, staff working from home, absenteeism of

staff etc. Therefore, the ability to deliver statutory or advisory training was difficult and in some cases impossible.

During 2022/23 with there was the opportunity to catch up on outstanding training needs but further catch up is required in 2023/2024.

Whilst departments and schools externally source training and Social Services have the dedicated workforce development team (provides both in –house and externally sourced training) the health and safety advisors also provide in-house training. During 2022/23 there was a significant amount of training delivered by the health and safety advisors as shown in table 5.4.

Training	Number	Type of Staff
Evacuation chair	13	BGCBC and school staff
Ladder safety	7	School staff
Fire safety	240	BGCBC and school staff
Manual handling	96	BGCC and school staff
Hand/arm vibration	6	BGCBC staff
Violence and Aggression	20	BGCBC staff
Responsible Person	47	BGCBC and school staff
Leadership in Health and Safety	10	Cabinet Members
Stress awareness	4	BGCBC staff

Table 5.4: Training during 2022/23

5.9 Insurance

During 2022/2023 the number of Insurance claims received by the Authority in respect of all types of incidents involving employees and the public was 109 which is an increase from 97 claims which were received in 2021/2022. It is also an increase in the levels of claims received in the last 4 years. 7 of these claims related to Employers’ Liability. It is important to note that the claims received for public and employers liability in 2022/2023 include claims relating to incidents in previous years as there is often a delay in claims being brought.

With regards to the 7 Employers’ Liability claims received in 2022/2023, 1 has an incident date in the 2022/2023 policy year with 4 relating to policy years 2021/2022 and the remaining 2 relating to the policy years 2020/2021.

Figure 5.1 shows the costs incurred for Employers' Liability(EL) claims over the 5 year period 2015/16 to 2020/21. Data is shown for this period as generally there will be no further claims covering this period as the majority of claims have to be within 3 years of the incident. Hence there is always a lag in this information as claims can take upto 3 years to be submitted and time to be closed.

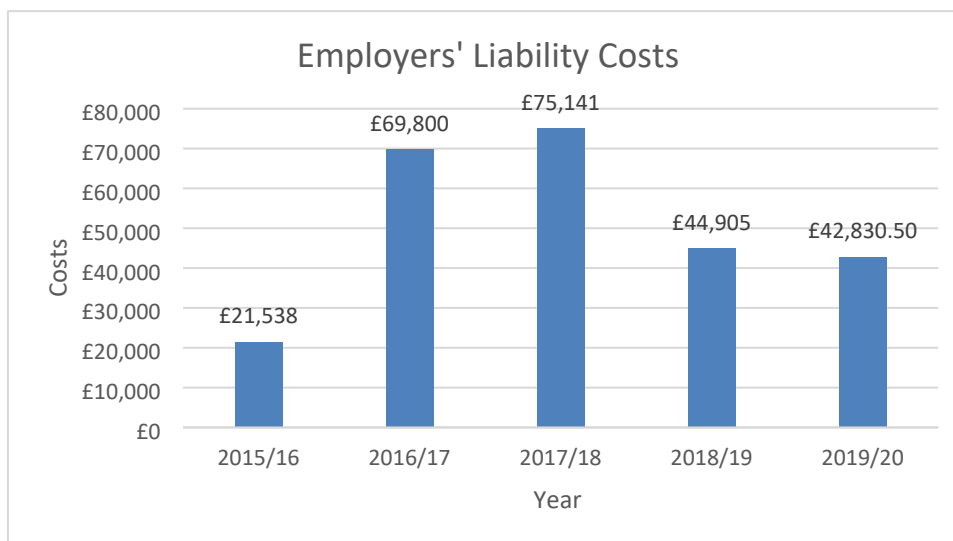


Figure 5.1: Employers' Liability Costs

Table 5.5 details the insurance claims against the Authority over the last 6 years. The number of Public Liability(PL) claims against the Council significantly increased from 54 to 80 with the vast majority being claims relating to alleged accidents on the Highway. Breaking this down further shows almost exclusively, vehicle damage as a result of potholes in the carriageway or personal injury due to trips on defective paving. The reason for this noticeable increase in claims, we believe, is due to the introduction of an online claim form allowing members of the public to claim for damage or injury in a simpler, more efficient and customer friendly way.

Motor claims have significantly decreased in 2022/23 to 22 claims. An analysis of these show a large percentage were as a result of a reversing manoeuvre (8), hitting a stationary vehicle (7) or colliding with a fixed object (3). Out of these 22 claims, 5 were paid at a total cost of £11,486.02.

	Employer's Liability	Motor Vehicle	Public Liability	Total
2017/2018	10	36	64	110
2018/2019	4	26	75	105
2019/2020	6	21	56	83
2020/2021	4	39	53	96
2021/2022	6	37	54	97
2022/2023	7	22	80	109

Table 5.5: Number of Insurance Claims

Motor claims are the only class of cover where there is less likely to be a delay between the incident and the claim being brought and therefore the most likely of the policies to show accurate settlements in the same year. EL and PL claims are less likely to be settled in the same year due to their more complex nature. Whilst a claim reserve can be allocated, this, together with payments made, can fluctuate as more detail is established during investigation of the claim.

The Insurance team invest significant effort into defending claims and relies on the cooperation of colleagues on the front line to maintain the policies and practices which allow claims to be defended. In the current legal environment the financial burden of defending claims rests with the Authority unless Fundamental Dishonesty is proven (the burden of proof being extremely high) against the Claimant. This results in a financial cost to the Council even when a claim is successfully defended.

5.10 Capacity and Competency

As with previous years it is clear that there are capacity issues for some department's/services to carry out all the required Health and Safety and Fire Safety management regimes and this has been further impacted by the "catch up" required due to the Covid 19 pandemic.

The Health and Safety advisors, Human Resources advisors and sometimes the Insurance Team have regularly reported non-compliance to managers. One of the often cited reasons for any non-compliance is capacity.

Departments and services should regularly review their compliance standards and ensure any gaps in capacity are addressed. Corporate Health and Safety and HR can advise where possible but ultimately managers are responsible for managing any risks.

It is also important to note that the Health and Safety advisors are there to support managers and staff however it is vital that managers and supervisors have a consistent and appropriate level of training with regard to health and safety. This would include managers and staff having appropriate training and refresher training with regard to health and safety responsibilities.

6. Conclusions

The headline positive features for the Authority's health and safety performance in 2022/2023 were: for discussion

- A recovery from the effects of the pandemic has started to be implemented with the development and delivery of training across the Authority
- The 4 interventions by the SWFRS only identified minor issues.
- No interventions by HSE
- 100% response to the health and safety inspections
- The significant reduction in reportable accidents to employees particularly in the high risk Regeneration and Community Services Department

The headline areas of concern in the Authority's health and safety performance in 2022/2023 were: for discussion

- The numbers of accidents has decreased but very marginally
- The amount of regular Health and Safety activities and training required from the change of activities during the pandemic such as agile working and missed training
- The lack of response to the statutory Fire Risk Assessments

7. Recommendations

Recommendations for discussion:

1. That this report is reviewed by the Corporate Health and Safety Group and CLT.
2. Each Directorate Management Team to continue to review their health and safety management arrangements and ensure they have the capacity to comply with statutory duties. Also to ensure that the individuals that are aware of their responsibilities and have received the appropriate information and training.
3. It is recommended that any strategic/operational decisions taken by services must be subject to a health and safety risk assessment within the wider impact assessments. This would include change of use of buildings, additions to building and purchases. Any identified risks should be managed through an implementation plan and identified leads. If there are capacity and/or competency issues identified by service directorates that put the authority at risk, then this may need escalation to the Corporate Risk Register and review at the Corporate Leadership Team to take action.
4. Each Corporate Director to review and put in place appropriate training requirements for staff. A training needs analysis of all departments and schools should be undertaken by the management of the relevant departments and schools to identify required training (including refresher training not delivered during the pandemic) and prioritise a calendar of training for 2022/23. Identified training may be undertaken by the Health and Safety Advisors or external providers as required.
5. Inconsistencies in school pupil accident/incident reporting to be addressed by the Corporate Health and Safety Advisors and the Education Directorate through directing the Heads to the Accident reporting policy and encouraging the use of the online reporting system.
6. Health and safety/fire safety should continue to be a key consideration and included in corporate templates such as programme, project and Financial Efficiency Projects etc. to ensure risks are identified and that compliance is considered throughout the project.
7. Departments must yet again review the lack of response to statutory fire risk assessments.

Appendix 1: Corporate Health and Safety Management Information Report (1 APRIL 2022 – 31 MARCH 2023)

	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	
Accidents – BGCBC Employees	6	18	10	10	7	17	29	11	5	24	10	15	162	
Number of Accidents – Pupils	6	21	29	13	0	26	28	19	15	25	16	15	213	
Number of Accidents – Members of the Public in BGCBC premises	0	0	0	2	0	0	0	1	0	0	0	0	3	
Number of Accidents – Service Users (Social Services)	10	15	9	10	12	3	9	9	3	11	5	13	109	
Total No. of Accidents	22	54	48	35	19	46	66	40	23	60	31	43	487	
No. of Reportable Accidents to BGCBC Employees	1	0	2	0	1	2	1	0	0	0	0	2	9	
No. of Reportable Accident to Non – Employees	1	1	0	1	0	0	2	1	0	3	0	0	9	
Total No. of Reportable Accidents	2	1	2	1	1	2	3	1	0	3	0	2	18	
No. of Reportable Diseases and Dangerous Occurrences	0	0	0	0	0	0	0	0	0	0	0	0	0	
Accidents/Incidents Investigated	Non Employee	1	1	4	1	3	8	7	3	0	4	1	3	36
	Employee	1	0	2	1	0	3	3	3	1	4	2	3	23
Incidents of Violence and Aggression	Non Employee	4	11	7	2	0	5	1	4	1	4	5	7	51
	Employee	3	12	6	5	2	10	18	9	4	16	4	9	98
No. of Interventions by HSE	-	-	-	-	-	-	-	-	-	-	-	-	0	
Interventions by the Fire Authority	-	-	-	-	-	-	-	-	-	-	-	-	4	
BGCBC Premises Health & Safety Inspections	0	1	1	1	2	1	3	4	2	3	2	0	20	
BGCBC Fire Risk Assessments	2	4	2	3	3	7	2	1	1	2	5	8	40	
No. of health & safety/fire safety training Sessions	4	4	2	4	5	6	3	4	0	4	4	6	46	
No. of Persons Given Health & Safety Training(Not inc education)	19	21	8	15	23	28	17	46	0	22	40	52	291	