

# **Health & Safety Annual Report**

**1 April 2020 – 31 March 2021**



**ORGANISATIONAL DEVELOPMENT DIVISION**

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# 1. Report Summary

The summary of the report is as follows:

- The number of employee accidents/incidents has **decreased** from 204 in 2019/2020 to 123 in 2020/2021
- The number of non-employee accidents has decreased from 701 in 2019/2020 to 212 in 2020/2021
- The number of employee accidents/incidents and diseases reportable to the HSE has **decreased** from 17 in 2019/2020 to 7 in 2020/2021 and this includes 4 cases of COVID 19
- The number of non-employee accidents/incidents reportable to HSE has **decreased** from 9 in 2019/2020 to 4 in 2020/2021
- There were 6 interventions by the Fire Authority which were desk top exercises and 4 interventions by the HSE.
- 19 health and safety inspections were carried out between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021.
- 12 statutory Fire Risk Assessments were carried out between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021.
- Staff absence has decreased and is below target.
- There were no cases of reportable diseases or dangerous occurrences other than 4 cases of COVID 19.
- The Health and Safety Advisors investigated 50 accidents/incidents.
- 7 referrals from the Occupational Health Department were made to the Health and Safety Advisors and recommendations were made
- An enormous amount of work to mitigate the risks of Covid 19 was undertaken.

## 2. Introduction

The Health and Safety Executive recommend that public bodies summarise their health, safety and welfare at work performance (as Employers not Regulators) in the form of an annual report. This report is a summary of both Blaenau Gwent County Borough Council's Health and Safety and Fire Safety proactive activities and the incidents and accidents that have occurred between April 1<sup>st</sup> 2020 and March 31<sup>st</sup> 2021.

This report is unique compared with previous annual reports in that an extensive amount of the work undertaken by the the Authority and the Health and Safety Advisors during this period was centred around COVID 19 mitigation.

## 3. Responsibilities

### The Executive and the Managing Director

Along with the Managing Director the Authority's Executive has certain 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 Managing Director 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 Executive 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 Executive, lead executive member, Managing Director and all other levels of management are outlined in detail in the Authority's Corporate Health and Safety Policy.**

### Corporate Leadership Team

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

### 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.

### Corporate Health and Safety Advisors

The Authority employs two Corporate Health and Safety Advisors who report to the Organisational Development Manager Payroll / Health & 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 have worked with all the areas of the Authority providing regular updates and interpretation of the Covid 19 specific guidance. The Advisors have spent a great deal of time supporting the Education Department and other services to establish covid mitigation in schools and other premises.

### **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 and undertaking investigations. The Health and Safety team also undertake health and safety inspections and Fire Riaks assessments for ALT. This covers all Libraries and Learning Centres in the Borough, Leisure Centres, Bryn Back Park and Bedwellty House. The data for the work by the Health and Safety Advsiors (which increased due to covid 19 mitigation) for the trust is not included in this report.

### **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 call on theOccupational Health can be seen in Table 1.

<b>Directorate</b>	<b>Referrals</b>
Corporate Services	23
Education	6
Regeneration & Community Services	57
School Based	82
Social Services	145
<b>Total</b>	<b>313</b>

**Table 1:** Employee Referrals to Occupational Health

### **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 has been established and 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 a broken bone(not fingers)
- is absent or unfit for their normal work for more than 7 days, 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 a table of the incidents and accidents for the Authority.

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

### 4.1 Employee Accidents

The 3 years trend for accidents in the Authority by department is shown in Figure 1.

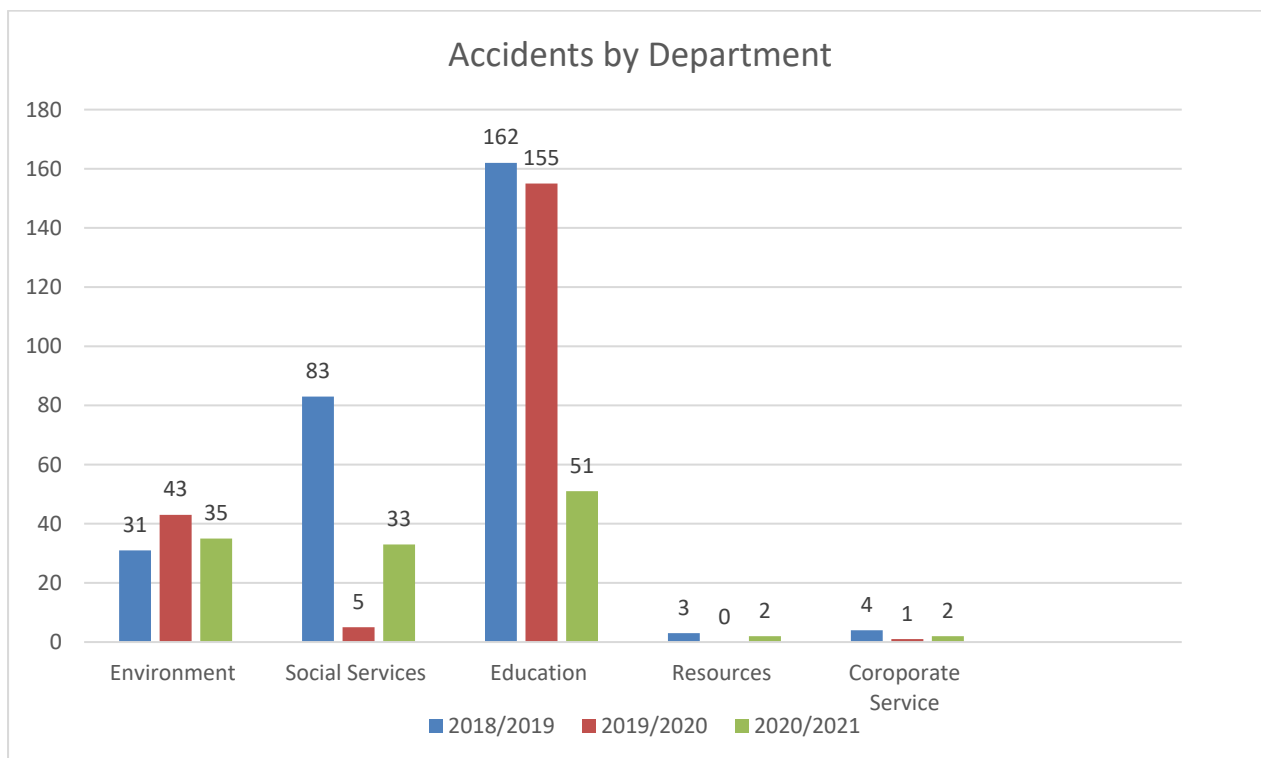


Figure 1: Accident by Department – 3 Year Trend

The total number of employee accidents/incidents has **decreased** from 204 in 2019/2020 to 122 in 2020/21. This is thought to be applicable in the greater part to many of the Authority's workers who were home based, furloughed or with other workplace restrictions/premises closures through a large part of the time that this report covers.

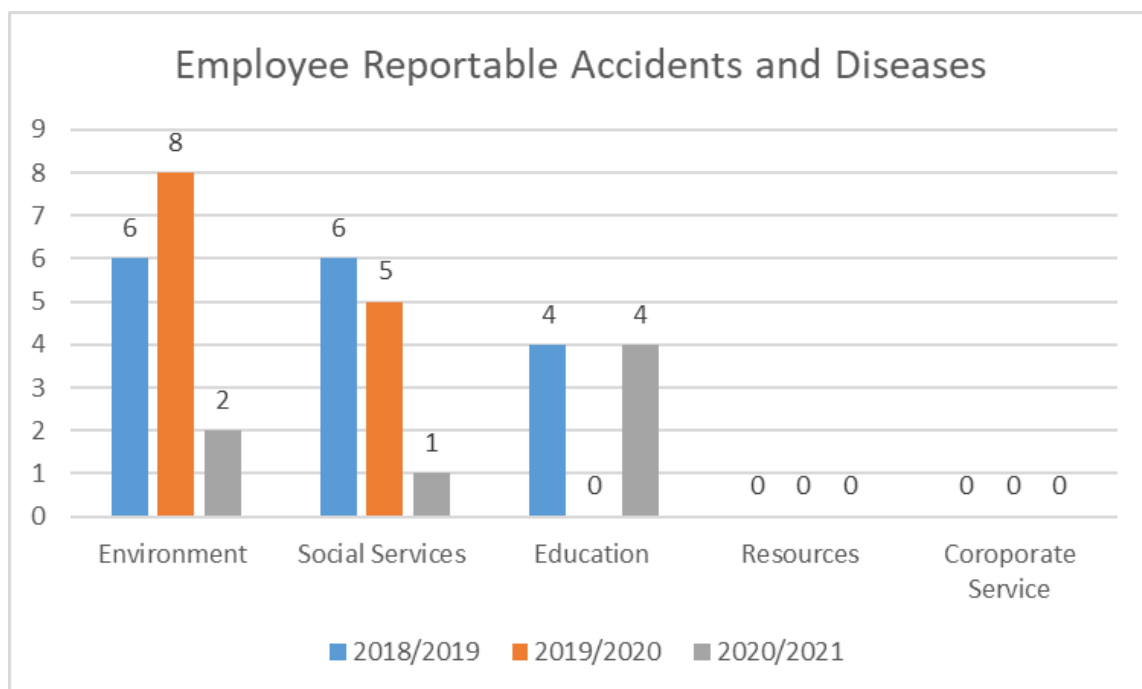
It is interesting to note that the numbers of accidents that occurred in the Environment Department fell despite the fact the Department continuing to work as normal throughout this period.

The data available for social services has risen with many of these incidents being minor accidents to care workers. This number is significantly down on the 2018/19 number of accidents again due to the limited activities of sections of the social services department(e.g. Day Services).The number of presented accidents in the Social Services Department for 2019/2020 are thought to be inaccurate.

The number of accidents to employees in the Education Department has fallen due to the disruption to the School Year through changes to school activities and the length of time that the School premise were closed.

#### **4.2 Employee Accidents Reportable to HSE**

Figure 2 shows employee accidents that were reportable to HSE.



**Figure 2: Employee Reportable Accidents – 3 Year Trend**

There was a decrease in employee reportable accidents from 13 in 2019/20 and to 7 in 2020/21. It is positive to note that there is a significant fall in reportable accidents in the environment department with both these reportable accidents being over 7 day injuries from falls.

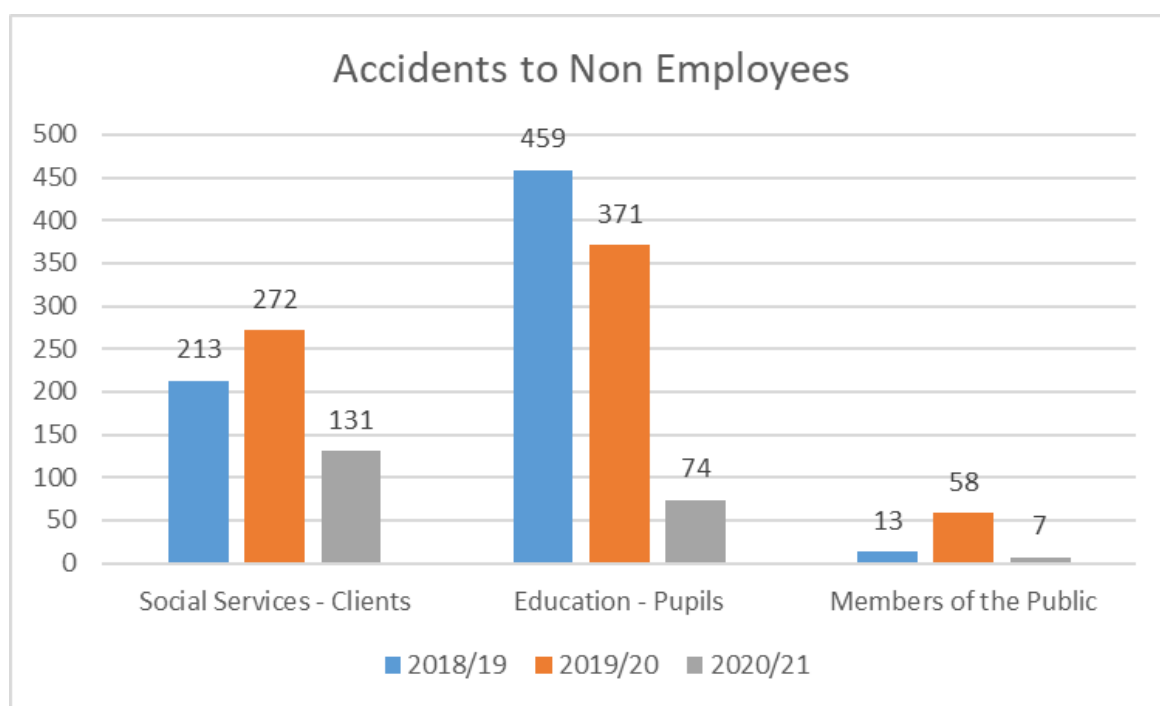


Also there is a fall in the social services accidents. This can be attributed to the amended activities of some of the department.

The 4 incidents in the education department were 4 cases of work transmitted Covid 19 from one instance in the same educational setting.

### **4.3 Accidents to Non employees**

Figure 3 shows the number of accidents to non-employees between 1.4.20 and 31.3.21.



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

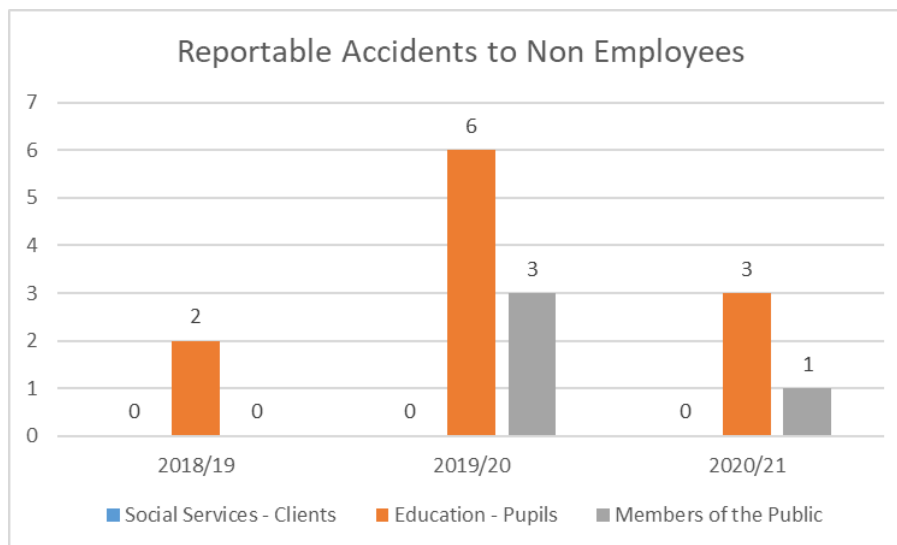
The number of the accidents to non employees have fallen for all three categories in the period under consideration. The significant fall in accidents to pupils and members of the public can be attributed to the closure of schools and public buildings over the period. The fall in the number of accidents to clients of the social services can be attributed to the reduced services such as Day Services etc.

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 majority of the 131 accidents to clients of the social services can be attributed to clients in care homes.

#### **4.4 Accidents to Non employees Reportable to HSE**

Figure 4 shows non employee accidents that were reportable to the HSE.



**Figure 4:** Reportable accidents to Members of the Public

There has been a decrease in these accidents from 11 in 2019/20 to 4 in 2020/21. These 4 accidents occurred on school premises and were mainly falls.

#### **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 4 reportable diseases in 2020/2021 which were Covid 19 related workplace transmission. .

Due to the evolution of the guidance from the Welsh Government through 2020/21 concerning the reporting of work related COVID 19 cases the Authority only reported 4 cases of work related COVID 19 to the HSE. There were more possible work related cases than the 4 that were reported but this was difficult to quantify.

#### **4.6 Covid 19 Cases**

The Covid 19 cases that were recorded in 2020/21 are shown in Table 2. There were a total of 644 recorded staff absences (confirmed positive or self isolation as contacts) due to Covid 19.

Service	Number of cases
Flying Start children	3
Cwrt Mytton/supported living residents	26
Employees in total	323
School based employees	106
School pupils	168

**Table 2:** Reported Covid Cases in the Authority 2020/21

#### **4.7 Cost of Accidents/Incidents**

There are no current methods of calculating the cost of accidents, the 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. However there has to be a significant financial pressure on the Authority as in addition to lost wages the following applies:

- Cost of temporary/seconded employees to cover long term absence.
- Overtime payments to cover absent employees.
- Administrative costs.
- Insurance costs.
- Possible loss of production.

## 5. Specific Issues

### Attendance Management

Improving attendance remains a key priority for the Council although during this period a high percentage of staff were either based at home or furloughed. The outturn figure for 2020/21 was 9.98 which was within the annual target of 10.5 days. This is an improvement on the 2019/20 of outturn of 13.48 days. This gave a year on year improvement of 3.5 days. .

The main cause of total days lost was due to mental health illnesses.

Table 3 shows the top 5 reasons for sickness absence in 2020/21. 38% of sickness absence was due to psychiatric/mental health illnesses which was the main cause of sickness absence in the previous year. This accounted for 38% of all sickness absence. The other reasons were musculoskeletal injuries, cancer and gastro- intestinal problems. These were similar to last year. The new issue that has arisen in 2020/21 is sickness absence due to Covid and this accounted for 14.4% of absence.

Rank 2020/21	Category	% sickness	Rank 2019/20
1	Psychiatric / Mental Health	38.0%	1
2	Musculoskeletal & Injuries	16.9%	2
3	COVID-19 ( confirmed / symptoms)	14.4%	-
4	Cancer	6.60%	3
5	Gastro-intestinal	5.47%	4

**Table 3: Top 81% reasons for Sickness absence 2020/21**

### 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 risk assess (using a stress management toolkit) and manage work related stress during these challenging times. The Council has a employee assistance programme and information on resources is published to the workforce on a weekly basis. The Workforce Strategy will continue the focus on the wellbeing of the workforce. .

With staff continuing to work at home and also moving to the new Agile Working System it is important that Managers maintain regular contact with staff to ensure that employee stress is monitored and acted upon.

### Updated Legislation

Through the period under consideration there were continual covid 19 related Regulations and guidance provided by the UK and Welsh Government which required constant interpretation and circulation of this guidance to the appropriate Departments.

## Review of Policies and Guidelines

The current suite of Policies and guidelines are shown in Table 3. The policies and guidelines that were reviewed in 2020/21 are highlighted in red .

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

**Table 3:** Policies and Guidelines

## Interventions by Enforcing Authorities

### Health and Safety Executive (HSE)

There were 4 visits to Blaenau Gwent premises ((Ystruth Primary, Bro Helyg, Willoughton Primary, Georgetown primary) during 2020/21 by the Health and Safety Executive. These were to review Covid 19 arrangements in schools and the HSE concluded all 4 schools had carried out a suitable and sufficient covid risk assessment and were managing the risks in practice.

## **South Wales Fire and Rescue Service(SWFRS)**

There were 6 interventions in the form of audits in Blaenau Gwent schools by the South Wales Fire and Rescue Service (SWFRS) in 2020/2021. The Audits were desk top exercises due to the Covid 19 pandemic. Any issues raised were all very minor and both the Authority and the schools responded and complied

Schools audited by SWFRS

- Tredegar Comprehensive School
- Glanhowy Primary School
- Abertillery Learning Community(Tillery Campus)
- PenyCwm School
- Ebbw Fawr Learning Community Secondary Phase
- Blaenycwm Primary School

In addition Brynmawr Foundation school was also audited by SWFRS so this intervention was against the Governing Body not BGCBC. However due to Service Level Agreements with the Authority the governing body was assisted in the response.

## **Fire Risk Assessments**

The Health and Safety Advisors carried out 12 statutory Fire Risk Assessments (FRA) in 2020/2021. Written replies were received to 3 of these and the outstanding replies are from:

- Abertillery Youth Centre
- Cwm Youth Centre
- Cwrt Mytton
- VITCC Centre
- Ebbw Vale Multi Storey Car Park
- The Works MSCP
- Brynithel Flying Start
- Hilltop Flying Start hub/Sports Pavillion
- Flying Start Cefn Golau Hub

## **Health and Safety Inspection**

The Corporate Health & Safety advisors carried out 19 inspections in 2020/2021. These inspections were not covid specific but any covid issues in the premises were identified. Written replies were received to 7 of these and the outstanding replies are from:

- Brynithel Cemetery
- Cefn Golau Cemetery
- Blaina I C C
- Ebbw Vale Family Resource Centre
- Cwrt Mytton Residential Home
- Brynmawr Cemetery
- Blaina Cemetery
- Cwm Cemetery
- Dukestown Cemetery

- Anvil Court
- VITCC Centre
- Vision House

## **COVID 19**

The Covid 19 pandemic effectively started in the UK in February 2020 and continues to date so the whole financial year 2020/2021 was completely dominated by Covid risks and mitigation. The impact and mitigation required by all BGCBC services and schools was infinite and the pressures on services and many employees was almost unbearable. It is impossible to provide a detailed account of all the mitigation BGCBC as an employer implemented during the year but the following are some stand out examples:-

### **Adult services**

Clearly, in terms of risk, to employees and service users residential services were the highest Covid risk service of the Authority. The impact on the service was so far reaching and challenging it is difficult to quantify. Whilst there are many examples of incredible efforts to mitigate Covid one stands out example in the early days of the pandemic was the decision to “lock down” Cwrt Mytton to all visitors before there was any guidance or directive from Governments or Public Health Authorities on care homes. This no doubt prevented Cwrt Mytton being significantly affected by cases in the “first wave” of the pandemic.

In addition other adult services had to be maintained in their entirety or modified at all stages of the pandemic. This required enormous efforts in areas such as supported living, domicillary care, social workers, community meals etc to mitigate risks whilst providing such services as “normally” as possible.

### **Children’s Services**

Obviously, most children’s services had to be maintained at all stages of the pandemic be it Social Workers continuing with their statutory interventions, contact with families, childcare for key workers or operating as normal. This required enormous efforts to mitigate risks whilst providing such services as “normally” as possible.

### **Neighbourhood Services**

Service such as waste collection , highways maintenence, cemeteries etc. had to continue to operate as normal during the pandemic. This presented huge challenges as none of this work can be done from home or with any possibility of social distancing particularly in vehicles. At the early stages of the pandemic there was literally no Government or industry covid guidance for this type of work to refer to so the service had to be creative and mitigate the risks as best as they could. An example would be that the service both designed and made screens to separate drivers from passengers and support vehicles were deployed to reduce numbers in the vehicle cabins. It is important to note that these services operated as normal from the first lockdown to date.

### **Environmental Health**

Whilst much of the impact and work of Public Protection during the pandemic was of a regulatory nature (on covid matters and as such the detail is not for this report on BGCBC as an Employer) Environmental Health colleagues provided invaluable guidance to services and especially schools on all aspects of covid transmission and mitigation.

### **Schools**

The challenges faced by the Authority and schools were enormous and even though school premises were closed for some of the financial year many remained open as re-purposed schools for key worker childcare and vulnerable learners. The particular challenges for schools were the inability to ensure social distancing, Home to School Transport, keeping children in contact groups, the requirements of Test, Trace and Protect with case management, detailed risk assessments, learners and staff with health issues vulnerable to covid and so on. One stand out example of mitigation was at the early stage of the pandemic and the need to provide re-purposed schools for childcare associated with key workers and vulnerable learners. Within days of this requirement being announced a number of BG schools had to establish such facilities ensuring risk assessments and mitigation was in place when there was far less knowledge (than now) of covid risks and transmission. Another example is the highly effective collaboration between services of the Authority (Education, cleaning, catering health and safety, Human Resources, transport, Technical Services, Environmental health etc) and schools on all aspects of covid risks and mitigation. This collaborative approach was recognised in the Estyn Thematic Review as being strong.

### **Health and Safety Advisors**

Before the pandemic communicable diseases were generally not considered to be a workplace Health and Safety issue (normally defined as preventing workplace injury and ill health caused by work such as musculoskeletal issues, noise, vibration, asbestos etc). However the pandemic became a workplace Health and Safety issue and all Employers had to consider covid as a workplace risk to assess and mitigate. The Advisors were effectively deployed almost full time on covid related matters and provided guidance to all services and schools. There were multiple covid inspections of all workplaces (BGCBC, schools and leisure trust premises) during 2020/21, workplace investigations after cases and clusters, interventions where there was non compliance with covid mitigation etc. The advisors also provided guidance to address the impact covid mitigation had on any other risks (eg fire safety).

A great deal of time was also spent on supporting the development of Covid risk assessments for all the workplaces or work activities within the Authority. These risk assessments were also regularly reviewed as more information regarding Covid 19 was revealed and new guidance produced. These risk assessments were also followed up with visits to ensure that the mitigations detailed in the risk assessments were in place and proportionate.

### **Health and Safety Training**

The need for training is identified in the risk assessment process, and as and when refresher training is required. 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
- Moving and handling
- Managing violence/restrictive intervention
- Banksman training
- Responsible person
- Asbestos awareness
- Hand/arm vibration and noise

Training in 2020/21 was severely impacted by the pandemic between alteration of service delivery, furlough and staff working from home. Therefore the ability to deliver statutory or advisory training was difficult and in some cases impossible. It is imperative that staff that require training are identified by their managers and are appropriately trained so the Authority faces a significant backlog of such training. The only training that the HSE allowed to extend certification for was for First Aid so BGCBC like many employers is vulnerable on this point particularly with personal injury claims.

### Insurance

During 2019/20 the number of Insurance claims received by the Authority in respect of all types of incidents involving employees and the public was 95 which is of the same order of the level of claims received in the previous 4 years. 4 of these claims related to Employers Liability.

The number of public liability claims against the Council decreased from 56 to 52 with the vast majority being for claims relating to alleged accidents on the Highway.

The Council are able to maintain a robust defence to the allegations made against it. 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 establishment of Qualified One Way Costs Shifting (QOCS) means that 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.

Motor claims have increased in 2020/21 to 39 claims. The highest number of reported incidents resulting in claims are still for potholes (19), hit stationary vehicle (16) and "reversing". (11). All of which have seen an increase.

	Employer's Liability	Motor Vehicle	Public Liability	Total
1/4/2016 - 31/3/2017	8	29	46	83
1/4/2017 - 31/3/2018	10	36	64	110
1/4/2018 - 31/3/2019	4	26	74	104
1/4/2019 - 31/3/2020	6	21	56	83
1/4/2020 - 31/3/2021	4	39	52	95

**Table 4:** Insurance Claims 2021/21

## Capacity

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 Covid 19 pandemic. However it is important to note that the pandemic cannot be used as a reason for Health and Safety/fire safety standards to lapse.

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.

The Corporate Health and Safety Advisors can audit compliance but as there are only two officers their capacity is also extremely limited and this has been revealed further by the requirements of the pandemic (effectively deployed full time on covid 19 matters).

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.

## 6. Conclusions

### **The headline positive features for the Authority's health and safety performance in 2020/21 were:**

- The reduced numbers of accidents and reportable accidents due to reduced activities
- The robust and totally comprehensive response to the Covid 19 pandemic
- The 4 HSE interventions on covid 19 in schools had a very positive outcome.
- The 6 interventions by the SWFRS only identified minor issues.

### **The headline areas of concern in the Authority's health and safety performance in 2020/21 were:**

- Concerns around capacity reported by Directorates in managing health and safety
- Challenges in health and safety requirements created by the management of Covid 19
- The reduced amount of regular Health and Safety activities and training which will create a 'catch up' period
- No response to some health and safety inspections and fire risk assessments by some departments and services.

## 7. Recommendations

1. 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.
2. 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. Any identified risks should be managed through an implementation plan and identify leads. If there are capacity 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.
3. Each Corporate Director to review the lack of response to some Fire Risk Assessments and Health and Safety inspections.
4. 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.
5. 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.
6. All departments and schools identify what required training has been not been delivered during the pandemic and prioritise the back log and catch up during 2021/22.

**APPENDIX 1: CORPORATE HEALTH & SAFETY MANAGEMENT INFORMATION REPORT (1 APRIL 2020 – 31 MARCH 2021)**

	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Number of Accidents – BGCBC Employees	8	3	6	7	11	21	15	19	12	4	3	13	123
Number of Accidents – ALT Employees	0	0	0	0	1	0	0	0	0	0	0	0	1
Number of Accidents – Pupils	0	1	3	1	0	21	13	14	6	1	4	10	74
Number of Accidents – Members of the Public in BGCBC premises	0	0	1	0	0	0	1	2	0	2	1	0	7
Number of Accidents – Service Users (Social Services)	15	32	19	17	20	9	0	0	2	3	7	7	131
Number of Accidents – Members of the public in ALT premises	0	0	0	0	0	1	0	1	2	0	0	0	4
<b>Total No. of Accidents</b>	<b>23</b>	<b>36</b>	<b>29</b>	<b>25</b>	<b>32</b>	<b>52</b>	<b>29</b>	<b>36</b>	<b>22</b>	<b>10</b>	<b>15</b>	<b>30</b>	<b>340</b>
No. of Reportable Accidents to BGCBC Employees	0	1	0	0	0	0	0	4	0	1	0	1	7
No. of Reportable Accident to Non – Employees in BGCBC premises	0	0	0	0	0	1	0	2	0	0	0	1	4
<b>Total No. of Reportable Accidents</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>7</b>
No. of Reportable Diseases and Dangerous Occurrences	0	0	0	0	0	0	4	0	0	0	0	0	4
No. of Accidents/Incidents Investigated Op 2 & 3	0	0	1	0	0	3	2	4	1	1	0	2	14
• Non Employee	0	1	1	1	0	5	6	11	10	0	0	1	36
• Employee													
No. of Incidents of Violence & Aggression	0	0	0	0	0	0	0	0	0	0	0	0	0
• Non Employee	2	2	1	3	2	13	9	3	7	1	1	7	52
• Employee													
No. of Interventions by HSE From Steve	0	0	0	0	0	0	4	0	0	0	0	0	4
No. of Interventions by the Fire Authority	0	0	0	6	0	0	0	0	0	0	0	0	6
No. of BGCBC Premises Health & Safety Inspections	1	0	0	7	7	0	0	0	0	0	2	3	19
No of ALT Health and safety inspections	0	0	0	1	1	1	0	0	0	0	0	6	9
No. of BGCBC Fire Risk Assessments	2	0	0	1	3	1	0	0	0	0		0	12
No of ALT Fire Risk assessments	2	0	0	0	2	0	1	0	0	0	0	1	6
No. of health & safety/fire safety training Sessions Delivered	0	0	0	0	0	0	0	0	0	0	0	0	0
No. of Persons Given Health & Safety Training	0	0	0	0	0	0	0	0	0	0	0	0	0